Microsoft 365@Kyoto-U: User Guide

IIMC, Kyoto University

IMPORTANT: PLEASE READ THIS FIRST

Until February 2023, Microsoft 365 licenses under the campus agreement were only available through Kyoto University CO-OP. **If you have already purchased a Microsoft 365 license from CO-OP** (referred to as a "CO-OP M365 license" in this guide), **you may need to migrate to a different license we offer** ("Kyoto-U M365 license") **to continue using the product after CO-OP ends its sale at the end of February.** To learn if you need to migrate and how to do it, please read section <u>5</u>. <u>Switch from CO-OP M365 License</u>. Students, whether you have a CO-OP license or not, can start using Microsoft 365 with a Kyoto-U M365 license starting in March 2023. Faculty/staff members who don't currently have a CO-OP M365 license can start using Microsoft 365 with a Kyoto-U M365 license in July 2023. If you are a faculty/staff member who doesn't currently have a CO-OP M365 license, you can start using Microsoft 365 with a Kyoto U M365 license in July 2023. If you need access to Microsoft 365 before July, such as a new hire who started in April, you can request early access using the web form below. Please note that the person who will be using the product must request it themselves.

Advance applications closed on June 30th.

If you are a faculty/staff member of Kyoto University, you can view this guide in Google Docs as well: I Microsoft 365@Kyoto-U: User Guide .

This guide explains how to use Microsoft 365 services available to Kyoto-U faculty, staff, and students through the campus agreement with Microsoft called EES (Enrollment for Education Solutions).

Contents

Contents
<u>1. Before You Begin</u>
<u>1.1. Who is eligible?</u>
<u>1.2. General notes</u>
<u>1.3. Find your Microsoft 365 account</u>
<u>1.3.1. If you are an ECS-ID holder</u>
<u>1.3.2. If you are an SPS-ID holder</u>
2. Install and Use Office
<u>2.1. Microsoft 365 Apps for enterprise</u>
<u>2.1.1. Install Office on Windows</u>
2.1.2. If you signed in with a personal Microsoft account during the initial Windows setup

2.1.3. Install Office on macOS

<u>2.1.4. Install Office on Android/iOS/iPadOS</u>

2.2. Office products for shared devices

- 2.3. Office for the web
- 3. Upgrade Your Windows
 - <u>3.1. Upgrade Windows on student-owned PCs</u>
 - 3.2. Upgrade Windows on university-owned PCs
- 4. Use Other Software Titles or Cloud Services
 - 4.1. Cloud services
 - 4.2. Minecraft Education

4.2.1. Windows/macOS

- <u>4.2.2. Android</u>
- <u>4.2.3. iOS/iPadOS</u>
- <u>4.3. Core CAL Suite</u>
- 4.4. Azure Dev Tools for Teaching
- 4.5. Microsoft Workplace Discount Program
- 5. Switch from CO-OP License
 - 5.1. Determine your transition type
 - 5.2. Learn what you need to do

Type A: Faculty/staff members with a CO-OP M365 account

<u>Type B: Faculty/staff members who have bought an "on-premises"</u> version of Office, Windows, or a CAL at CO-OP

<u>Type C: Faculty/staff members who haven't bought a Microsoft product at CO-OP</u>

<u>Type D: Students with a CO-OP M365 account, including one bundled</u> <u>with a PC for newly enrolled students</u>

Type E: Students who have bought Windows at CO-OP

<u>Type F: Students who haven't bought a Microsoft product at CO-OP</u>

5.3. Switch to Kyoto-U license

<u>5.3.1. Windows</u>

<u>5.3.2. macOS</u>

6."Kyodai M365 Individual Additional License" newly available for purchase at Kyoto University CO-OP.

6.1.Kyodai M365 A3 Individual Additional License

6.2.Kyodai M365 Copilot Individual Additional License"

1. Before You Begin

1.1. Who is eligible?

The following members of the Kyoto-U community are eligible for our Microsoft 365 services:

• Kyoto-U students with a campus account (ECS-ID)

• Kyoto-U faculty/staff members with a campus account (ECS-ID/SPS-ID) Eligible members will receive one of two types of licenses, A3 or A1. Most members will receive an A3 license, which gives you access to all services. An A1 license gives you a limited experience without access to a desktop version of Office. The following member will receive an A1:

- Faculty/staff members with an ECS-ID, e.g. adjunct faculty and emeritus professors
- Some medical staff members of Kyoto University Hospital

🔥 Notes

To learn more about licensing availability for medical staff, see E 医学部附属病院の医療系職種の方に対するライセンスの取扱いについて (limited to SPS-ID holders; available in Japanese only).

With the aforementioned A1 license, you can access the <u>Microsoft 365 Copilot</u> (Formerly known as: <u>Microsoft 365 portal</u>) site to use basic Office applications such as the browser versions of Word, Excel, and PowerPoint on internet-connected Windows or Mac computers (also available with the A3 license). You can also use cloud services such as OneDrive (up to 100GB of storage).

However, the A1 license does not allow the use of offline Office applications (those installed and used on a PC).

Please note that part-time instructors who conduct classes using the educational computer system may be granted an A3 license. For more details, please refer to the following link.

- <u>https://www.iimc.kyoto-u.ac.jp/en/faq/education/pc/microsoft_office.ht</u> <u>ml</u>
- https://www.iimc.kyoto-u.ac.jp/en/faq/education/vdi/msoffice.html

1.2. General notes

- With a few clearly stated exceptions, your access to our Microsoft 365 services will only be maintained while you are at the university and is for your use only. Once you leave the university, they will no longer be available, so you will need to stop using the software, uninstall it, or purchase another valid license.
- It's your responsibility to manage your data stored in our Microsoft 365 services. If you leave the university, you will lose access to all the files saved in OneDrive. Be sure to move the data you need to another location or hand it over to other people before you leave.
- Our Microsoft 365 services are made possible by adding faculty and staff members to a shared space that has long been used to provide email service to students. Because of this history and our operating policies, we now impose severe restrictions on viewing and searching other users, making it virtually impossible to use nearly all collaboration features, such as instant messaging and web conferencing with Teams. We know this is far from ideal depending on your use case, and we are currently planning to remove these restrictions in the future to provide a more

flexible experience. However, please understand that this process will take time as we consider the proper handling and protection of personal information while providing useful collaboration features.

- We do not provide support for software operations. See official help or other resources.
- Microsoft 365 services are powered by Microsoft and are subject to change without notice. We strive to keep this guide current, but it is not guaranteed.

1.3. Find your Microsoft 365 account

Your Microsoft 365 account is required to use the service. So the first thing you need to do is to find it out. To avoid confusion, we will refer to a Microsoft 365 account provided by the university as a "Kyoto-U M365 account" and one provided by Kyoto University CO-OP as a "CO-OP M365 account" from here on.

