

# How to Install Free Office

Sophia University ICT Office

Jan. 14, 2022

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## 1. Using Free Office

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### 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 ICT Office?

-Use at Outside Campus (Home, etc.)

Please install Free Office.

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

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

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

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### 2-1 Sign in to Microsoft365

- (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].

The image displays two side-by-side screenshots of the Microsoft 365 sign-in interface for Sophia University. The left screenshot is titled 'Faculty members' and shows a sign-in form with the university logo and name. The input field contains 'Faculty ID@sophiamail.sophia.ac.jp'. Below the input field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom right. The footer text reads: 'Enter your Faculty ID@sophiamail.sophia.ac.jp for username, **Not** your Sophia mail address.' The right screenshot is titled 'Students' and shows a similar sign-in form. The input field contains 'Student ID@eagle.sophia.ac.jp'. The footer text reads: 'Enter your Student ID@eagle.sophia.ac.jp for user name, **Not** your Sophia mail address.'

•**User name :**

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

Students : **Student ID@eagle.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]

上智大学  
SOPHIA UNIVERSITY

← @sophiamail.sophia.ac.jp

Enter password

Password

Forgot my password

Sign in

Password same as SophiaMail, Sophia wifi or Moodle

• **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).

Outlook

Choose your preferred display language and home time zone below.

Language: English (United States)

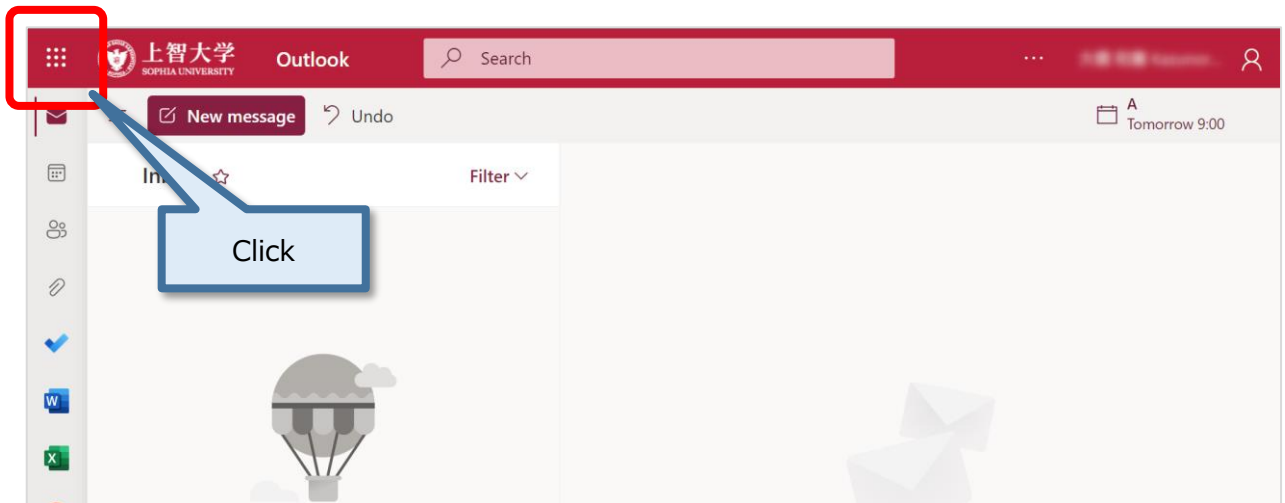
Time zone: (UTC+09:00) Osaka, Sapporo, Tokyo

save (Fig.2)

