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 5. Switch from CO-OP M365 License.
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: 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).

Note: The accounts used to sign in to Microsoft 365 (`*@ms.c.kyoto-u.ac.jp` or `*@st.kyoto-u.ac.jp`) cannot be used as Microsoft accounts during the initial setup of a Windows PC. Since the University does not manage devices at the organizational level, these accounts also cannot be added as "work or school accounts" from the Windows account settings.

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6."Kyodai M365 Individual Additional License" newly available for purchase at Kyoto University CO-OP.
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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 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 [Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal)] 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.

- https://www.iimc.kyoto-u.ac.jp/en/faq/education/pc/microsoft_office.html
- 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: https://ecs.iimc.kyoto-u.ac.jp/.
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.

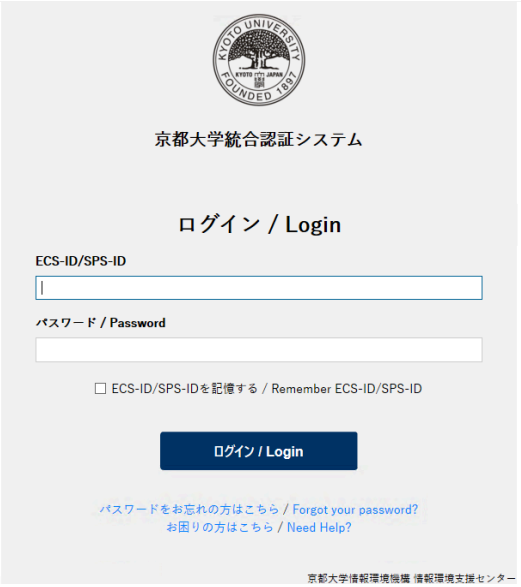
1.3.2. If you are an SPS-ID holder

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. Go to Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal).
2. On the Integrated Authentication System screen, sign in with your SPS-ID and password.



> ⚠️ **Notes**
> If you have previously signed in to Microsoft 365, you may be able to access Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal) directly without being redirected to the integrated authentication system page. In that case, proceed directly to Step 3. **However, be sure to verify in Step 4 that your university-provided Microsoft 365 account is displayed.**

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

4. 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, delete cookies from your browser and start over from step 1.

⚠️ **Notes**
・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 5. Switch from CO-OP License first.
If you want to install Office, please refer to section 2. Install and Use Office.
If you want to upgrade your Windows, please refer to section 3. Upgrade Your Windows.
If you are looking for other services, please refer to section 4. Use Other Software Titles or Cloud Services.

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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**.

> ⚠️ **Notes**
> ・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

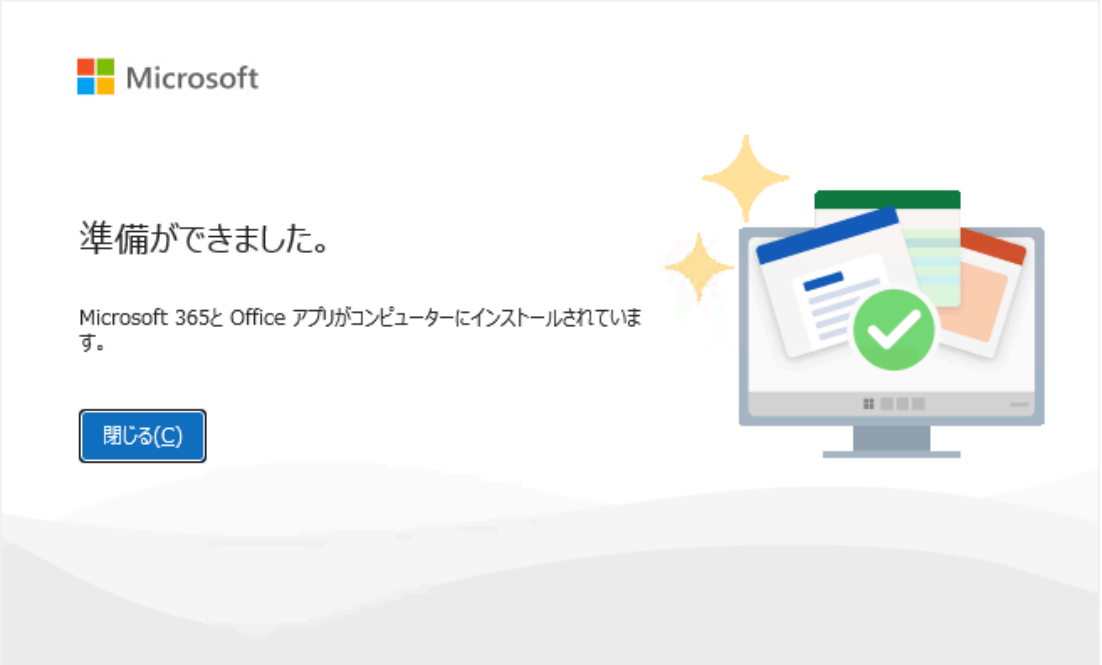
1. Access Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal) and sign in with your ECS-ID/SPS-ID.

2. Click the nine-dot icon (App launcher) in the upper-left corner of the screen, and then select “More apps.” When the Apps page appears, click “Install apps” in the upper-right corner, and then select “Microsoft 365 Apps.”

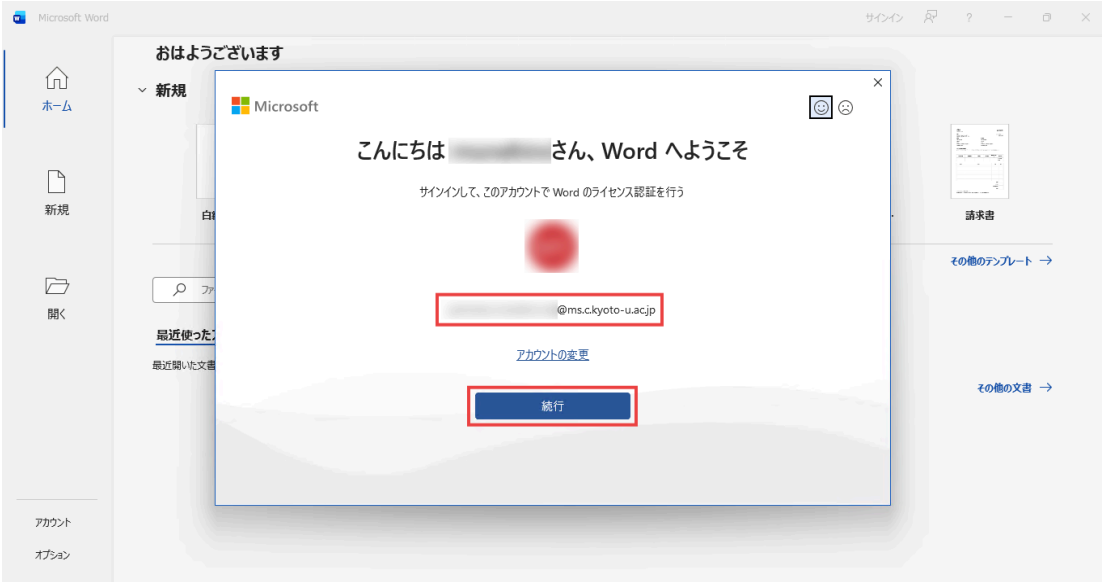
3. Click **“Install Office”** from **“My Account”**（マイアカウント）and download the installer (it can also be downloaded from **“Apps & devices”**).

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

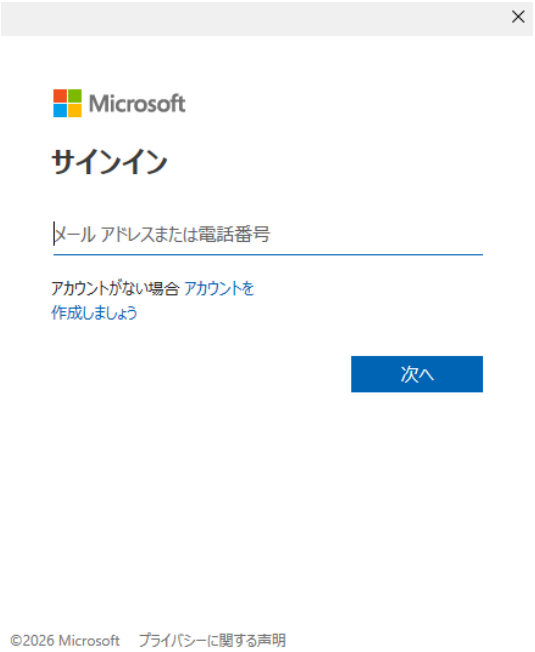
5. Your install is finished when you see the phrase, **"You're all set!"** (準備ができました。). Select **Close** (閉じる).



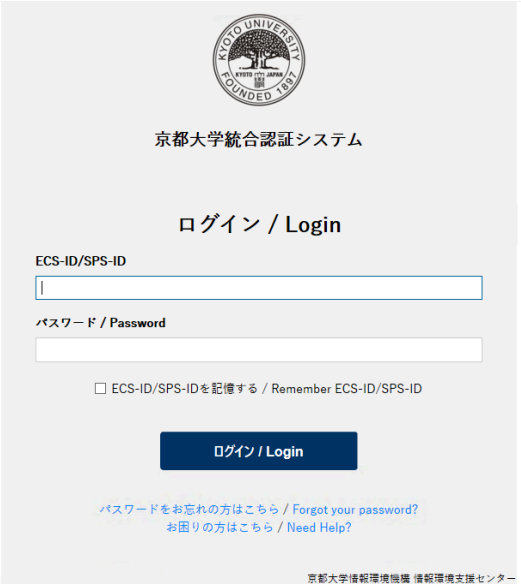
6. Launch any Office app (Word is used as an example here). When prompted to activate your license, confirm that the displayed account is your university-provided Microsoft 365 account, and then click "Continue."(続行).
*If you signed in with a personal Microsoft account during the initial Windows setup, please refer to "2.1.2. If you signed in with a personal Microsoft account during the initial Windows setup."