1.3.1. If you are an ECS-ID holder

Your university email (KUMOI) address (***@st.kyoto-u.ac.jp**) is your Kyoto-U M365 account, as KUMOI is powered by Microsoft 365. If you don't remember your KUMOI address, you can find it here: <u>https://ecs.iimc.kyoto-u.ac.jp/</u>. Note: While the format of ECS-ID and KUMOI email addresses provided to "students" and "part-time instructors, etc. (including professors emeriti, visiting researchers, etc.)" is the same, their internal attributes are treated differently. The former are granted the A3 license mentioned later, while the latter are granted the A1 license.

1.3.2. If you are an SPS-ID holder

The format of your Kyoto-U M365 account is ***@ms.c.kyoto-u.ac.jp** with the local part (before @) being the same as your university email (KUMail) address. It may look similar to one of the following addresses, but don't confuse one with another.

- KUMail address: *@kyoto-u.ac.jp
- CO-OP M365 account: *@kyotounivcoop.onmicrosoft.com

We do not inform your Kyoto-U M365 account individually. Follow the instructions below to find it.

1. Access the <u>Microsoft 365 Copilot (Formerly known as: Microsoft 365</u> <u>portal</u>) to sign in with your SPS-ID and password.You will be redirected to the Kyoto University Authentication System.

	京都大学統合認証システム
ECS-ID,	ログイン / Login /SPS-1D
 パスワー	- ۴ / Password
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	ログイン / Login
	パスワードをお忘れの方はこちら / Forgot your password? お困りの方はこちら / Need Help?

If you signed in to Microsoft 365 with a different account, you might not see this verification page and go directly to the Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal). If this is the case, ignore this step and **make sure you see a** <u>**Kyoto-U**</u> **M365 account in step 4**.

2. Click the icon in the bottom left corner, then select "View account" (アカウントを表示).

▶ 検索		
		インストールなど ~
e -		
Microsoft 365	Copilot へようこそ	
クイックアクセス		
⑦ すべて ① 細近開いた項目 & 共有済み ☆ お気に入り +		↑ アップロード = 88
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		
and the second s		(and the set of
Kyoto University サインアウト		
J@m		
アカウントを表示 マイ Microsoft 365 プロ···		 Respective data sugnition
 (名) 別のアカフントでサインインする 		

3. You will be redirected to the My Account page, where you should see your Kyoto-U M365 account under your name. **Ensure it's a Kyoto-U M365 account (*@ms.c.kyoto-u.ac.jp)**. If you see a different format, you are likely logged into a different environment. In this case, <u>delete cookies</u> <u>from your browser</u> and start over from step 1.

・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・			Ŕ	ቆ ? 🔵
@ms				Î
		セキュリティ情報	パスワード	
	@ms.c.kyoto-u.ac.jp	81	\sum	
D 1927-K	@ms.c.kyoto-u.a	認証方法とセキュリティ情報を最新の状態にしてくだ さい。	パスワードを強力にするか、他人が知っている場合は 変更します	
	C jp	更新情報 >	メモレムシ。 バスワードの変更 >	
	◇ 編集できない理由			
CB マイ アプリ		デバイス	組織	
 き分のグループ 			Ē	
		紛失したデバイスを無効にし、接続されているデバイス をご確認ください。	所属しているすべての組織を確認します。	
		and out of the second terms of the	\$17.\$100mg/m/\$100mg/s	•

•Make sure you are not seeing a CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com) or your KUMail address (*@kyoto-u.ac.jp).

•When you start over, you can use a private/incognito window instead of clearing cookies.

You are now all set to use your Kyoto-U M365 account!

If you have a CO-OP M365 license, please refer to section <u>5. Switch from CO-OP License</u> first.

If you want to install Office, please refer to section <u>2. Install and Use Office</u>. If you want to upgrade your Windows, please refer to section <u>3. Upgrade Your Windows</u>. If you are looking for other services, please refer to section <u>4. Use Other Software Titles or</u> <u>Cloud Services</u>.

2. Install and Use Office

Word, Excel, PowerPoint, and other familiar Office products are available under the campus agreement. There are several editions designed for different use cases, so you must choose the appropriate edition based on how you will use Office on the device.

*This chapter explains how to use Office by installing it. In the last section (2.3.), we will also explain how to use Office without installation, which is applicable to the A1 license.

2.1. Microsoft 365 Apps for enterprise

Available for: Student · Faculty · Staff

Microsoft 365 Apps for enterprise, formerly Office 365 ProPlus, includes Word, Excel, PowerPoint, Outlook, OneNote, Access (Windows only), and Publisher (Windows only). You can install and use it on up to five PCs/Macs, five tablets, and five mobile devices.

 \cdot You can install Microsoft 365 Apps for enterprise on personally-owned devices.

·Since Kyoto-U M365 licenses are provided on a per-person basis, Microsoft 365 Apps for enterprise activated with your Kyoto-U M365 account is for your use only. Do not share a Kyoto-U M365 account with anyone, as this would violate the licensing terms. Note that faculty and staff members can use Office for shared devices for this purpose. • Microsoft 365 Apps for enterprise must be connected to the Internet at least once every 30 days so that the software can verify that you have a valid subscription. This is a background process that you don't normally have to worry about. However, if the device is offline for more than 30 days, Microsoft 365 Apps for enterprise goes into reduced functionality mode, in which users can only view and print their documents, but cannot edit or create one. You can extend the 30-day cycle to 180 days by setting it up on your computer though it's intended for IT professionals. For more information, see 2.4. Extended offline access on this page: Installing Office on shared devices (limited to SPS-ID holders). ·If you are using a Mac, you will need one of the three latest versions of macOS. When a new version of macOS is released, the macOS requirements will be one of the three latest versions at that time (the new version of macOS and the two previous versions).

2.1.1. Install Office on Windows

1. Access the <u>Microsoft 365 Copilot (Formerly known as: Microsoft 365</u> <u>portal</u>) and sign in with your ECS-ID/SPS-ID.

∷: ♠–⊥ ₯			インストールなど。
Copilot 作成	Microsoft 365	Copilot へようこそ	
C) neDrive	クイックアクセス		
B 770	◎ すべて ③ 最近開いた項目 88 共有済み ☆ お気に入り +		↑ アップロード 🗧 😁
	40 mm		Constitution and
	 Constants - game in agriculture 		
	E 100.00		
ŝ			

2. Click "Install apps, and more"(インストールなど) in the top right corner, then select "Install Microsoft 365 apps"(Microsoft 365アプリをインストールする).

