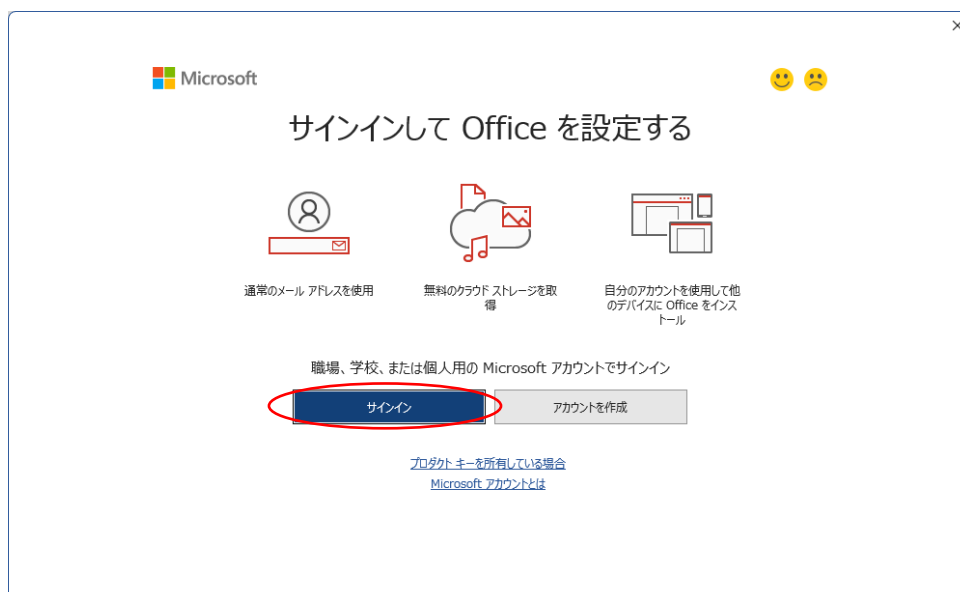


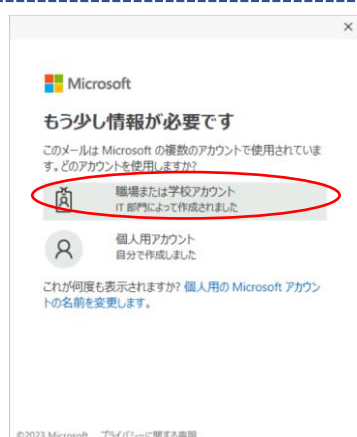
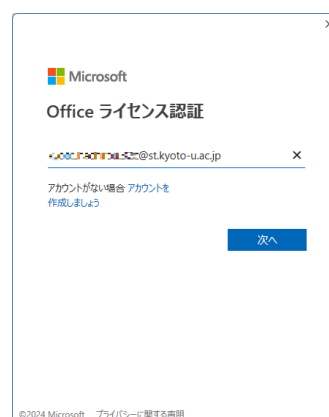
Procedure for activating Microsoft Office on terminals for education (Windows)

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.

Login to the screen shown on the left with your ECS-ID or SPS-ID. If you would like to return to the initial screen, please select the [×] button in the screen. Those who do not know how to obtain a one-time password or have not yet registered for a one-time password should refer to [this page](#).

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.



アカウントの問題

アカウントで検出された製品は、共有コンピューターでの Office ライセンス認証に使用することはできません。

エラー コード: 0x80004005
 関連 ID: {11EBB99D-0782-47CA-A942-1F9044E33FA5}

[オンラインヘルプにアクセス](#)

OK

The front screen will disappear and you are able to use Office.

For those who have not completed the process for some reason, you can close the screen on the left and start the process over again.

Without completing the activation procedure, if you close the above screen by pressing the [Esc] key or other button clicks, 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.