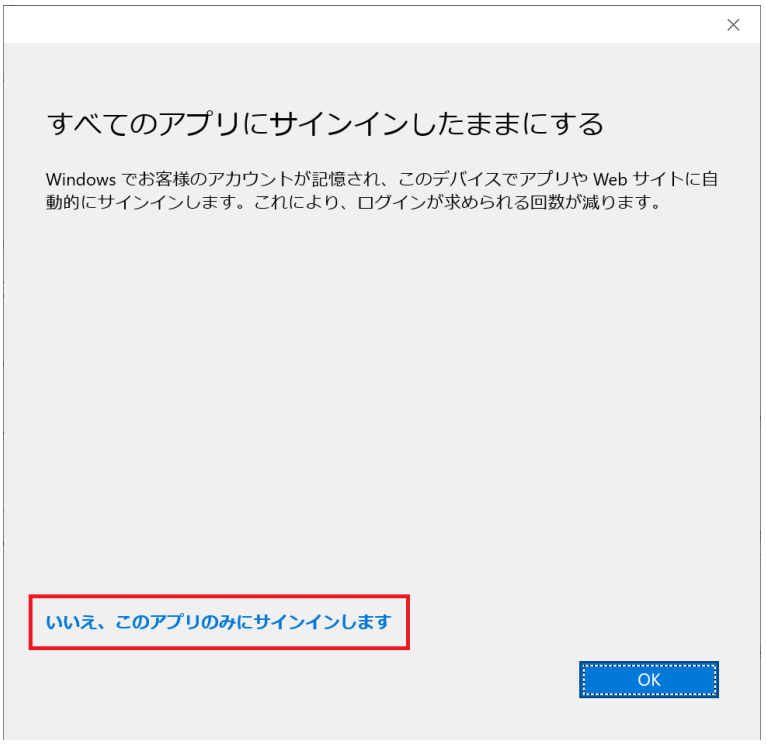
7. When the sign-in screen appears, enter your Microsoft 365 account, and then click “Next.”
   For SPS-ID holders, your Microsoft 365 account is in the format "***@ms.c.kyoto-u.ac.jp**" (the part before the @ sign is the same as your faculty and staff email (KUMail) address). For students, part-time lecturers, and others who have an ECS-ID, your Microsoft 365 account is the same as your student email (KUMOI) address.



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



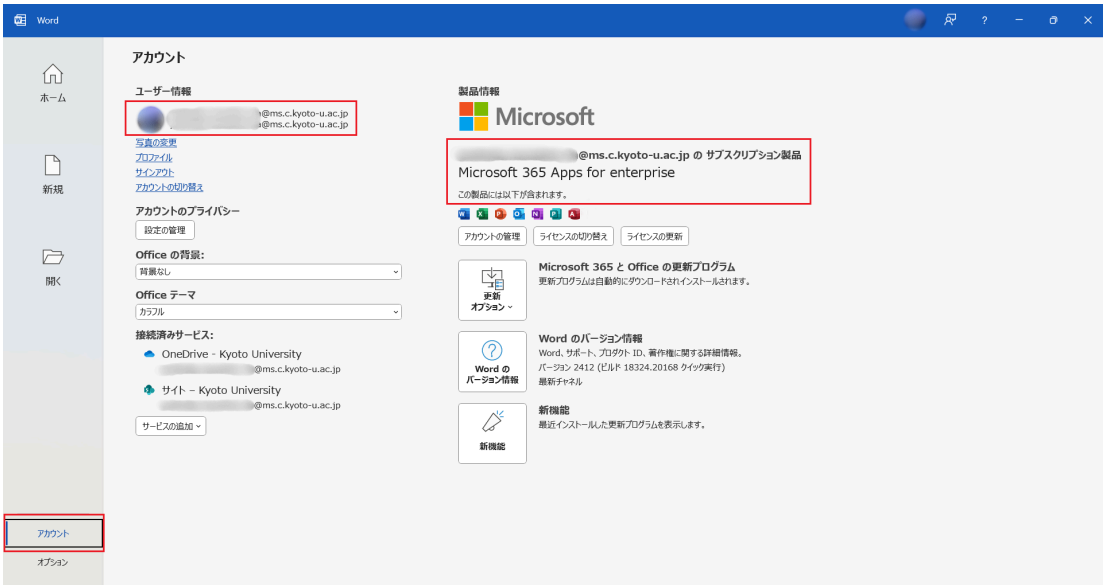
9. If you encounter this popup window saying “Stay signed in to all your apps” (すべてのアプリにサインインしたままにする), select **No, sign in to this app only** (いいえ、このアプリのみにサインインします).



> ⚠️ **Notes**
> ・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.)

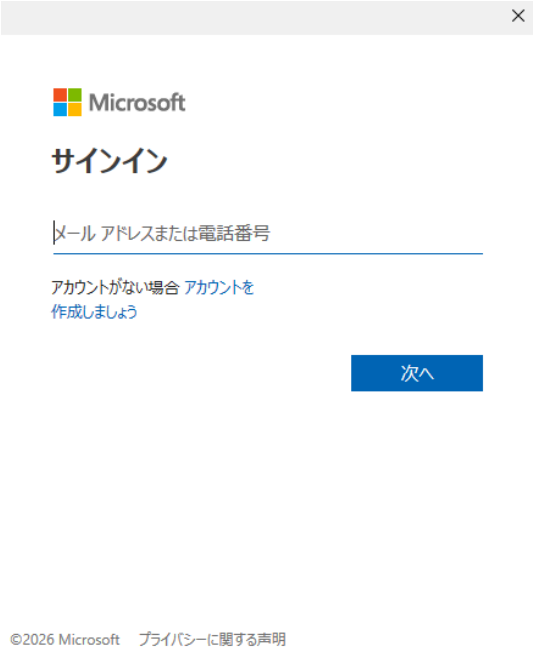
11. That’s it and you are ready to start. Go to **Files** (ファイル) **>** **Account** (アカウント) to see if the Office product is successfully activated.



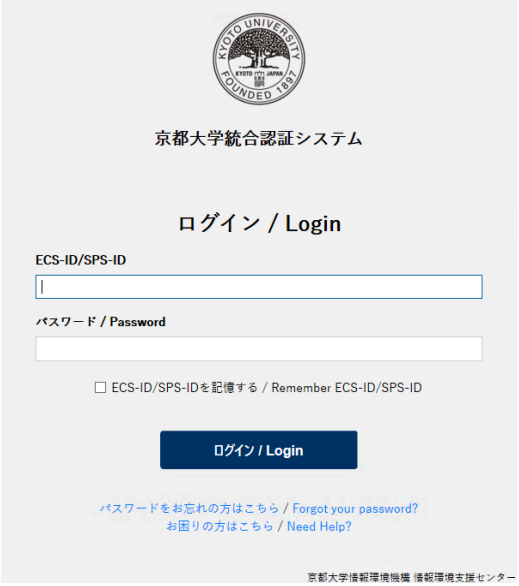
2.1.2. If you signed in with a personal Microsoft account during the initial Windows setup.

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).

2. When the Office activation dialog box appears, enter your Microsoft 365 account 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.