	● 検索		
↑			インストールなど、
Copilot			Microsoft 365 アプリをインストー ↓ ルする Word, Excel, PowerPoint などをインスト
D 作成	Micro	soft 365 Copilot へようこそ	ールします。
OneDrive	クイック アクセス		アプリを探す お気に入りのアプリにアクセスして、Web 上でさらに多くのことを行います。
B 771	(1) すべて ① 最近開いた項目 28 共有済み 合 お気に入り +		Microsoft 365 Copilot モバイル アプ
	e:		Uをインストールする iOS アプリおよび Android アプリを使用す ると、外出先でも生産性を向上できます。
			(
	 Control control procession 		
	 Internet 		
(ĝ)			

3. Click "Apps & devices"(アプリとデバイス), select the language and version as needed (if no version is specified, select 64-bit), and download the installer from "Install Office"(Officeのインストール).

	KYOTO UNIVERSI	ገኘ マイ ፖታታን ኦ	۲	?	
ሴ	く マイアカウント	アプリとデバイス			
	サブスクリプション	Office			
ପ୍ଟ	セキュリティとプライバ シー	2番◎ [日本語(日本) ▼ 「ージョン [ALビュッ			
A	アプリの権限	7/142 [∨]			
, ₽	アプリとデバイス ツールあよびアドイン	Skype for Business			

4. Run the installer and wait for it to complete. This may take 10-20 minutes depending on your Internet speed and PC specifications.



5. Your install is finished when you see the phrase, "You're all set!" (準備がで きました。). Select Close (閉じる).

Microsoft	•
準備ができました。 Microsoft 365と Office アプリがコンピューターにインストールされていま す。 閉じる(<u>C</u>)	

6. When you launch any Office software (Word is used as an example here), you will be prompted to activate your license. Click "Sign in or create account"(アカウントにサインインまたはアカウントを作成).
*If you signed in with a personal Microsoft account during the initial Windows setup, please refer to "2.1.2. If you signed in with a personal

Microsoft account during the initial Windows setup."



7. When the "Activate Office" window appears, enter <u>your Microsoft 365</u> <u>account</u> and click "Next"(次へ). The Microsoft 365 account for those with an SPS-ID is in the format "***@ms.c.kyoto-u.ac.jp**" (the part before the @ is the same as your faculty and staff email (KUMail) address), For students and part-time instructors, etc. with an ECS-ID, it is the same as your student email (KUMOI) address.

Microsoft	
Office ライセンス認証	
メール、電話番号、または Skype	
プロダクトキーを代わりに入力する	
アカウントがない場合 アカウントを 作成しましょう	ፖላ

©2025 Microsoft	プライバシーに関する声明

8. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

	京都大学統合認証システム
	ログイン / Login
ECS-ID/	SPS-ID
パスワー	ド / Password
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	ログイン / Login
	パスワードをお忘れの方はこちら / Forgot your password? お困りの方はこちら / Need Help?

 If you encounter this popup window saying "Stay signed in to all your apps" (すべてのアプリにサインインしたままにする), select No, sign in to this app only (いいえ、このアプリのみにサインインします).

	\times
すべてのアプリにサインインしたままにする	
Windows でお客様のアカウントが記憶され、このデバイスでアプリや Web サイトに自動的にサインインします。これにより、ログインが求められる回数が減ります。	E
いいえ、このアプリのみにサインインします	
ОК	

• If you click **OK**, your Kyoto-U M365 account will be automatically selected every time you are prompted to sign in to a Microsoft account to use an app like OneDrive on the same device. We recommend that you click **No, sign in to this app only** because you might want to use OneDrive with a different account, and some users have reported receiving an error after clicking **OK**.

•Here, "this app" means the entire Office suite, not individual programs.. If you sign in to your account in Word, you also sign in to Excel, PowerPoint and other Office titles.

10. After logging in, you will be asked to accept the license agreement. Read the terms and click **Accept** (同意する). (You must accept the license agreement to use the Office products.)

×



11. That's it and you are ready to start. Go to **Files** (ファイル) **> Account** (アカウント) to see if the Office product is successfully activated.

🚾 Word			-	R	?	-	0	×
ش *–۵	アカウント ユーザー情報 ・Bens.c.kyoto-u.ac.jp a@ms.c.kyoto-u.ac.jp	Marine Microsoft						
新規	<u>写真の変更</u> <u>プロアイル</u> <u>サインアロト</u> アカントの切り構え アカウントのプライパシー	িms.c.kyoto-u.ac.jp ወ গ্রস্থেগ্যস্থেএ স্ট্রি Microsoft 365 Apps for enterprise েজজিনেয়াস্রিয়ার,						
Filia ≻Bilia	設定の管理 Office の得録: 資源なし ク グ カラフル	アカウントの確實 5イセンスの規則強え 5イセンスの規則 サビー 支払 オプション Microsoft 365 と Office の更新プログラム 更新プリウムは目前的にダウンロートさけインストールされます。						
	 独読済みサービス: OneDrive - Kyoto University Oms.ckyoto-u.ac.jp サイト - Kyoto University Oms.ckyoto-u.ac.jp 	Word のパーション情報 Word のパーション情報 Word の パージョン 242 (2016 8 0 - 4/2 0016 8 0 - 4/2 9 (2017) 厳密チャネル						
	J-EA008U	新聞能 新聞能						
アカウント オプション								

- 2.1.2. If you signed in with a personal Microsoft account during the initial Windows setup.
 - 1. When you launch any Office software (Word is used as an example here), the "Microsoft Word is ready" screen will appear, so click "Change"(変更).

MICrosoft			<u></u>
# £	Microsoft Word 開始するには、以下のオン	の準備ができま ^{プションをご確認ください。}	した
Microsoft 365 で 今すぐ始めましょう	 オフラインアクセスとプレミアム機能 を備えたWord、Excel、 PowerPointの能力がすべて手に 入ります 確認済みの1TBのクラウドスト レージ 	5 日間のパスを開 始 (同意する)を選択すると、 Microsoft 使用許諸契約書 に同意したものと見なされま す。 使用許諾契約書	 ✓ 5 日間にわたり Word、Excel、 PowerPointをお試しいただける チャンスです ✓ 5 日間のパスが終了した後もドキュ メントを保持する

2. When the Office activation dialog box appears, enter <u>your Microsoft 365 account</u> and click "Next".

The Microsoft 365 account for those with an SPS-ID is in the format "*@ms.c.kyoto-u.ac.jp" (the part before the @ is the same as your faculty and staff email (KUMail) address), For students and part-time instructors, etc. with an ECS-ID, it is the same as your student email (KUMOI) address.

Microsoft	
Office ライセンス認証	
メール、電話番号、または Skype	
プロダクトキーを代わりに入力する	
アカウントがない場合 アカウントを 作成しましょう	

©2025 Microsoft	プライバシーに関する声明
OLOLD MICLOSOIL	2217(2 (496)20/

3. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

	京都大学統合認証システム
	ログイン / Login
CS-ID/	SPS-ID
	۲ / Password
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID ログイン / Login
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID ログイン / Login パスワードをお忘れの方はこちら / Forgot your password? お困りの方はこちら / Need Help?

