

How to Install Free Office

Sophia University ICT Office

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Contents

1. Using Free Office	2
1-1 Who can Use Free Office?	2
1-2 Which should I Install Free Office or Office Media provided by Media Center?	2
2. Installing Software	3
2-1 Sign in to Office365	3
2-2 Install Office	5
3. For Graduates / Retirees	7

1. Using Free Office

1-1 Who can Use Free Office?

Students and faculty members of Sophia University / Sophia School of Social Welfare can download 'Free Office' from the Microsoft website.

- Users must be Students or faculty members of Sophia University / Sophia School of Social Welfare who have Sophia Mail account.
- When users graduate, withdraw or retire, their office will become unavailable immediately.
- One user can install Office to up to 5 PCs including their home PCs.

1-2 Which should I Install Free Office or Office Media provided by Media Center?

-Use at Outside Campus (Home, etc.)

Please install Free Office.

-Use in Campus (Laboratory, Office, etc.)

Basically, please install with Office Media provided by Media Center.

If someone installs free office, it spends his/her license. The office will not be available after his/her graduation or retirement and need to be reactivate.

2. Installing Software

2-1 Sign in to Office365

(1) Open a browser. Enter the sign-in URL into the address bar.

URL for Faculty : <https://outlook.office365.com/owa/sophiamail.sophia.ac.jp>

URL for Students : <https://outlook.office365.com/owa/eagle.sophia.ac.jp>

(2) Enter your User Name and Password then click [Next]をクリックします。

The image shows two side-by-side screenshots of the Microsoft Office 365 sign-in interface. The left screenshot is titled 'Faculty members' and shows the sign-in page with the email 'Faculty ID@sophiamail.sophia.ac.jp' entered in the text box. The right screenshot is titled 'Students' and shows the sign-in page with the email 'Student ID@eagle.sophia.ac.jp' entered in the text box. Both pages feature the Microsoft logo, the text 'Sign in', and a blue 'Next' button at the bottom right. Red boxes highlight the email input fields and the 'Next' buttons in both screenshots.

•**User name :**

Faculty members, Emeritus professors : **Faculty ID@sophiamail.sophia.ac.jp**

Students : **Student ID@agle.sophia.ac.jp**

Caution!

User name is different from mail address. You cannot log in with mail address.

(3) Enter your password then click [Sign in]



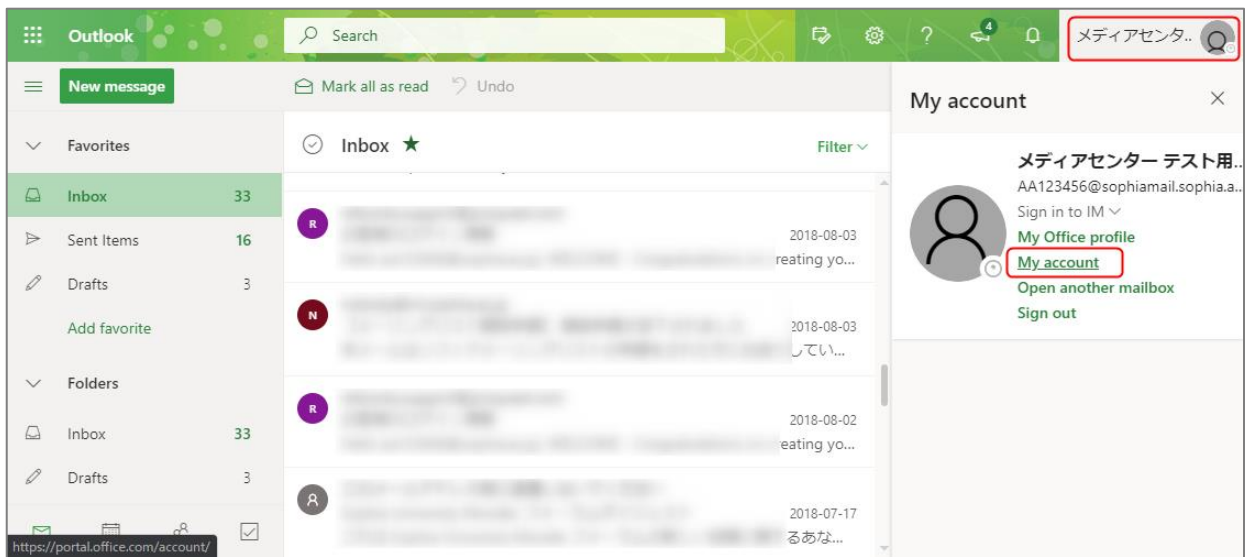
• **Password** : Password which is written on 'Sophia ICT Account Notice' when you have not chanted it. (Same as Moodle, etc.)