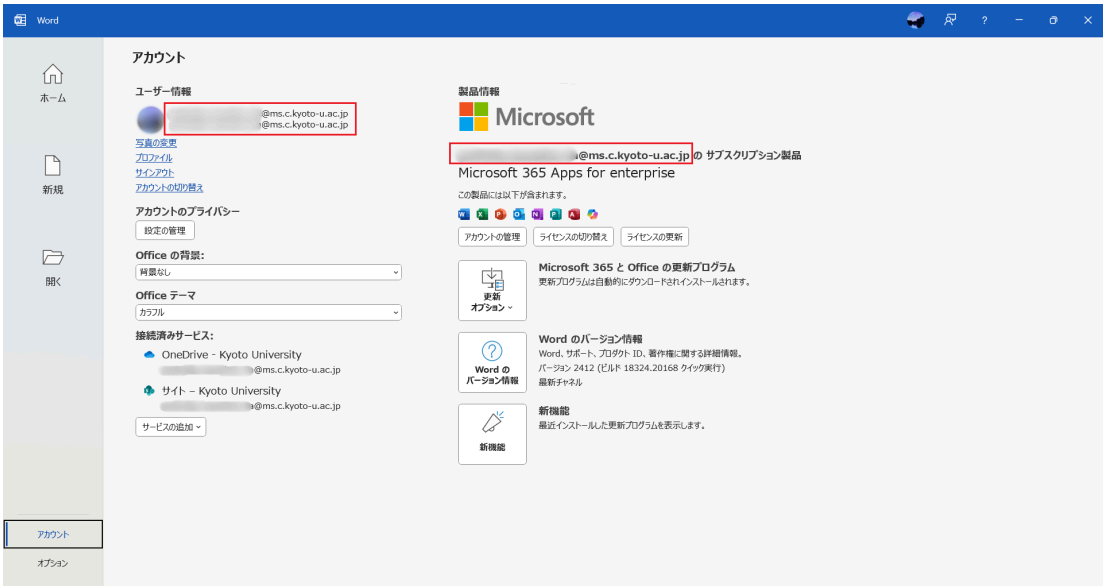


3. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

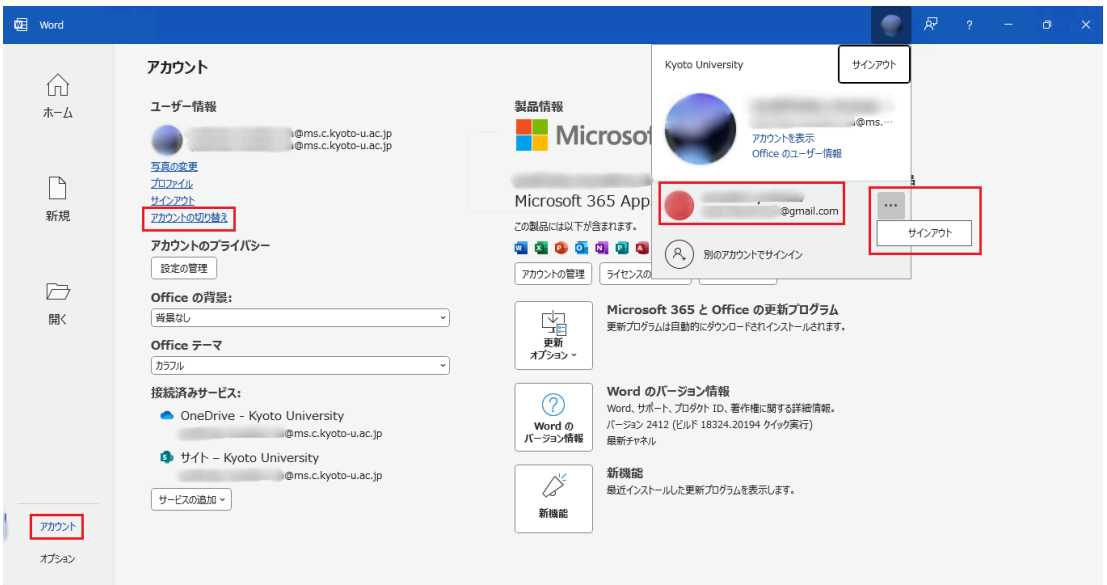


4. If the following screen appears, click "Accept"(同意する).

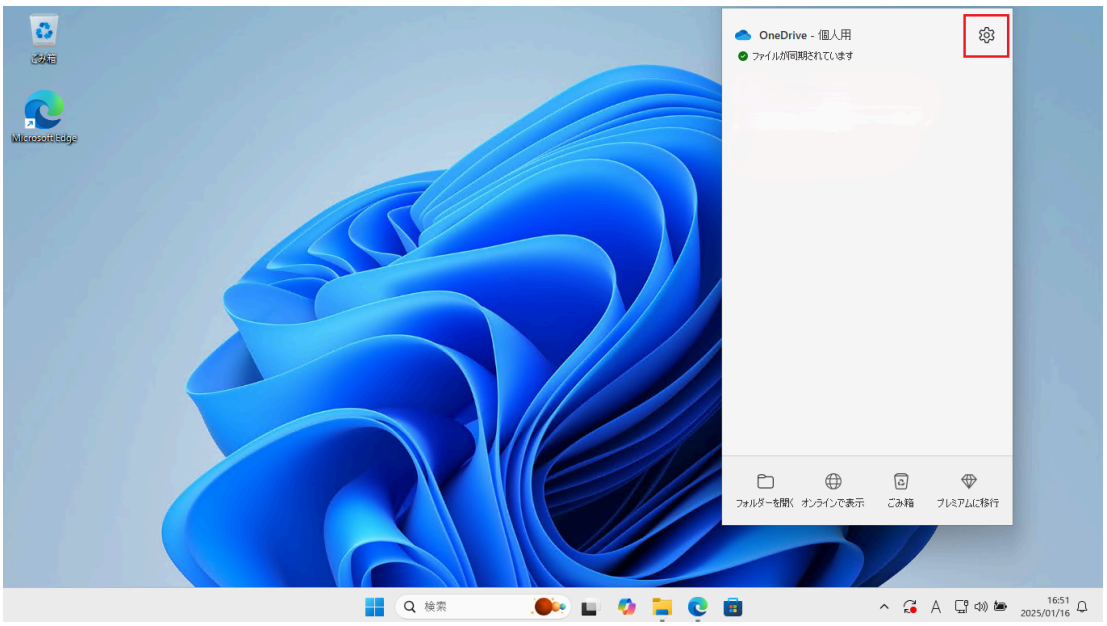
5. Click "Account" and if your university's Microsoft 365 account name is displayed, the migration is complete.



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".

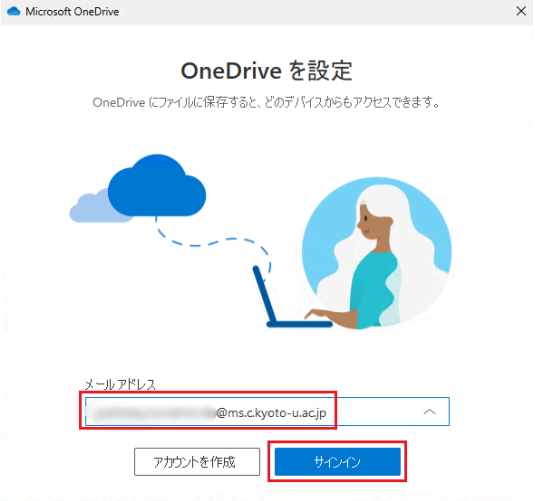


7. Since your OneDrive account remains your personal Microsoft account, you need to switch it as well. Click the cloud icon in the bottom right corner, then click "Settings" from the gear icon in the upper right corner (the image may differ depending on your environment and installation time).

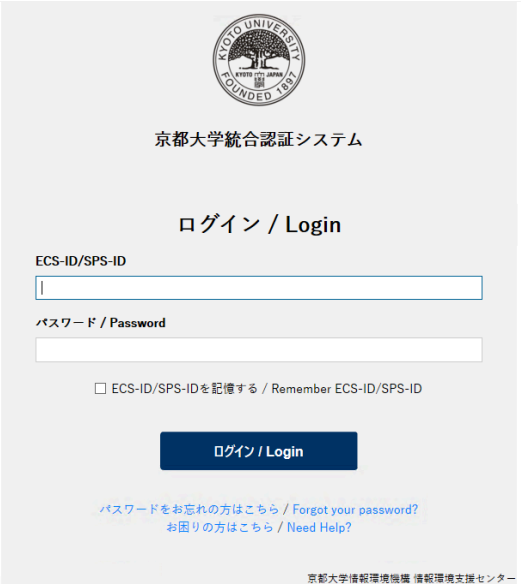


8. Click "Unlink this PC" on the "Account" tab.

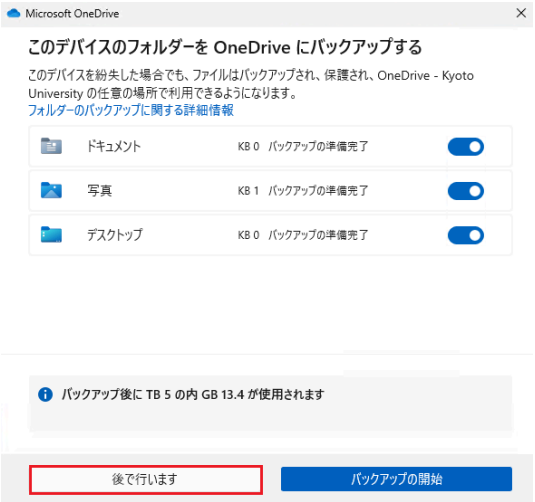
9. When the dialog box to enter the account to sign in appears, enter your university's Microsoft 365 account and click "Sign in".



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



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).



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

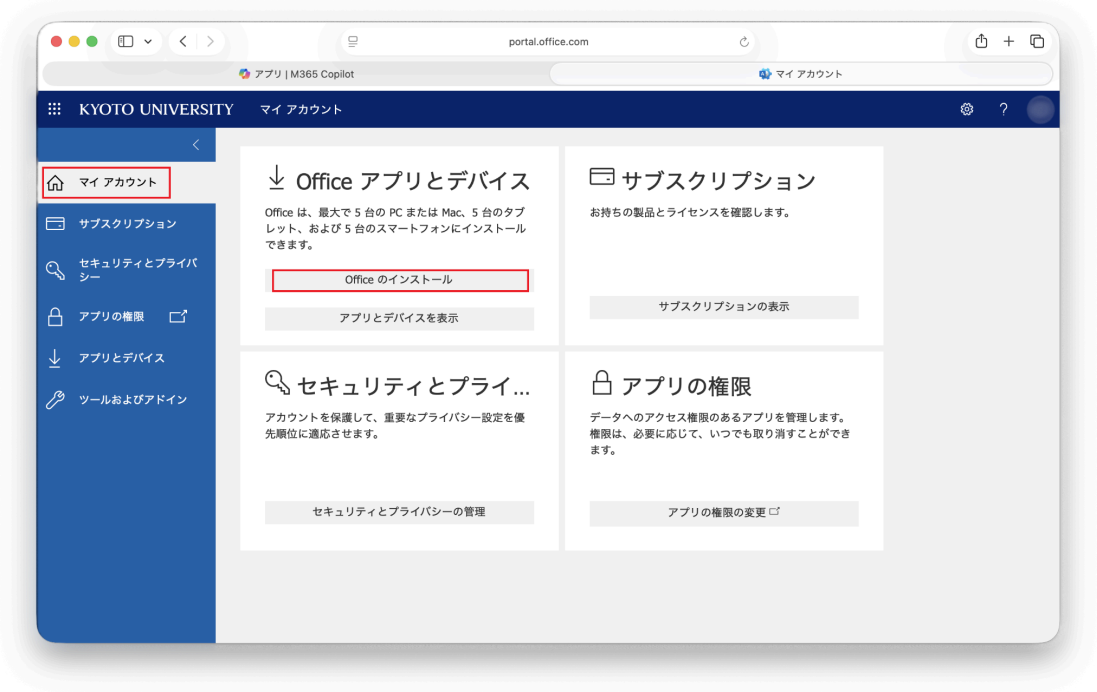
On Mac, Office can also be installed from the App Store. However, the update method differs between the App Store version and the version installed using the method described in this manual. The App Store version is updated through the App Store, whereas the version installed according to this manual is normally updated automatically through Microsoft AutoUpdate. Because these

differences in update management may cause support-related issues, we recommend installing Office using the method described in this manual.