4. If the following screen appears, click "Accept"(同意する).



5. Click "Account" and if your university's Microsoft 365 account name is displayed, the migration is complete.

🚾 Word			-			×
	ፖታታንト					
ホーム	ユーザー情報 @ms.c.kyoto-u.ac.jp i@ms.c.kyoto-u.ac.jp	Microsoft				
新規	プロファイル サインアウト アカウントの切り替え					
	アカウントのプライバシー 設定の管理	 3 3 3 3 3 3 3 3 3 5 7 10 10 10 10 10 10 10 10 10 10 10 10 10				
₩K D	Office の背談: 特徴化 ~ Office デーマ カラフル ~	Microsoft 365 と Office の更新プログラム 更新プログラムは自動的に分シロードされインストールされます。 東新プログラムコードされインストールされます。 オプラカン ~				
	接続済みサービス: ・ OneDrive - Kyoto University @ms.ckyoto-u.ac.jp ・ サイト - Kyoto University	Word のパージョン情報 Wordのパージョン情報 Wordの がた、カゴダケ・10.着作権に対する評価情報。 パージョン情報 パージョン情報 最新チャネル 品新チャネル				
	₩ms.c.kyoto-u.ac.jp サービスの追加 v	新機能 単近インストールした更新プログラムを表示します。 新機能				
アカウント オプション						

6. After switching accounts using the procedure described above, you should be signed in with two accounts: your pre-migration account and your university account (post-migration account). Although you can continue to use it as is, some problems may occur. Please sign out of your pre-migration account using the following procedure: Click "Account" > "Switch Account". Your accounts will be displayed in the upper right corner of the screen. Click "..." to the right of your pre-migration account and select "Sign out".

Word Word					R	?	-	0	×
\sim	アカウント		Kyoto University	サインアウト					
ホーム	ユーザー情報 「@ms.c.kyoto-u.ac.jp 」@ms.c.kyoto-u.ac.jp		アカウントを表示 Office のユーザー情報	.@ms					
新規	コロプクル サインアクト アカウントの切り触え アカウントのプライバシー 設定の管理	Microsoft 365 App この製品には以下が含まれます。			9 9 7 2 7 9 7 2 7 9 7				
☐ 開<	Office の背景: 消長なし ・) Office テーマ カラフル ・)		oft 365 と Office の更新プログラム 5ムは自動的にダウンロードされインストールされます						
	接続済みサービス: ● OneDrive - Kyoto University ©ms.ckyoto-u.ac.jp ③ サイト - Kyoto University ● more leaded up to fe	(?) Word の バージョン指報 新術校:	Dバージョン情報 ペート、プロダクト ID、著作権に関する詳細情報。 2412 (ビルド 18324.20194 ケイック実行) ル						
アカウント	Umis.c.kyouo-u.ac.jp サービスの追加 ~	新機能 新機能	トールした更新プログラムを表示します。						

7. Since your OneDrive account remains your personal Microsoft account, you need to switch it as well. Click the cloud icon in the bottom right corner, then click "Settings" from the gear icon in the upper right corner (the image may differ depending on your environment and installation time).



8. Click "Unlink this PC" on the "Account" tab.



9. When the dialog box to enter the account to sign in appears, enter your university's Microsoft 365 account and click "Sign in".

×



10. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

	京都大学統合認証システム
ECS-ID/S	ログイン / Login PS-ID
(177-1	S / Paseword
	r / Lasswuru
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	ログイン / Login
	パスワードをお忘れの方はこちら / Forgot your password? お困りの方はこちら / Need Help?
	京都大学情報環境機構 情報環境支援

11. For "Back up your folders on this PC"(このPCのフォルダーをバックアップする), be sure to click "I'll do it later"(後で行います).

*If you disable folder backup after enabling it, all files on your local PC will be deleted (they will remain only on OneDrive). For example, if you have files A, B, and C on your desktop, and you disable desktop backup after enabling it, files A, B, and C will be deleted from your local PC's desktop, and a shortcut called "Shortcut to desktop (OneDrive-Kyoto University)" will be created (files will not be deleted if you unlink while backup is enabled).

ドキュメント	KB 0 バックアップの準備完了	
写真	KB 1 バックアップの準備完了	
デスクトップ	KB 0 バックアップの準備完了	

12. From this point on, simply follow the prompts, clicking "Next" and proceeding to the end to complete the process.

2.1.3. Install Office on macOS

1. Access the <u>Microsoft 365 Copilot (Formerly known as: Microsoft 365</u> <u>portal)</u> and sign in with your ECS-ID/SPS-ID.

•••	• • < >		imicrosoft365.com	Ċ	ů + C
					インストールなど 〜
►					
Copilot		Ν	Aicrosoft 365 Copilot へよう	こそ	
		▶ 検索			
D trat					
OneDrive	クイック アクセス	開いた項目 🔐 共有済み 🏠	・ お気に入り +		↑ アップロード 🛛 🚍 🔠
日 アプリ					
					(Concernation of the local sector)
	•				(*** ********************************
	e				
ŝ					

2. Click "Install apps, and more"(インストールなど) in the top right corner of the screen, then click "Install Microsoft 365 apps"(Microsoft 365アプリをインストールする).

•••	• < >		i microsoft365.com	ç	ů + G
III R-A Copilot		Microso	oft 365 Copilot へようこそ	Ŧ	インストールなど 〜 Microsoft 365 アプリをインストール する. Word. Excel. PowerPoint などをインストー ルします。
■ ページ 作成	クイック アクセス	₽ 検索		68	アプリを探す お気に入りのアプリにアクセスして、Web上 できらに多くのことを行います。 Microsoft 365 Copilot モバイル アプ リをインストールする IOS アプリをよび Android アプリを使用する と、労払気やも定難を向してきます。
- Chebine アプリ		IMWE AS 米制河谷 U SALAS			
					Concernant and the second
	••••••••••••••••••••••••••••••••••••				
钧					

3. Click "Apps & devices"(アプリとデバイス) and download the installer from "Install Office"(Officeのインストール).

••• • • •	9	portal.office.com	C	⊕ î + C
	👩 ホーム Microsoft 365 Copilot	×	🚯 マイ アカウント	
III KYOTO UNIVERSIT	Y マイ アカウント			@ ? 🔵
< ش ד <i>ר ד</i> אסטיר	アプリとデバイス			
🗔 サブスクリプション	Office			
♀ セキュリティとプライバ シー	macOS の鼻折のメジャー パージョン		fice のインス トール 5. 町の Office 265	
	たダウンロード マロンコーン			
↓ アプリとデバイス	7/1X ~			
<i>[</i> タ ツールおよびアドイン	Skype for Business	Sky	ype のインス トール	
	口 スマートフォンまたはタブレットに Office ンストール IOS Android Windows	e & 1		

4. Run the installer and follow the instructions. When you are asked to accept the license agreement, read the terms and click **Accept** (同意する). (You must accept the license agreement in order to use the Office products.)