* The first time you sign in, the screen below is displayed. Select language, and check if 'Time zone' is set to 'Osaka, Sapporo, Tokyo' (Fig.1), then click [Save] (Fig.2).

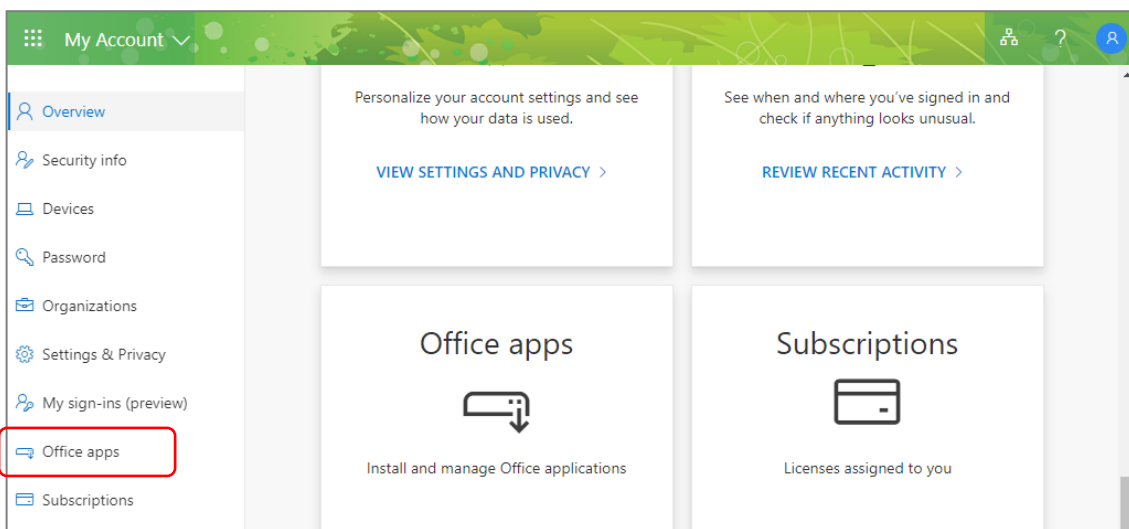


2-2 Install Office

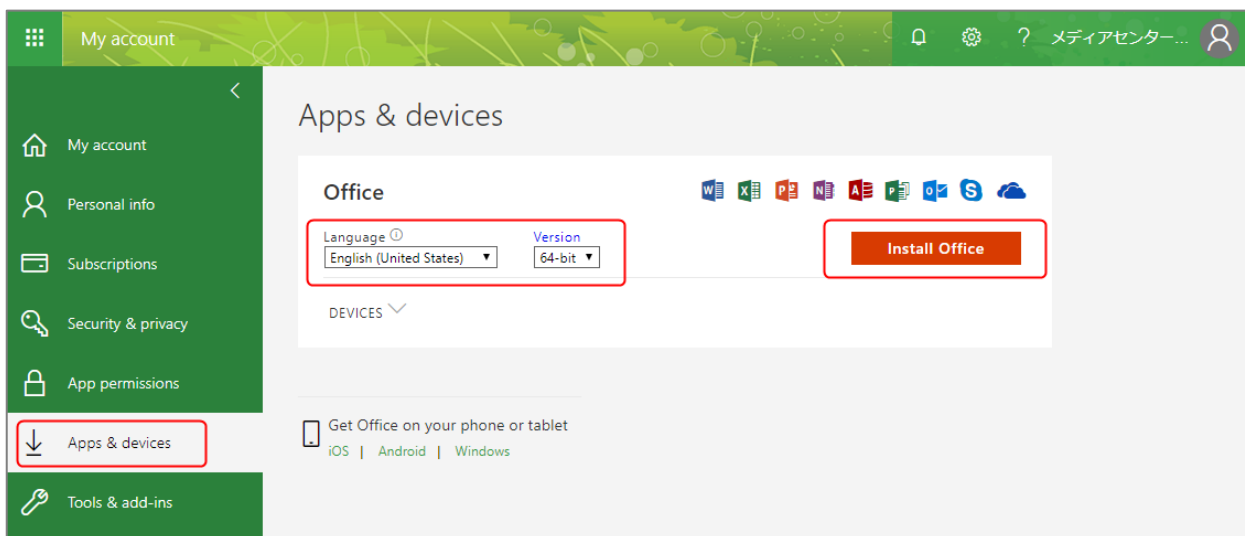
(1) Click your name -> [My Account]



(2) Click [Office apps].