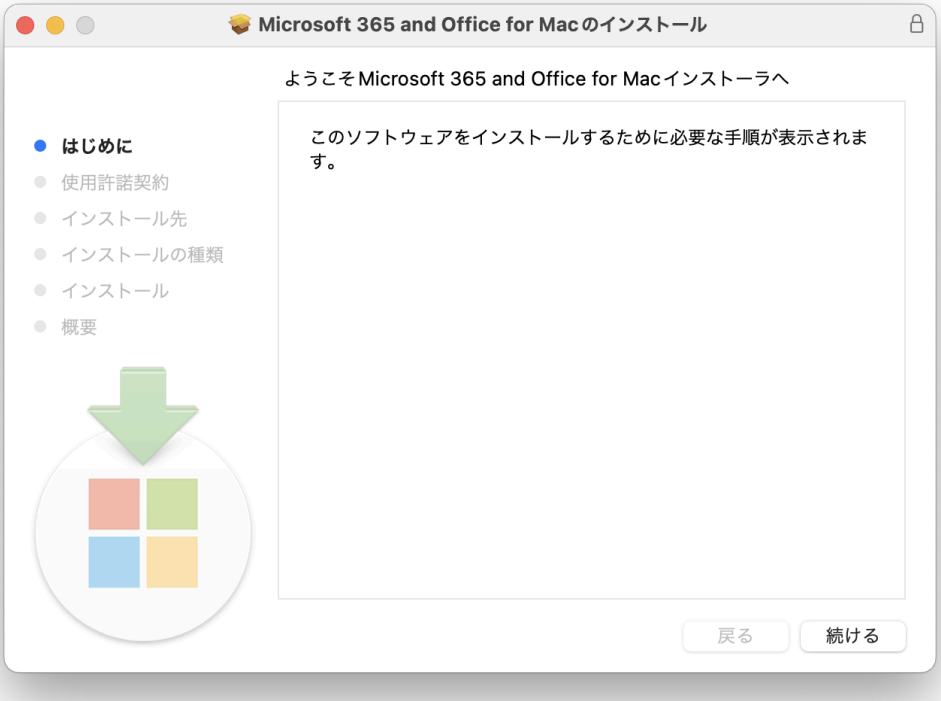
1. Access [Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal)](#) and sign in with your ECS-ID/SPS-ID.

2. Click the nine-dot icon (App launcher) in the upper-left corner of the screen, and then select “More apps.” When the Apps page appears, click “Install apps” in the upper-right corner, and then select “Microsoft 365 Apps.”

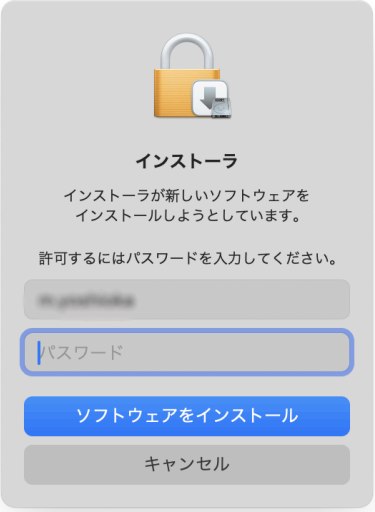
3. Click **“Install Office”** from **“My Account”**（マイアカウント）and download the installer (it can also be downloaded from **“Apps & devices”**).



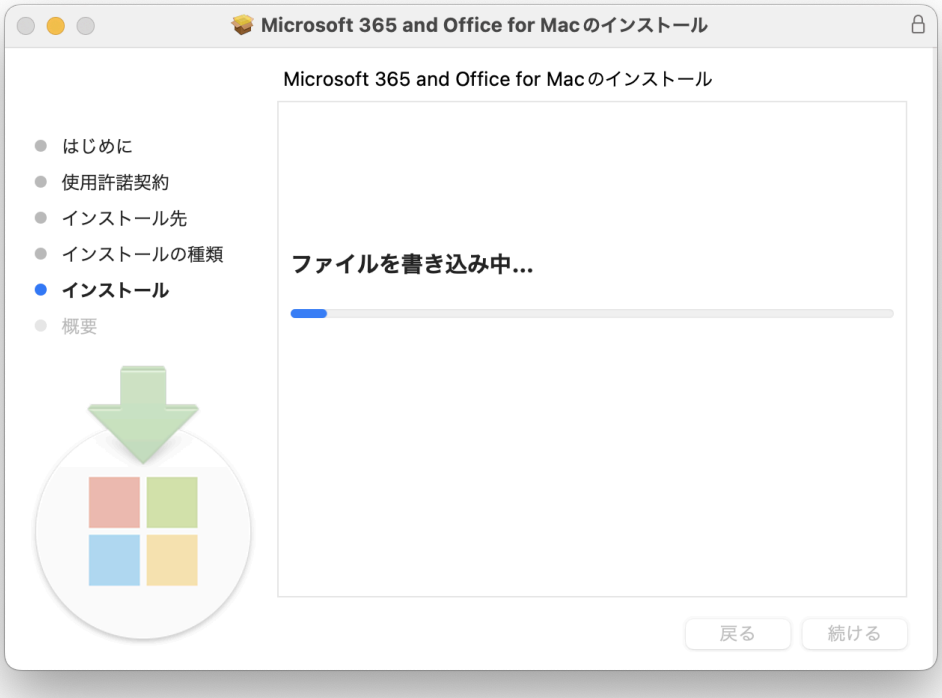
4. Run the installer and follow the instructions. When you are asked to accept the license agreement, read the terms and click **Accept** (同意する). (You must accept the license agreement in order to use the Office products.)



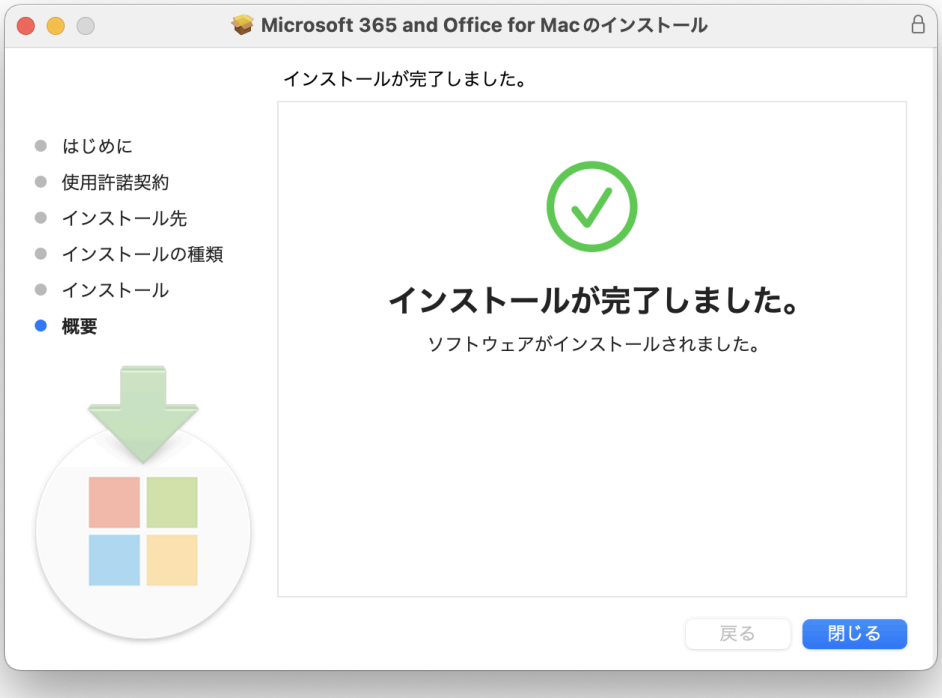
5. You may need to enter your username and password. Enter the appropriate credentials and click **Install Software** (ソフトウェアをインストール).



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

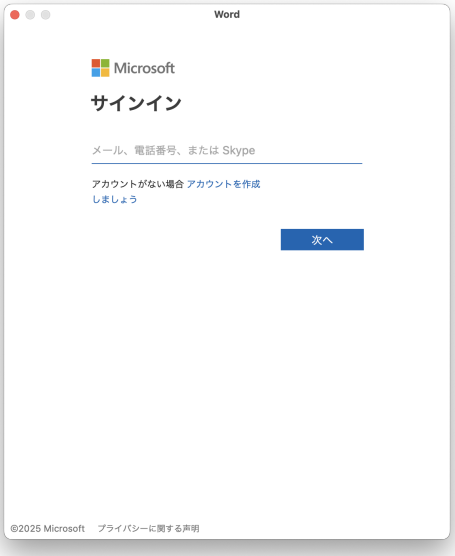


7. When you get a confirmation screen, click **Close** (閉じる). If you are prompted to move the installer to the Trash, you can click **Move to Trash** (ゴミ箱に入れる) unless you know you want to keep it.

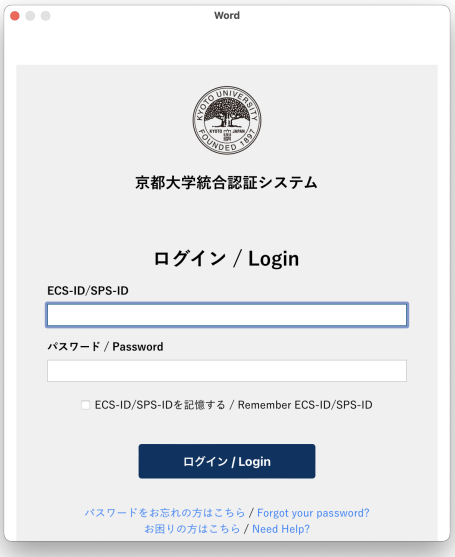


8. Launch one of the Office products (like Word).
9. When you see a popup window, click **Sign in or create account** (アカウントにサインインまたはアカウントを作成).(It may not be displayed).

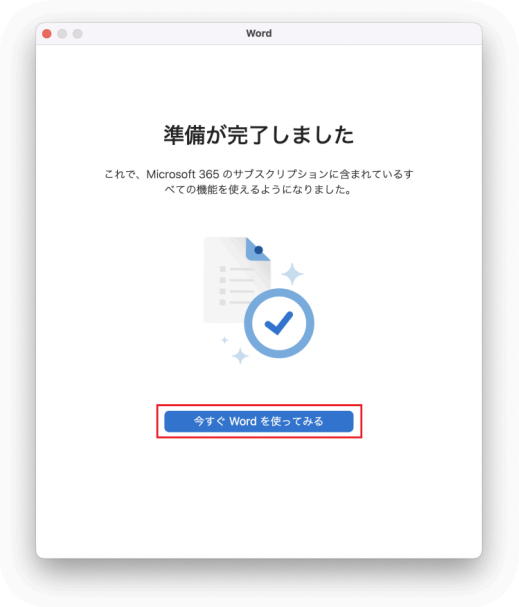
10. Type your Kyoto-U M365 account and click **Next** (次へ).
    The Microsoft 365 account for those with an SPS-ID is in the format "***@ms.c.kyoto-u.ac.jp**" (the part before the @ is the same as your faculty and staff email (KUMail) address), and for students and part-time instructors, etc. with an ECS-ID, it is the same as your student email (KUMOI) address.