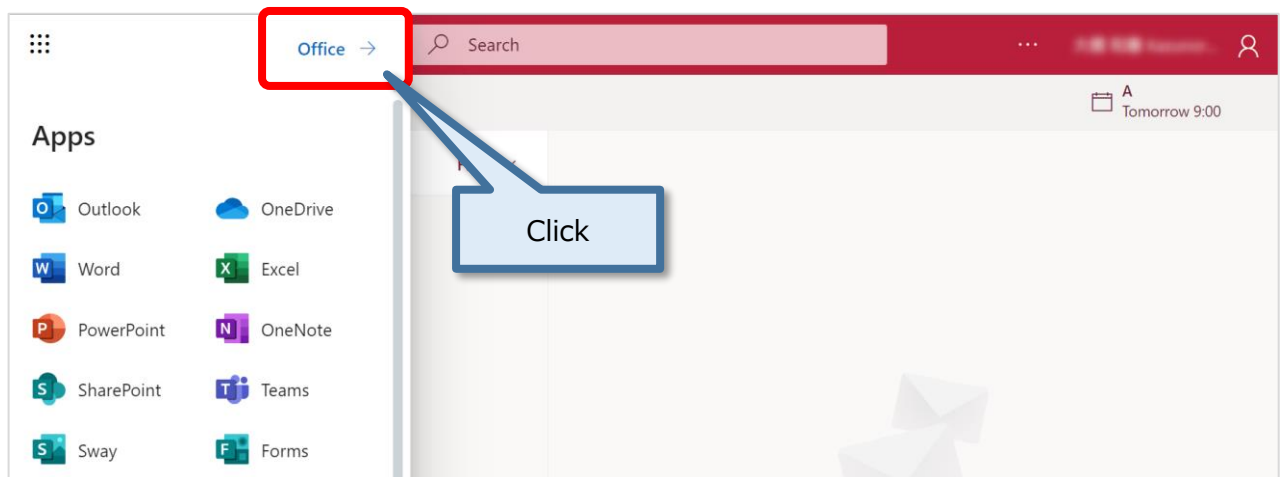
(Fig.1)

## 2-2 Install Office

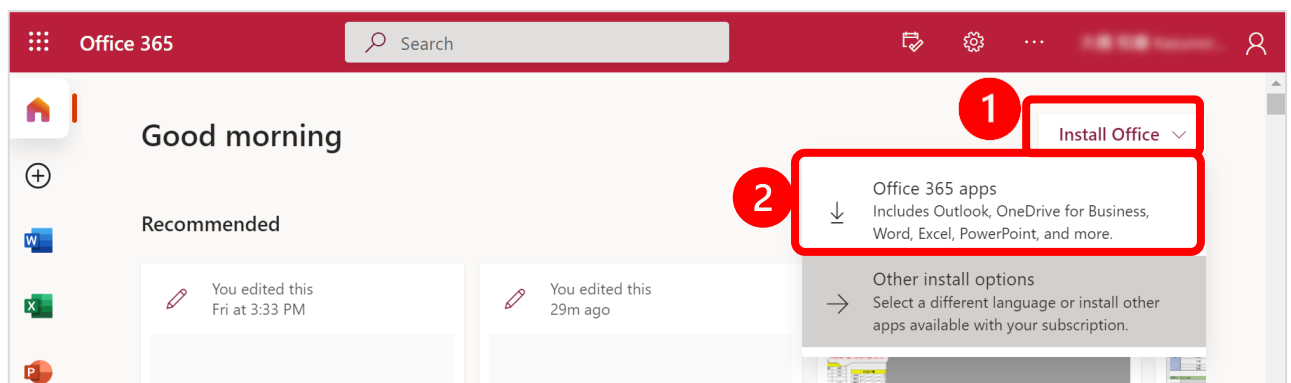
(1) Click [  ].



(2) Click [Office →].