	ようこそ Microsoft 365 and Office for Macインストーラヘ
● はじめに	このソフトウェアをインストールするために必要な手順が表示されま
● 使用許諾契約	す。
● インストール先	
● インストールの種類	
● インストール	
●概要	
	戻る。続ける

5. You may need to enter your username and password. Enter the appropriate credentials and click **Install Software** (ソフトウェアをインストール).



6. Wait for the installation to complete. This may take 10-20 minutes depending on your Internet speed and Mac specs.

	Microsoft 365 and Office for Macのインストール	
 はじめに 使用許諾契約 インストール先 		
 インストールの種類 インストール 	ファイルを書き込み中	
• 概要	-	
	ー 一 フェ	

7. When you get a confirmation screen, click **Close** (閉じる). If you are prompted to move the installer to the Trash, you can click **Move to Trash** (ゴミ箱に入れる) unless you know you want to keep it.



- 8. Launch one of the Office products (like Word).
- 9. When you see a popup window, click **Sign in or create account** (アカウント にサインインまたはアカウントを作成).(It may not be displayed).

Office を使 シ 職場、学校、または祖人用 Microsoft アク シ Word、Excel、PowerPoint、Outlook &	
✓ 職場、学校、または個人用 Microsoft アカ ✓ Word、Excel、PowerPoint、Outlook を	ウントの情報を使用します
 Word、Excel、PowerPoint、Outlook を 	体用して 作成しせ回旋業を行います
	アパレビ、TFRAC 代向作業を行います
 OneDrive クラウド ストレージを使用して て共有します 	、デパイス間でドキュメントを保存し
w x	2
アカウントにサイソインまた	:はアカワントを作成
	読み取り専用モードにスキップ

10. Type <u>your Kyoto-U M365 account</u> and click **Next** (次へ).

The Microsoft 365 account for those with an SPS-ID is in the format "*@ms.c.kyoto-u.ac.jp" (the part before the @ is the same as your faculty and staff email (KUMail) address), and for students and part-time instructors, etc. with an ECS-ID, it is the same as your student email (KUMOI) address.

•••	Word	
	Microsoft	
	サインイン	
	メール、電話番号、または Skype	
	アカウントがない場合 アカウントを作成 しましょう	
	次へ	
@2025 Microso	oft プライバシーに関する声明	

11. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

••	Word
	京都大学統合認証システム
ECS	ログイン / Login -ID/SPS-ID
パス	7- κ΄ / Password
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	ログイン / Login
	パスワードをお忘れの方はこちら / Forgot your password?

12. Once the product is validated, you will get a message that you are ready to go. Click **Start Using (Product name) (**今すぐ(製品名)を使ってみる**)**.



13. That's it for the activation. On the menu bar, go to (**Product name**) > **About (Product name)** (バージョン情報) to see if the Office product is successfully activated.





2.1.4. Install Office on Android/iOS/iPadOS

See <u>Microsoft official help</u>. When you are prompted to sign in during the process, log in with <u>ご自身のyour Kyoto-U M365 account</u>.

2.2. Office products for shared devices

Available for: Faculty · Staff

There are several versions of Office products that can be installed on shared devices and you need to decide the appropriate version based on your use case. See <u>Installing Office on shared devices</u> (limited to SPS-ID holders) for more information.

🔥 Notes

•Office products for shared devices can only be installed on university-owned computers. They are not allowed to use on personally-owned devices.

•Office products for shared devices don't count against the limit of Microsoft 365 Apps for enterprise, i.e. up to five PCs/Macs, five tablets, and five mobiles.

2.3. Office for the web

Available for: Faculty · Staff

Office for the web is a web-based Office that lets you use Word, Excel, PowerPoint, and OneNote in your favorite browser. It's a "light" version of Office and offers a limited experience compared to other desktop versions. For example, you can only open files stored in OneDrive and some features found in the desktop versions are missing. Because Office for the web is available under an A1 license, it can be used by adjunct faculty with an ECS-ID and medical staff at the Hospital.

1. Access the <u>Microsoft 365 Copilot (Formerly known as: Microsoft 365</u> <u>portal)</u> and sign in with your ECS-ID/SPS-ID.

2. Click "Apps" on the left side of the screen, and then select the Office app you want to use from the right side of the screen.

	アプリ						その他のアプリを入手する
に ホーム	T eams	Word	X Excel	PowerPoint	Outlook	OneDrive	OneNote
D 作成							すべてのアプリ →
OneDrive	仕事をこなす	他のマブリ					
	Power Pages 管理						
	カテゴリ別に閲覧 生産社 ユーティリテ	イ 教育 コミュニケーシ	コンテンツ管理	プロジェクト管理 開発	者用ツール 従業員エクス	XJI)X	
\$¥	Forms アンケートとクイズをカスタ	74 มีม. มายเสา สรร	予定表 ニールを管理および共有します。	Swa 対路型のレポ	ay -トとブレゼンテーションを作成し	ま 同僚やクラスメートと	つながり、債報を共有し、プ

3. Upgrade Your Windows

You can upgrade the Windows operating system on your computer to a higher edition. If certain requirements are met, you can also install Windows in a virtual environment, such as macOS Boot Camp, Parallels Desktop, and VirtualBox, without needing a base operating system to upgrade from.

🔥 Notes

•The Windows license under the campus agreement is an upgrade license. Computers upgrade with this license must have a full license for a qualifying operating system. Installations in a virtual machine are exceptions to this rule.

 \cdot We do not provide support for installing an operating system. Please upgrade at your own risk.

3.1. Upgrade Windows on student-owned PCs

Available for: Student

Students can upgrade the Windows installed on their personal devices to the Education edition. Until April 2024, the "OnTheHub" license distribution service provided by Kivuto was used for distributing these Windows licenses. However, the distribution method has changed, and you can now download them by registering for "<u>Azure Dev Tools for Teaching</u>". To do so access the Microsoft <u>website</u>, agree to the terms of use, and use the service from there.

Windows Education obtained through this process can only be installed on one computer and cannot be transferred to other devices.
If you upgrade to the Education edition while you are a student, you don't have to downgrade even after you graduate or complete your degree. Due to the change in the provision method, if you upgrade while enrolled, you will no longer be able to continue using it after graduation or completion of your studies. At the time of graduation or completion, you will need to take measures such as downgrading to the original edition or migrating to a paid license. Please note that if you have upgraded from Windows Home to Education, you will need to initialize your system to return to Home (we do not provide support for these operations).