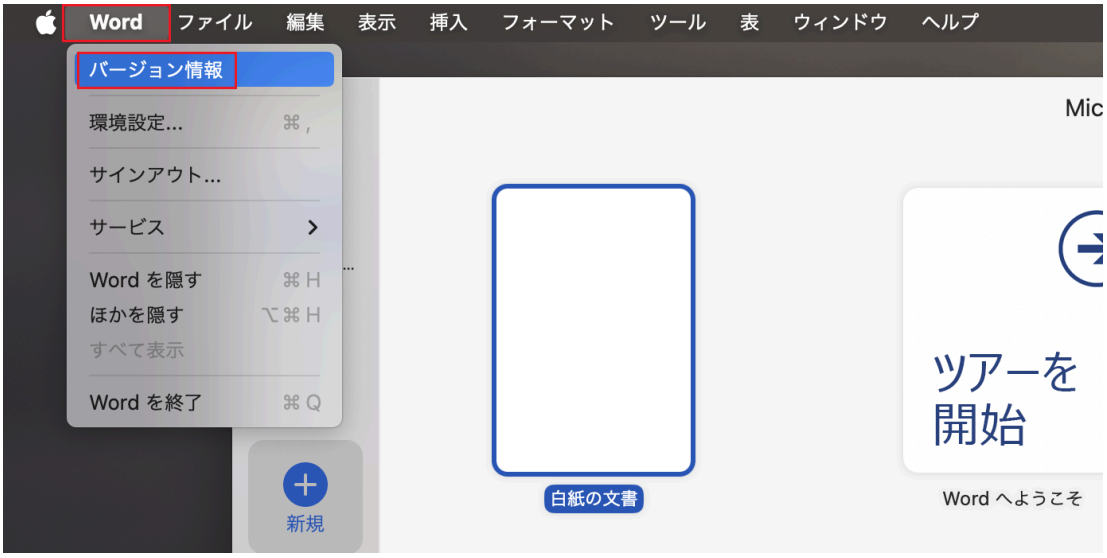
11. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.



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 Microsoft official help. When you are prompted to sign in during the process, log in with your Kyoto-U M365 account.

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 Installing Office on shared devices (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 Microsoft 365 Copilot (Formerly known as: Microsoft 365 portal) and sign in with your ECS-ID/SPS-ID.

2. Click the nine-dot icon (App launcher) in the upper-left corner of the screen. Several apps will be displayed, and you can start using an Office app by selecting the one you want to use. To see other available apps besides Office apps, click “More apps” to open the Apps page.

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.
> ・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 "Education Hub". To do so access the Microsoft website, agree to the terms of use, and use the service from there.

> ⚠️ **Notes**
> ・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. Windows Upgrade Benefit for Faculty and Staff A3 License

Available for: Faculty・Staff

1. Faculty and Staff A3 License Windows Upgrade Benefit Application Form: https://forms.gle/U1zpWKWokLvwfufU8 (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 Microsoft Support for more information.

> ⚠️ **Notes**
> ・**Since product keys are highly confidential, do not share them with anyone other than Kyoto-U faculty and staff.**
> •This service is provided primarily for use on university-owned devices. However, use on personally owned devices by eligible faculty and staff is also permitted, provided that such use complies with Microsoft's licensing terms and conditions.
> •When using this service on a personally owned device, users are responsible for properly managing the license. If a user loses eligibility to use the service (i.e., eligibility for the A3 license) due to retirement or any other reason, the user must, at their own responsibility, restore the device to its original operating system state. This includes, but is not limited to, uninstalling the upgraded OS, deleting virtual environments, or reinstalling the original operating system.
> •**Applications for use on personally owned devices will be accepted only from users who agree to take the appropriate actions described above upon loss of eligibility.**
> •The product key is the same for both Windows 10 and Windows 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.

> ⚠️ **Notes**
> ・Due to existing operating policies, **it is virtually impossible to use features that involve collaboration between users**. See 1.2. General notes 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.
> ・We do not provide support for software operations. See official help or other resources.

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

2. Click the nine-dot icon (App launcher) in the upper-left corner of the screen, and then select “More apps.” On the page that appears, click “All apps” to display a list of available services. Click the service you want to use to access it.

> ⚠️ **Notes**
> The Word, Excel, and PowerPoint that you see in the app launcher is a web-based version of Office called Office for the web, 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 download page 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 your Kyoto-U M365 account.
4. That's it and you are ready to play.

4.2.2. Android

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

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

> ⚠️ **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

> ⚠️ **Notes**
> ·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(Service Termination)

Available for: Student·Faculty

Important

Due to Microsoft's policy change, Azure Dev Tools for Teaching was discontinued for new registrations (including new subscription administrators and individual user sign-ups) as of August 15, 2025. Existing administrators can continue to access the service, but no new registrations or applications are accepted.

4.4.1. Alternative Services

1. For Students: Azure for Students
Students can register for Azure for Students to receive $100 in credits valid for 12 months and access eligible free services (credit renewal available; identity verification is performed using a school email address, etc.). After consuming the credits, students can upgrade to a pay-as-you-go plan.
Azure for Students:
https://azure.microsoft.com/en-us/free/students/

2. For Faculty and Researchers: Paid Licenses / Subscriptions
To continue using Microsoft software or cloud resources for teaching and research, please consider paid plans such as Pay-As-You-Go or Visual Studio subscriptions.

~~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 website 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 Institute for Information Management and Communication for individual guidance.~~

> ⚠️ **Notes**
> **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 Microsoft Workplace Discount Program page. Enter your Kyoto-U M365 account 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.

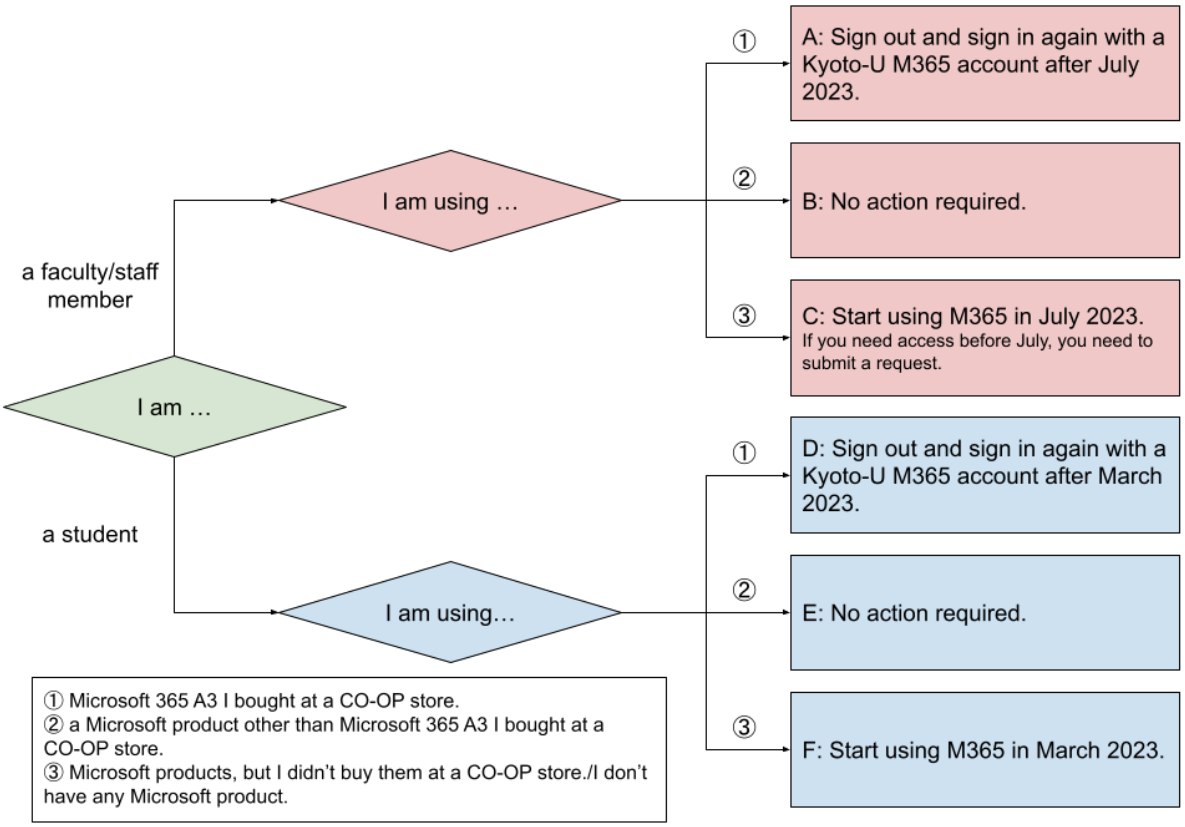
5. Switch from CO-OP License

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.



> ⚠️ **Notes**
> 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.**

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

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

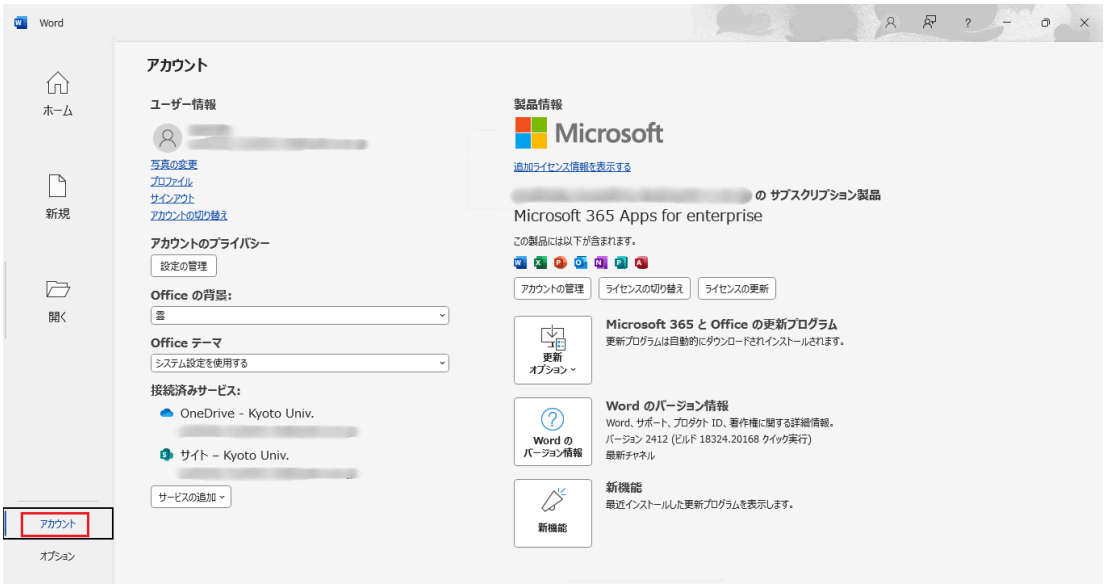
Starting in March 2023, you will be able to use our Microsoft 365 services with your Kyoto-U M365 account.