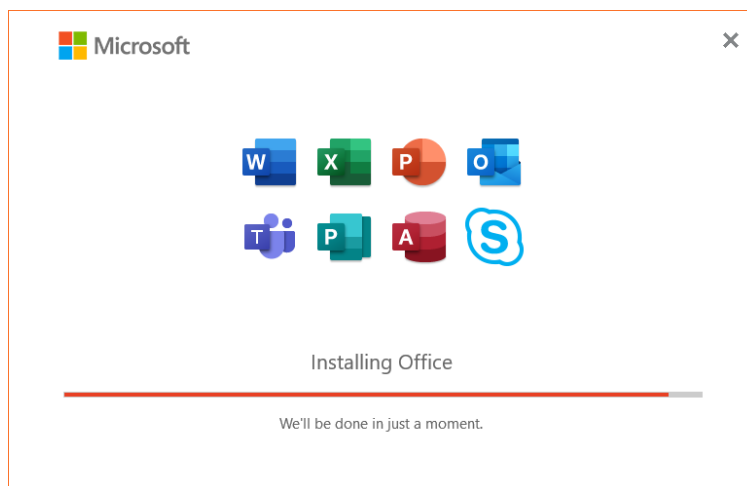
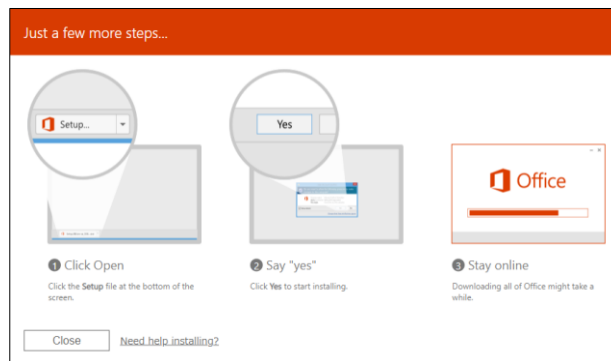


(3) Click [Apps & devices], select language and version, then click [Install Office].



IMPORTANT : Please do not perform the procedure above by more than one person.
(Down load size is so large, so it may cause of the trouble of the campus-network.)
During installation, your PC must be connected to the Internet.
Infringement of copyright may constitute a criminal offence, exposing individuals and companies to substantial penalties and in the case of individuals, even imprisonment.

(4) Run the downloaded file. Several screens appear then Office is installed.

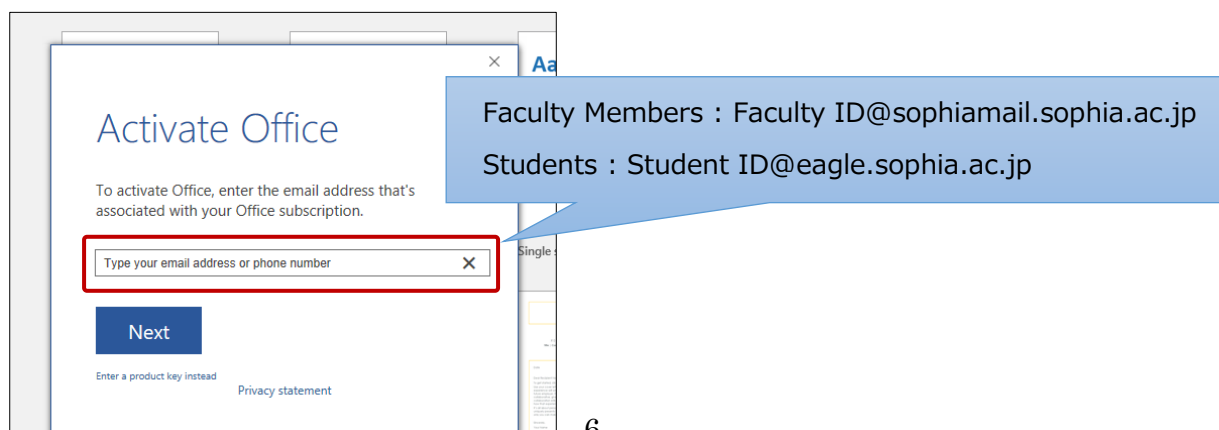


* One user can install Office to up to 5 PCs.

(5) When 'Activate Office' dialog box appears, you need to activate Office.

Enter user ID as follows, then click 'Next'.

- Faculty Members : Faculty ID@sophiamail.sophia.ac.jp
- Students : Student ID@eagle.sophia.ac.jp



(6) Enter your password for Sophia ICT Account (same as Moodle, etc.) then click [Sign in].

Sign in screen for faculty members

Sign in screen for students



3. For Graduates / Retirees

When you graduate or retire, you will not be able to use office any more, and the screen below is displayed. If you would like to continue to use Office, you have two options.

- Buy Office product personally
- Contract Office365 plan by yourself

When you buy Office personally, enter the product key which is included in the product (Fig.1).

When you contract Office365 plan, please sign in with the issued user name and password (Fig.2), then you will be able to use Office continuously.