3.2. Upgrade Windows on university-owned PCs

Available for: Faculty · Staff

- 1. Submit a request for a Windows upgrade using the following form: <u>https://forms.gle/U1zpWKWokLvwfufU8</u> (limited to SPS-ID holders).
- 2. Once approved, you will receive a message at your university email address (*@kyoto-u.ac.jp) with a link to the page where you can view the product key.
- 3. Complete the upgrade using the key. See <u>Microsoft Support</u> for more information.

🔥 Notes

•Since product keys are highly confidential, do not share them with anyone other than Kyoto-U faculty and staff.

•Windows operating systems obtained through this process can only be installed on university-owned computers. They are not allowed to be used on personally-owned devices.

 \cdot The product key is common for both Windows 10 and 11.

4. Use Other Software Titles or Cloud Services

4.1. Cloud services

Available for: Student · Faculty · Staff

You can access a wide variety of cloud services with your Kyoto-U Microsoft 365 account.

•Due to existing operating policies, **it is virtually impossible to use features that involve collaboration between users**. See <u>1.2. General</u> <u>notes</u> for more information.

•In addition to the above, we are now restricting some services such as Office for the web to SPS-ID holders only.

 \cdot We do not provide support for software operations. See official help or other resources.

1. Access the <u>Microsoft 365 Copilot (Formerly known as: Microsoft 365</u> <u>portal</u>) and sign in with your ECS-ID/SPS-ID.

	₽ 線索		
π-Δ			インストールなど 〜
Copilot 介成	Microsoft 36	5 Copilot へようこそ	
OneDrive	クイック アクセス		
日治 アプリ	⑦ すべて ① 最近開いた項目 88 共有済み ☆ お気に入り +		↑ アップロード 🛛 🚍 🔠
	40 inter-		 Construction and the set of
	 Constant and Constanting 		
	E 100.00		
礅			

2. Click "Apps" on the left side of the screen to see the available services. Click on a service to access it. If you don't see what you're looking for, click "All apps" to see a complete list.



The Word, Excel, and PowerPoint that you see in the app launcher is a web-based version of Office called <u>Office for the web</u>, not a desktop version.

4.2. Minecraft Education

Available for: Student · Faculty · Staff

Minecraft Education, formerly called Minecraft: Education Edition, is an edition of the sandbox game designed for use in educational space.

4.2.1. Windows/macOS

- 1. Go to the <u>download page</u> of the Mojang Studios website and download the installer.
- 2. Run the installer and follow the instructions to complete the installation.
- 3. Launch Minecraft Education. When prompted to sign in, log in with <u>your</u> <u>Kyoto-U M365 account</u>.
- 4. That's it and you are ready to play.

4.2.2. Android

- 1. Download the <u>Minecraft Education</u> app from the Google Play Store.
- 2. Launch the app, and when prompted to sign in, log in with <u>your Kyoto-U</u> <u>M365 account</u>.
- 3. That's it and you are ready to play.

A Notes

There is also a standard ("non-education") edition of Minecraft on Google Play Store. Note that this edition cannot be activated with a Kyoto-U M365 account.

4.2.3. iOS/iPadOS

- 1. Download the <u>Minecraft Education</u> app from the App Store.
- 2. Launch the app, and when prompted to sign in, log in with <u>your Kyoto-U</u> <u>M365 account</u>.
- 3. That's it and you are ready to play.

A Notes

There is also a standard ("non-education") edition of Minecraft on App Store. Note that this edition cannot be activated with a Kyoto-U M365 account.

4.3. Core CAL Suite

Available for: Faculty Staff

If you are a system admin and plan to let users access your system built on Windows Server or other Microsoft server products, you need to purchase client access licenses (CALs) for your users. However, the EES campus agreement includes Core CAL Suite, which gives faculty and staff the following CALs:

• Windows Server CAL: CAL for a system built on Windows Server

- **Exchange Server Standard CAL:** CAL for an email system using Exchange Server
- SharePoint Server Standard CAL: CAL for a collaboration system using SharePoint Server
- Skype for Business Standard CAL: CAL for an instant messaging/web conferencing system using Skype for Business
- Microsoft Endpoint Configuration Manager Client Management License (formerly called System Center Configuration Manager): CAL for distributing patches, deploying OS updates, managing IT property.
- System Center Endpoint Protection Client Management License: CAL for anti-malware software
- Skype for Business Server Standard CAL: CAL for an instant messaging/web conferencing system using Skype for Business Server

•A CAL is not a software product that you install on your computer; rather, it is a license that gives a user the right to access the services of the server.

•Windows Server CAL doesn't include Windows Server Remote Desktop Service (RDS) CAL.

4.4. Azure Dev Tools for Teaching

Available for: Student - Faculty

Azure Dev Tools for Teaching is a collection of software developer tools and services, offering free access to paid editions of Visual Studio, Windows Server OS, database software, and more. The software available differs depending on whether you access it through (1) or (2) below. For details, please refer to the "List of Software Provided by Azure Dev Tools for Teaching".

(1) Using software provided in a way that students can directly obtain it on the Microsoft website.

You can use it by accessing the Microsoft <u>website</u> and agreeing to the terms of use.

Please note that some older versions, etc., are not publicly available to students and can only be obtained by administrators.

(2) If you need to use older versions of software, etc.

To use these, a faculty member (students and staff are not eligible) must apply directly to Microsoft on behalf of their educational organization, such as a faculty, department, or major. This application requires information related to the EES comprehensive agreement. Faculty members who wish to apply should contact the <u>Institute for Information Management and Communication</u> for individual guidance.

Azure Dev Tools for Teaching is for educational/research use only. Commercial or business use, including building a computing environment for your department, is not permitted.

4.5. Microsoft Workplace Discount Program

Available for: Faculty · Staff

As part of the campus agreement benefits, faculty and staff members are eligible for a 30% discount of Microsoft 365 subscription plans (Microsoft 365 Personal/Family). If you want to install Office on more than 15 devices, or if you want your family members to have a subscription, this program may be right for you.

In addition to your Kyoto-U M365 account, your **personal** Microsoft account is required to use the program. A personal Microsoft account is **not** a Microsoft account that we provide but an account that you can create yourself using your private email address, such as **@outlook.jp*, **@outlook.com*, **@hotmail.com*.

- 1. Go to the <u>Microsoft Workplace Discount Program</u> page. Enter <u>your</u> <u>Kyoto-U M365 account</u> and click **Get started**.
- 2. You will receive a message in your Kyoto-U M365 account with a link to the verification page. Click or copy and paste the link into your browser.
- 3. Sign in using your **personal** Microsoft account, not your Kyoto-U M365 account.
- 4. You will be taken to the web store with discounted prices.