5.3. Switch to Kyoto-U license

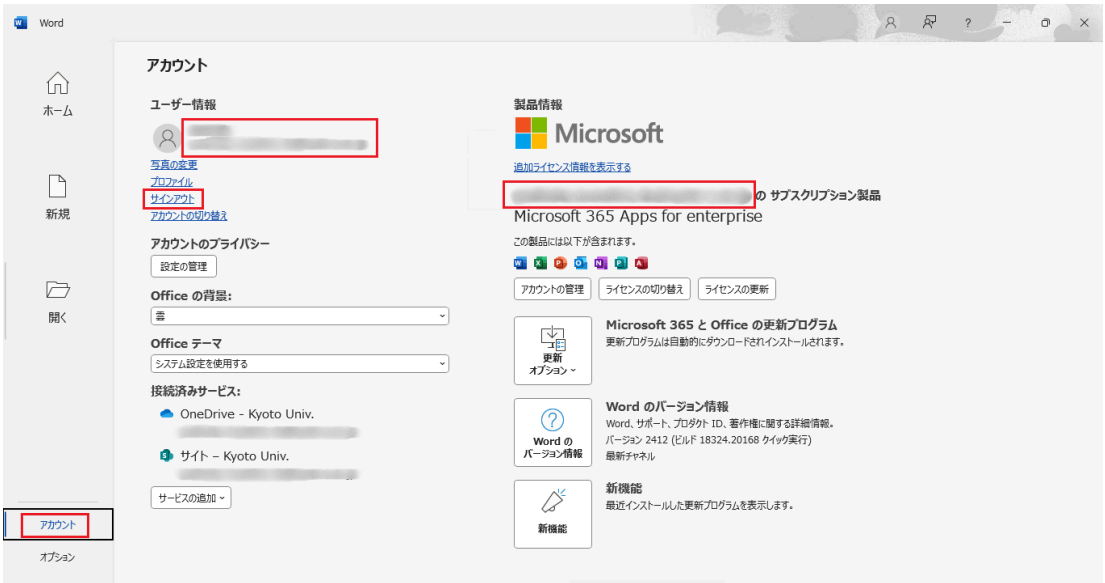
> ⚠️ **Notes**
> If you are using other cloud services, such as OneDrive, with a CO-OP M365 account and you still need the data stored in those services, you will need to move it to another location manually. To migrate it to the space you can use with a new Kyoto-U M365 account, download the data to 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

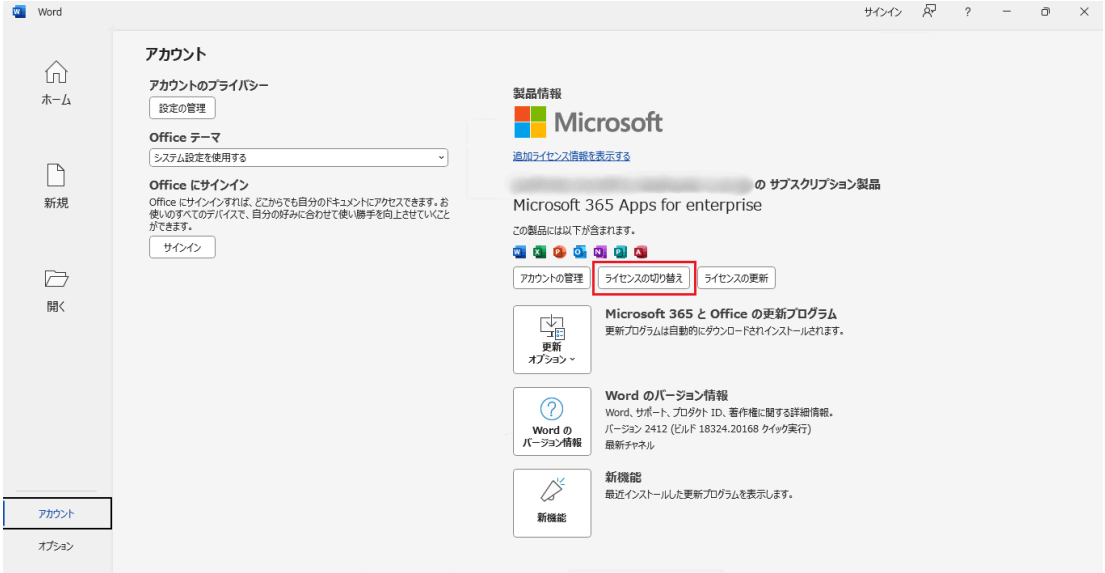
1. Launch one of the Office products (like Word) and click **Account** (アカウント). If it's already opened, navigate to **File** (ファイル) **>** **Account** (アカウント).



2. 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, click "**Sign out**"(サインアウト).

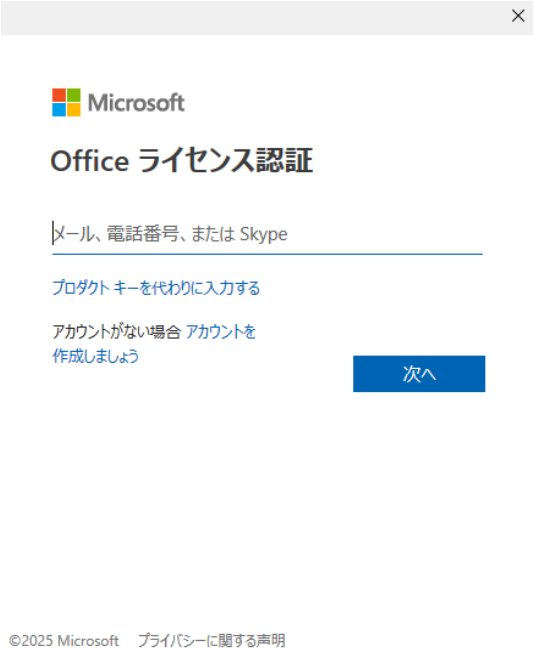


3. Click **Switch License** (ライセンスの切り替え).

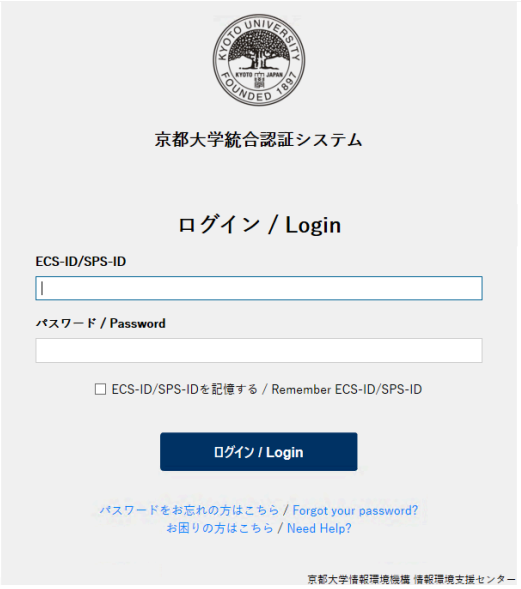


4. Click "**Sign in or create account**"(アカウントにサインインまたはアカウントを作成).

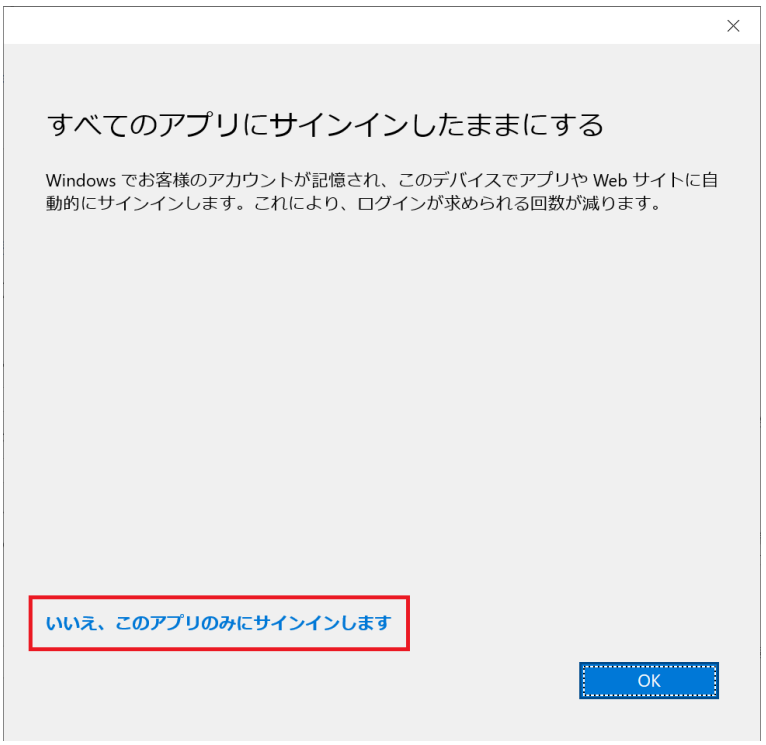
5. enter your Microsoft 365 account and click "**Next**"(次へ).
The Microsoft 365 account for those with an SPS-ID is in the format "***@ms.c.kyoto-u.ac.jp**" (the part before the @ is the same as your faculty and staff email (KUMail) address), and for students and part-time instructors, etc. with an ECS-ID,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



