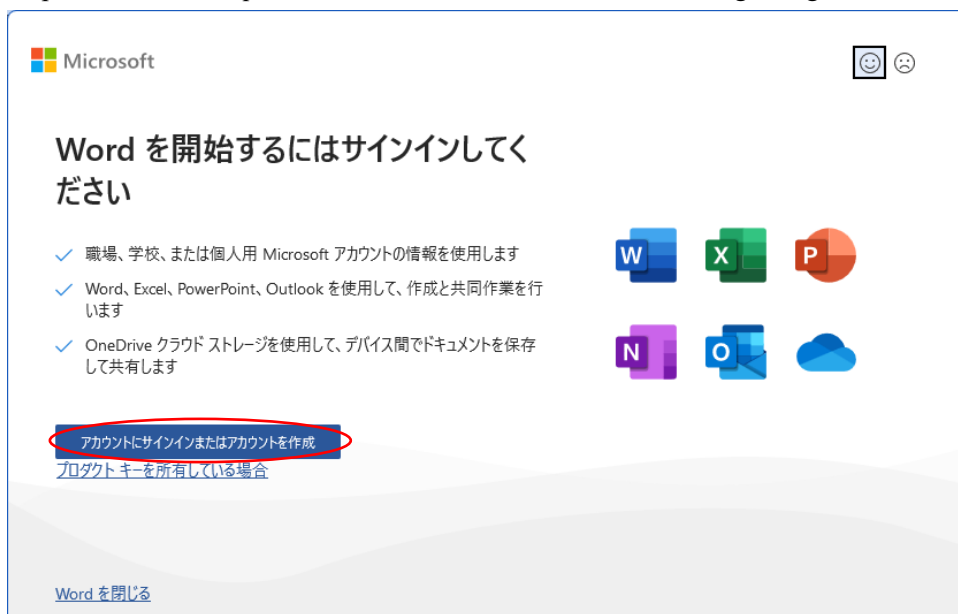# Procedure for activating Microsoft Office on terminals for education (Windows)

Activation procedures are required at the start of Microsoft Office use beginning in FY2023.



If the above screen appears when starting Microsoft Office applications (Word, Excel, Powerpoint, Access) on the Windows OS of your terminal for education, please first click the "サインイン "(Sign-in) button and follow the procedures below before using the applications.

When the screen switches to the Office License Activation screen, enter the email address that will be given to you by the university (see this page for details) and click the "次へ"(Next) button.
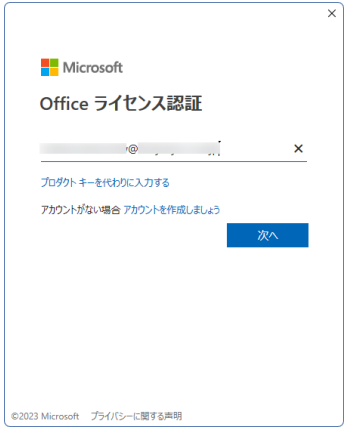




Some people get an additional screen like the one on the left, but on this screen, please select,

職場または学校アカウント

(Workplace or School Account)

Those who do not see this screen, please skip it and proceed to the next step.
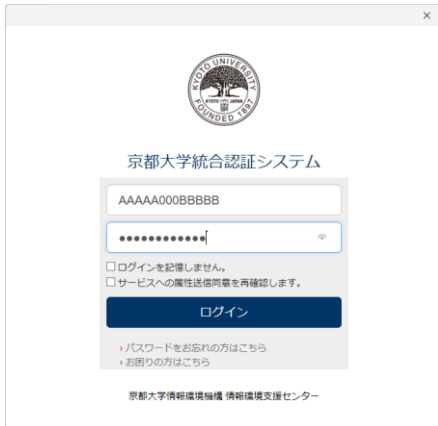
The screen of the University's integrated authentication system will appear for those who have entered the correct e-mail address on the Office license activation screen, so please log in with your ECS-ID or SPS-ID. If you do not see such a screen, please select the [x] button in the screen to return to the initial screen.

After you successfully log in at the integrated authentication screen, the Office license activation process will begin, and you may have to wait about one minute for Microsoft to authenticate your license.





The front screen will disappear and you are able to use Office. If you have not completed the activation, the screen on the left will appear, and you can redo the above procedure by clicking the "サインイン"(Sign-in) button.

Without completing the activation procedure, if you close the above screen by clicking the [x] button, all of the Office editing menus will be disabled, and you will not be able to write to the file. You can still use the Office file viewer in this state.