5. Switch from CO-OP License

Since 2015, Kyoto University has had a comprehensive licensing agreement with Microsoft and outsourced the distribution of their software products, including Office, to Kyoto University CO-OP, making it possible for everyone at the university to purchase a copy at a reasonable price. In AY2021-22, we worked with CO-OP and committee members from across campus to reach a consensus on changes to the system, and agreed that **CO-OP would cease selling Microsoft products covered by the licensing agreement at the end of February 2023, after which the university would be responsible for distributing them to its members**.

As a result of these changes, **if you have already purchased a Microsoft license from Kyoto University CO-OP, including one bundled with a PC for newly enrolled students, you may need to migrate to a new license provided directly by the university. If you don't take steps to migrate, you may lose access to Office and other Microsoft 365 services.** Use the flowchart below to learn what you need to do and complete the necessary process.

5.1. Determine your transition type

Follow this flowchart to determine your transition type and proceed with the instructions.



If you are a faculty/staff member and have purchased an Office product at a CO-OP store, that product can be either ① or ②. What you'll need to do varies depending on the version of Office that you are using. If you are unsure about your version, see

□利用中のOfficeの判別方法/How to Check Your Version of Office. If you are a student and have purchased an Office product at a CO-OP store, it is highly likely that you have Microsoft 365 A3 (①).

5.2. Learn what you need to do

Type A: Faculty/staff members with a CO-OP M365 account

You should be using the software with your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com). You can still use it until the end of June 2023, but you will need to switch to a Kyoto-U license in July.

<u>Type B: Faculty/staff members who have bought an "on-premises" version of Office,</u> <u>Windows, or a CAL at CO-OP</u>

No action required. You can continue using it even after July 2023.

Type C: Faculty/staff members who haven't bought a Microsoft product at CO-OP

Starting in July 2023, you will be able to use our Microsoft 365 services with your Kyoto-U M365 account.

If you need access to Microsoft 365 before July, such as a new hire who started in April, you can request early access using the following form:

Type D: Students with a CO-OP M365 account, including one bundled with a PC for newly enrolled students

You should be using the software with your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com). You can use it until the end of your subscription period in addition to a new Kyoto-U M365 account. However, we strongly recommend that you migrate the computer you use primarily for your university studies to your Kyoto-U license. In the future, your instructors can use their Kyoto-U M365 account to share files with you, but you may have trouble reaching them with your CO-OP M365 account.

Type E: Students who have bought Windows at CO-OP

No action required. You can continue using it even after July 2023.

Type F: Students who haven't bought a Microsoft product at CO-OP

Starting in March 2023, you will be able to use our Microsoft 365 services with your Kyoto-U M365 account.

5.3. Switch to Kyoto-U license

🔥 Notes

If you are using other cloud services, such as OneDrive, with a CO-OP M365 account and you still need the data stored in those services, you will need to move it to another location manually. To migrate it to the space you can use with a new Kyoto-U M365 account, download the data to the local disk and upload it again. Please note that not all data can be transferred, depending on the service you are using.

5.3.1. Windows

1. Launch one of the Office products (like Word) and click **Account** (アカウント). If it's already opened, navigate to **File** (ファイル) > **Account** (アカウント).

Word		A ₽ ? - 0 ×
	ፖカウント	
ホーム	ユーザー情報	製品情報
	8	Microsoft
	万克の変更	追加ライセンス情報を表示する
	2日2F1ル サインアウト	の サブスクリブション製品
新規	アカウントの切り替え	Microsoft 365 Apps for enterprise
	アカウントのプライバシー	この製品には以下が含まれます。
	設定の管理	
	Office の背景:	アカウントの管理 ライセンスの切り替え ライセンスの更新
開く	·	Microsoft 365 と Office の更新プログラム
	Office 7 −₹	■ 更新プログラムは自動的にダウンロードされインストールされます。
	システム設定を使用する ・	×*** 17>9> ∽
	接続済みサービス:	Wordのバージョン結報
	 OneDrive - Kyoto Univ. 	? Word、サポート、プロダクト ID、著作権に関する詳細情報。
	サイト – Kyoto Univ.	Word の バージョン 2412 (ビルド 18324.20168 クイック実行) パージョン情報 最新チャネル
	サービスの追加~	新機能
アカウント		しん 戦近インストールに使新プロクラムを表示します。 #5.6545
オプション		ar (can r.

If you purchased a license from the CO-OP, you should find the account assigned by the CO-OP (*@kyotounivcoop.onmicrosoft.com) listed under "User Information" or "Product Information".
 Once you have confirmed that it is the account provided by the CO-OP.

Once you have confirmed that it is the account provided by the CO-OP, click "**Sign out**"(サインアウト).

u Word		<i>R R ? − </i>
	ፖክታント	
ホーム	ユーザー情報	製品情報
	8	- Microsoft
		追加ライセンス情報を表示する
	<u>サインアウト</u>	の サブスクリプション製品
新規	アカウントの切り替え	Microsoft 365 Apps for enterprise
	アカウントのプライバシー 設定の管理	20ඕඩයය් හැ පාර්තික වන න 🚰 💁 💁 🚳 வ
\square	Office の背景:	アカウントの管理 ライセンスの切り替え ライセンスの更新
開く	*	Microsoft 365 と Office の更新プログラム
1	Office 7 −7	↓ 一 三 三 三 新プログラムは自動的にダウンロードされインストールされます。
	システム設定を使用する 、	史和 オプション ~
	接続済みサービス:	Word のパージョン/結組
	 OneDrive - Kyoto Univ. 	? Word、サポート、プロダクト ID、著作権に関する詳細情報。
	り サイト - Kyoto Univ.	Word の パージョン 2412 (ビルド 18324.20168 ケイック実行) 見新チャネル
	サービスの)色加 ~	新機能 報道インストールルを更新プログラムを表示します。
アカウント		新機能
オプション		

3. Click Switch License (ライセンスの切り替え).



4. Click "Sign in or create account"(アカウントにサインインまたはアカウントを作成).

Microsoft	8
Word を開始するにはサインインしてく ださい	
✓ 職場、学校、または個人用 Microsoft アカウントの情報を使用します	
◇ OneDrive グラウト ストレージを使用して、テハイス間でトキュメクトを保存 して共有します	
アカウントにサインインまたはアカウントを作成 プロックト・キーを所有している場合	
Moral 左門(PZ	
MOID CHIDA	

5. enter <u>your Microsoft 365 account</u> and click "**Next**"(次へ). The Microsoft 365 account for those with an SPS-ID is in the format "*@ms.c.kyoto-u.ac.jp" (the part before the @ is the same as your faculty and staff email (KUMail) address), and for students and part-time instructors, etc. with an ECS-ID, it is the same as your student email (KUMOI) address.