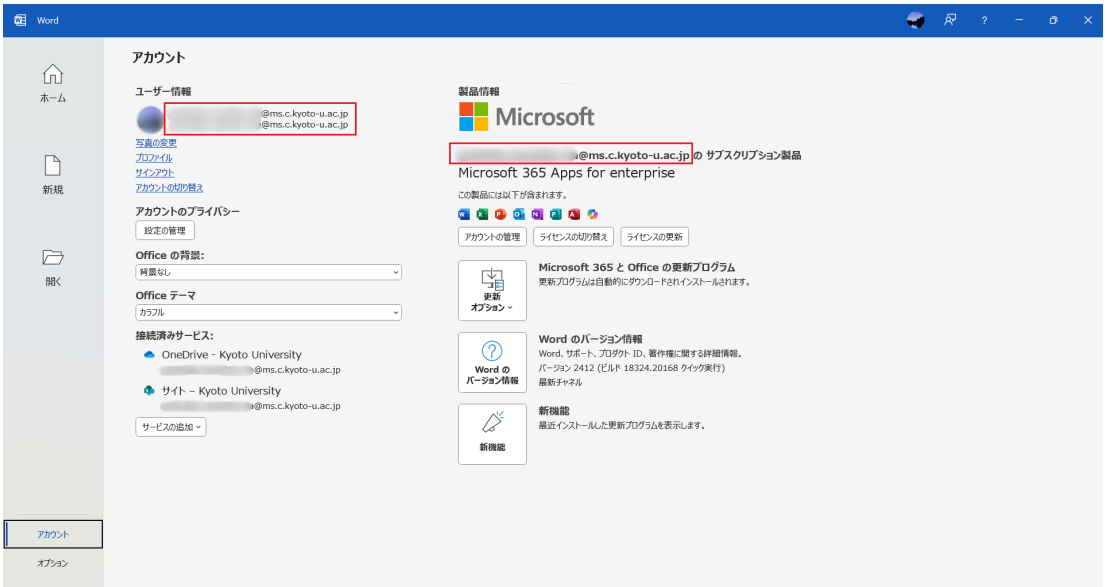
6. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.



7. 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 your Kyoto-U M365 account after **“Belongs to:”**, the transition is complete.



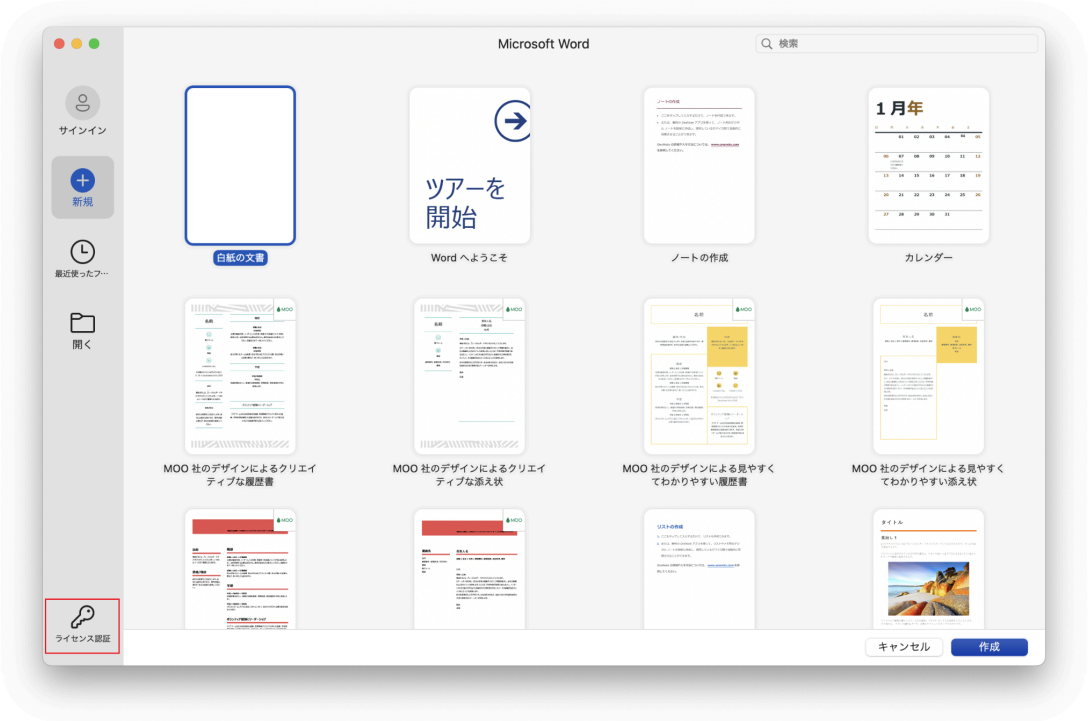
5.3.2. macOS

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

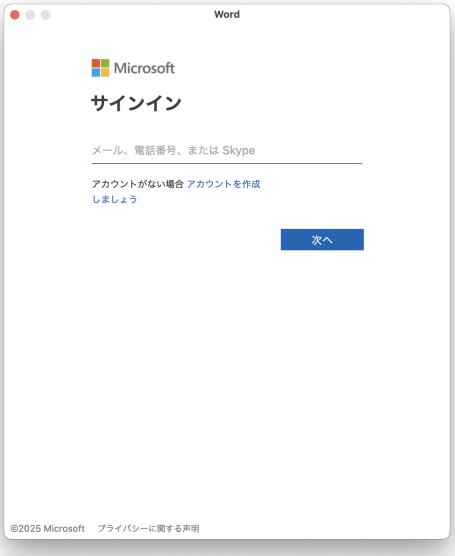
2. On the confirmation screen, you should see your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com) after the message **"Are you sure that you want to sign out of this account:"**. Make sure it's a CO-OP M365 account, click **Sign out** (サインアウト).

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？

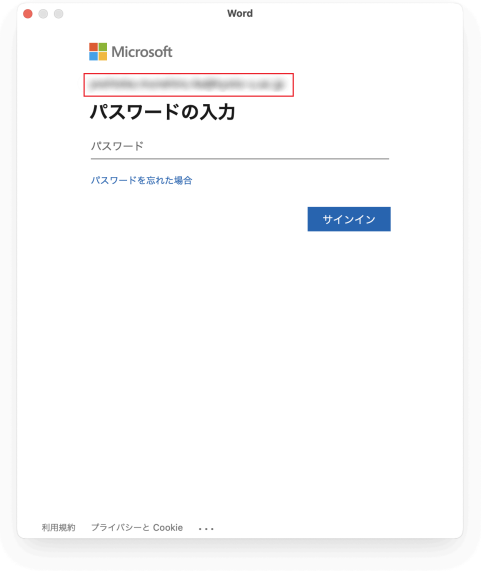
サインイン」) on the next screen. (Please note that the **Sign in** button in the menu on the left side does not work for activation.)



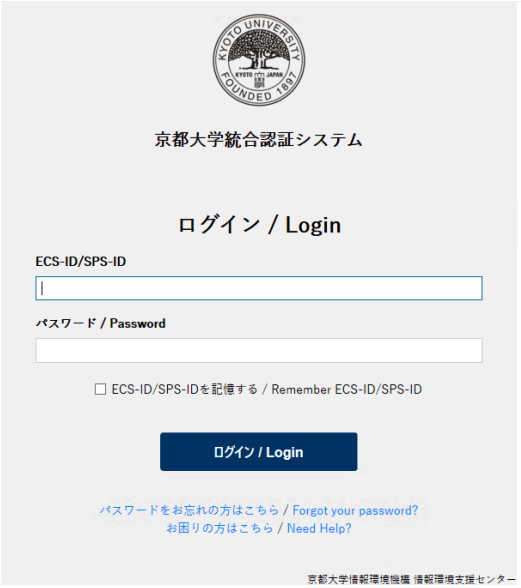
4. Type your Kyoto-U M365 account and click **Next** (次へ).



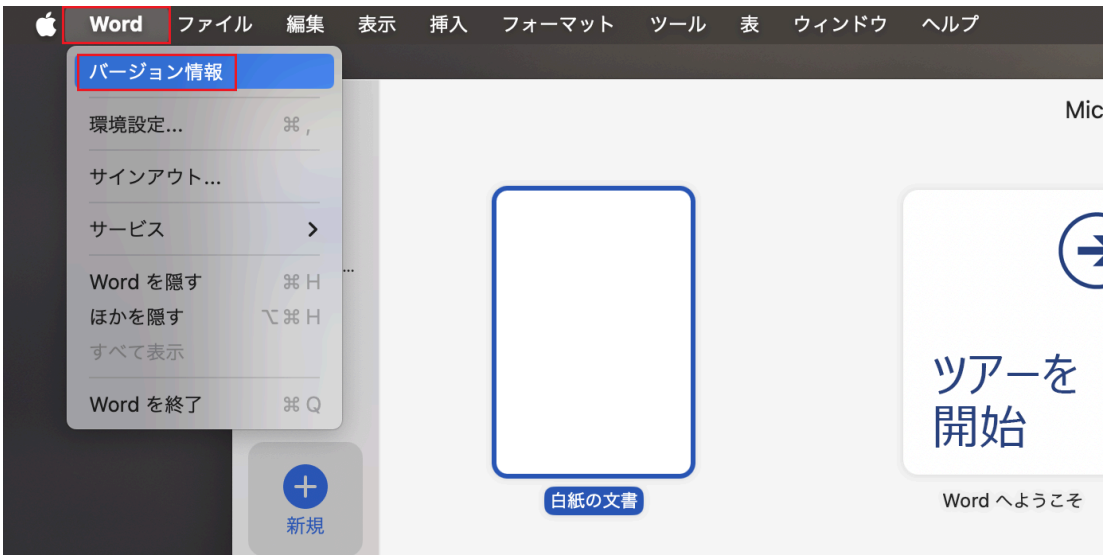
If, as shown in the image below, the Co-op account name that should have been signed out is displayed in the red box, and you cannot enter your university account, you can reset the license information by downloading and running the license removal tool. Once the license removal tool has finished running,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



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



6. 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.