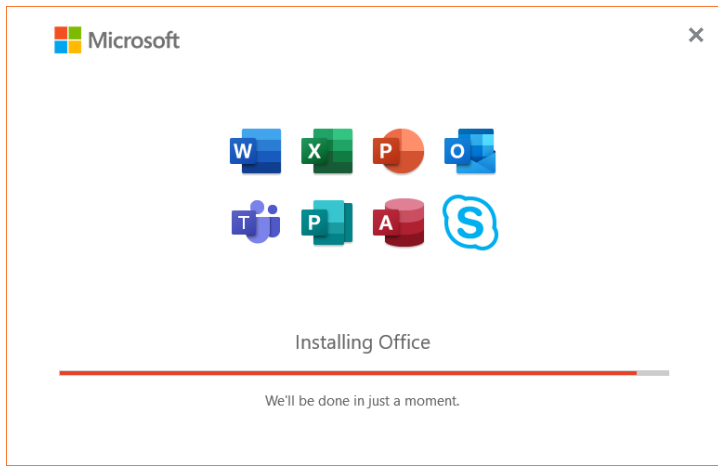
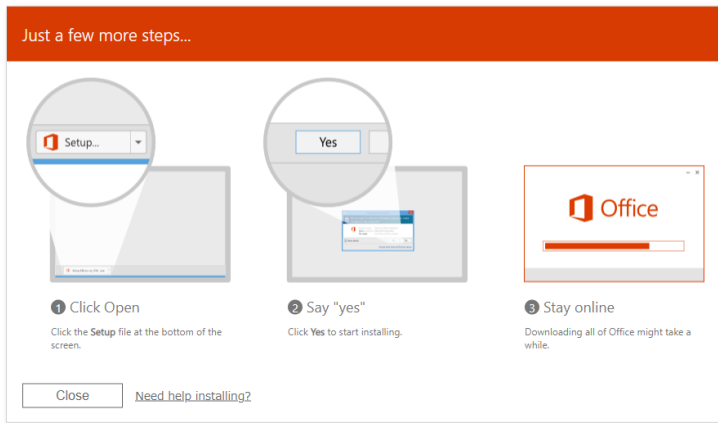
(3) Click [Install Office], then click [Office365 apps].



**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.



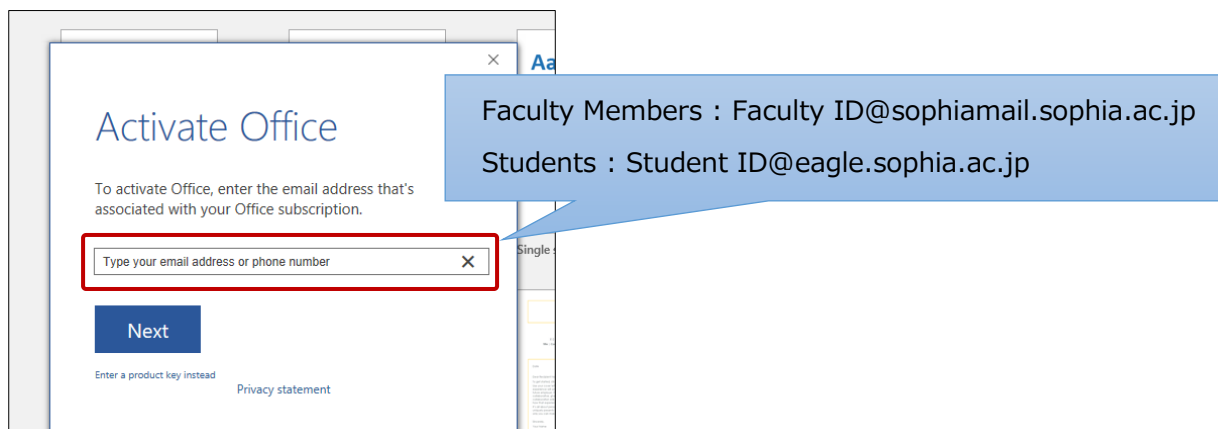
\* One user can install Office to up to 5 PCs.

(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](mailto:Faculty ID@sophiamail.sophia.ac.jp)

- Students : [Student ID@eagle.sophia.ac.jp](mailto:Student ID@eagle.sophia.ac.jp)



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



### 3. For Graduates / Retirees

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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.