	>
Microsoft	
Office ライセンス認証	
メール、電話番号、または Skype	
プロダクトキーを代わりに入力する	
アカウントがない場合 アカウントを 作成しましょう	
	次へ

6. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

	京都大学統合認証システム
	ログイン / Login
ECS-ID/	/SPS-ID
パスワー	ド / Password
	□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/SPS-ID
	ログイン / Login
	パスワードをお忘れの方はこちら / Forgot your password? お困りの方はこちら / Need Help?
	京都大学情報環境機構 情報環境支援セ

 If you encounter this popup window saying "Stay signed in to all your apps" (すべてのアプリにサインインしたままにする), select No, sign in to this app only (いいえ、このアプリのみにサインインします).



8. When you see <u>your Kyoto-U M365 account</u> after **"Belongs to:"**, the transition is complete.

键 Word			-	R	?	-	ø	×
ش ٭–۵	アカウント ユーザー信報 ・ ^② ms.c.kytoru.uac.jp ・ ^③ ms.c.kytoru.uac.jp	Marine Microsoft						
新規	<u>3月80828</u> プロプイル リ <u>インアウト</u> アカウントのプライバシー IB式の管理	w@ms.c.kyoto-u.ac.jpのサブスクリプション製品 Microsoft 365 Apps for enterprise この製品には取て対象すれます。 @ ③ ④ ④ ④ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎ ◎						
□→ 開<	Office の背景: 対象なし ・ Office テーマ カフフル ・	(アレフロシルム) (アレフロシルム) (アレフロシルム) (アレフロン・ 取用 オプション・ (アレフロン・ アレクラムは自動的にかりンロードされたシストールされます。 更新 アレクラムは自動的にかりンロードされたシストールされます。						
	接続演奏サービス: ● OneDrive - Kyoto University මms.ckyoto-u.ac.jp 争 サイト - Kyoto University ■@ms.ckyoto-u.ac.jp サービスの追加 -	Word の(T-532/情報 Word, サポート, ブルジト, ビルジート、第件電圧第する評価情報。 パージョンメドロ(ビドト 18:324,20168 クイジタ(T)) 最新チャネル 新物総 新物総 新会						
אלמלק אלקלא גפללא								

5.3.2. macOS

1. Launch one of the Office products (like Word). On the menu bar, click (Product name) > Sign Out... (サインアウト...).



2. On the confirmation screen, you should see your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com) after the message **"Are you sure that you want to sign out of this account:"**. Make sure it's a CO-OP M365 account, click **Sign out** (サインアウト).



3. Once you are signed out, terminate the office software (like Word) and relaunch it. Then the **Activation** (ライセンス認証) button will appear under the **Open** (開く) button in the menu on the left side. Click the **Activation** (ライセンス認証) **Sign in** (サインイン), and click **Sign in** (「Officeは購入済ですか?

サインイン」) on the next screen. (Please note that the **Sign in** button in the menu on the left side does not work for activation.)



4. Type <u>your Kyoto-U M365 account</u> and click **Next** (次へ).

• • •	Word	
	Microsoft	
	サインイン	
	メール、電話番号、または Skype	
	アカウントがない場合 アカウントを作成 しましょう	
	次へ	
©2025 Micros	oft プライバシーに関する声明	

If, as shown in the image below, the Co-op account name that should have been signed out is displayed in the red box, and you cannot enter your university account, you can reset the license information by downloading and running the <u>license removal tool</u>. Once the <u>license</u> <u>removal tool</u> has finished running, start Word again and the sign-in screen will appear.

•••	Word	
	Microsoft	
	particle residence highly the unit	
	パスワードの入力	
	パスワード	
	パスワードを忘れた場合	
		サインイン
利用規約	プライバシーと Cookie ・・・	

5. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

京都大学統合認証システム	
ログイン / Login	
ECS-ID/SPS-ID	
1	
パスワード / Password	
□ ECS-ID/SPS-IDを記憶する / Remember ECS-ID/S	PS-ID
ログイン / Login	
パスワードをお忘れの方はこちら / Forgot your passv お困りの方はこちら / Need Help?	vord?
京都大学情報環境	機構 情報環境支援センター

 After you sign in, navigate to (Product name) > About (Product name). When you see your Kyoto-U M365 account after "Belongs to:", the transition is complete.





7. Even after signing in with your university account after using the <u>license</u> removal tool, the previously signed-in account name may still appear in the red-boxed icon area. In this case, click the icon, click "**Sign out**"(サイン アウト) to sign out, and then click the icon (sign in) again to display your university account.

•••		Microsoft Word		Q 検索	
	- テンプレート				その他のテンプレート
	$\overline{}$		1月年		
п л -д	ここに以前サインインしたことのある				
+ 新規	アカウントが表示される場合がある。	ノートの作成	カレンダー	MOO 社のデザインによる クリエイティブな履歴書	MOO 社のデザインによる クリエイティブな添え状
Ŀ	最近使ったファイル ビン留め 自分と共有 コ ^{名前}			自分	が最後に開いた日時 ~
最近使ったフ…	• 127-1975-1				
日本	•				
00 1					
					キャンセル 作成
					TT P CIV





6."Kyodai M365 Individual Additional License" newly available for purchase at Kyoto University CO-OP.

Starting in the latter half of the 2024 academic year, "Individual Additional Licenses" for "Microsoft 365 A3 License" and "Copilot for Microsoft 365" are now

available for purchase. These licenses can be used in conjunction with the Microsoft 365 account provided by the university.

6.1.Kyodai M365 A3 Individual Additional License

This is a license upgrade (A1 to A3) for those who only have the university's Microsoft 365 A1 license (professors emeriti, part-time instructors, etc.). It can be purchased through the CO-OP.

Upgrading to the A3 license will allow you to use the desktop version of the Office app.

Please contact the CO-OP for details on license terms and pricing. <u>https://www.s-coop.net/service/research/inquiry/</u>

6.2.Kyodai M365 Copilot Individual Additional License"

This is an "Individual Additional License" for Copilot for Microsoft 365 (hereinafter referred to as Copilot) for those who have a university Microsoft 365 account (SPS-ID, ECS-ID holders).

It is not available for personal Microsoft 365 contracts but can be used in conjunction with the university's institutional Microsoft 365 contract. Copilot primarily works with applications such as Word, Excel, and PowerPoint, enabling features such as document creation and summarization of existing documents in Word. If you have an A3 license, you can use Copilot on various Office apps by purchasing this license. However, if you only have an A1 license, it can only be used on the web version of Office even if you purchase it. Please contact the CO-OP for details on Copilot license terms and pricing. https://www.s-coop.net/service/research/inquiry/