Word
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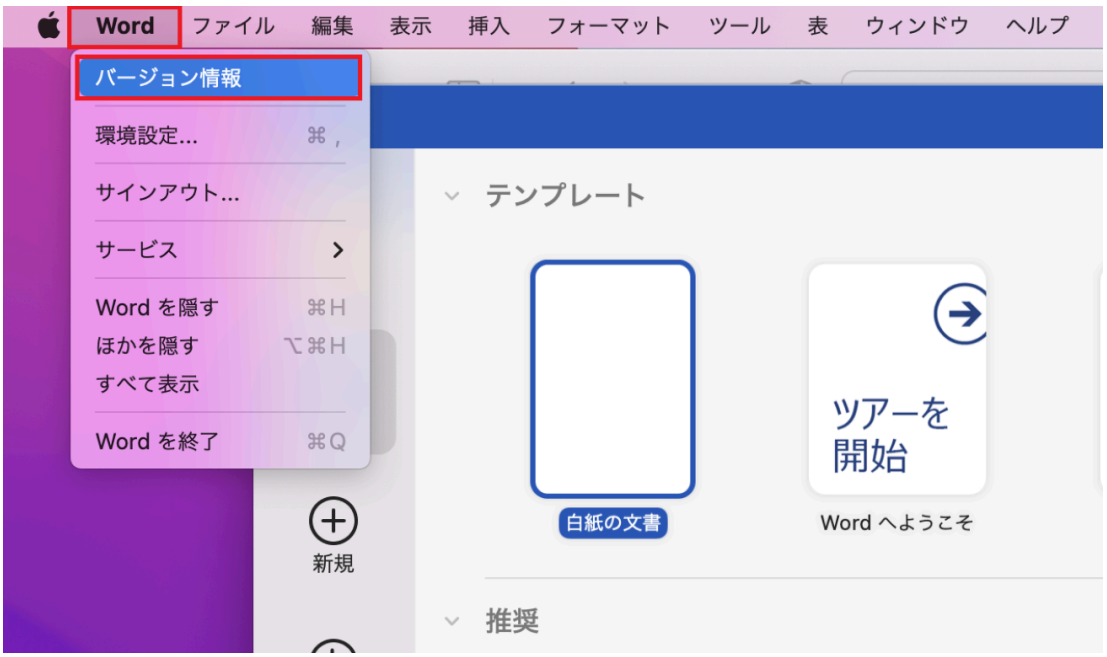
ヘルプ
バージョン情報
環境設定...
サインアウト...
サービス
Word を隠す
ほかを隠す
すべて表示
Word を終了
新規
白紙の文書
ツアーを開始
Word へようこそ


Word
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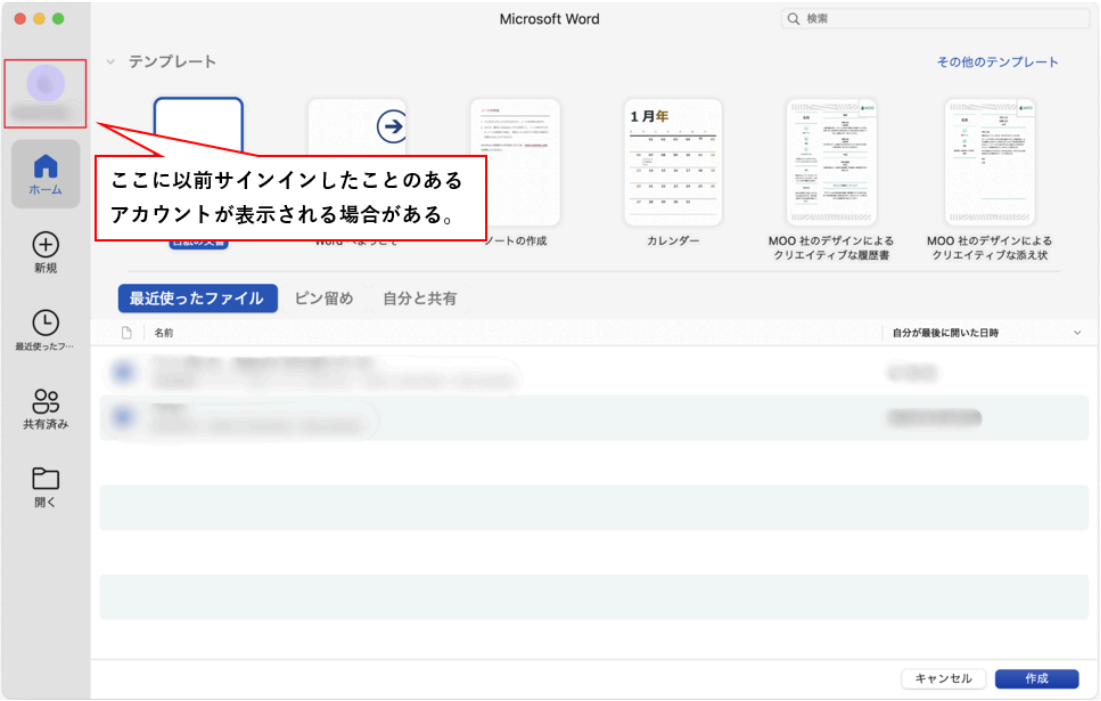
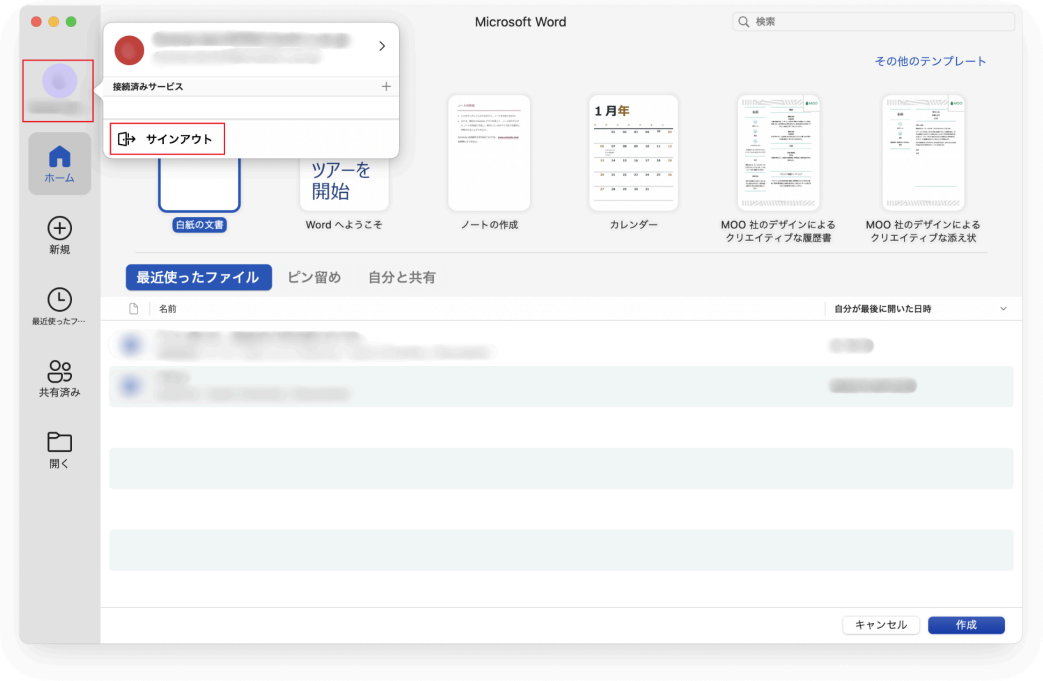
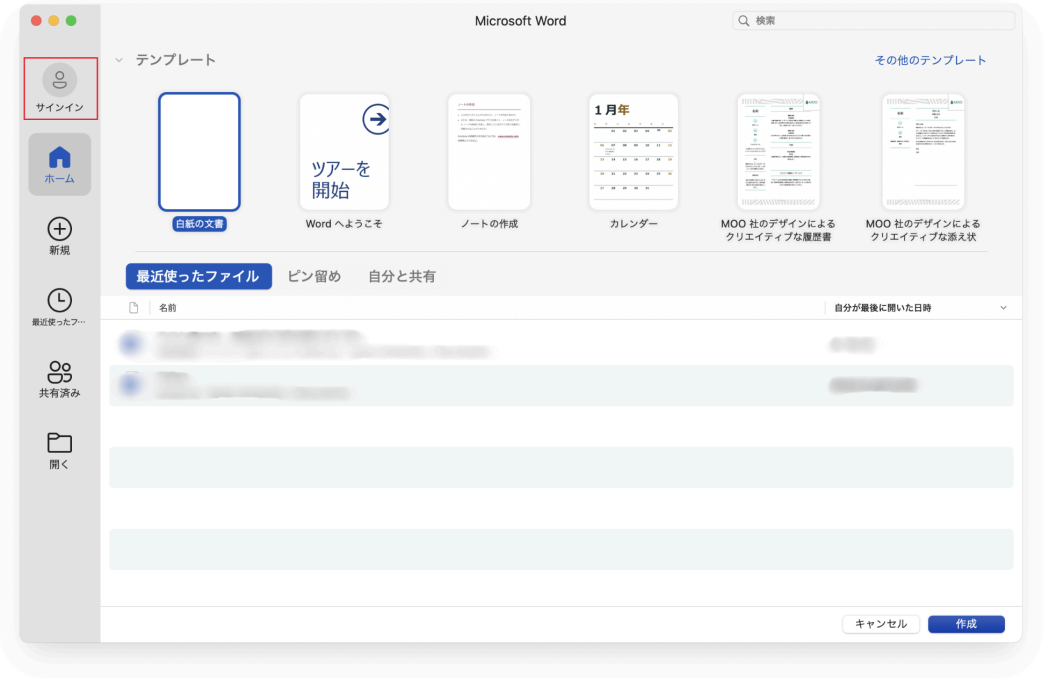
サービス
Word を隠す
ほかを隠す
すべて表示
Word を終了
新規
テンプレート
白紙の文書
ツアーを開始
Word へようこそ
推奨

7. Even after signing in with your university account after using the [license 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.







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.
https://www.s-coop.net/service/research/inquiry/

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/