

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 ICT Office?	2
2. Installing Software	3
2-1 Sign in to Microsoft365.....	3
2-2 Install Office.....	4
3. For Graduates / Retirees.....	6

1. Using Free Office

1-1 Who can Use Free Office?

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

- Users must be Students or faculty members of Sophia University 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.

Please make sure that Office is installed on your PC beforehand.

If Office is already installed, you don't need to follow this manual.

You may use it under your personal account.

2. Installing Software

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 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.

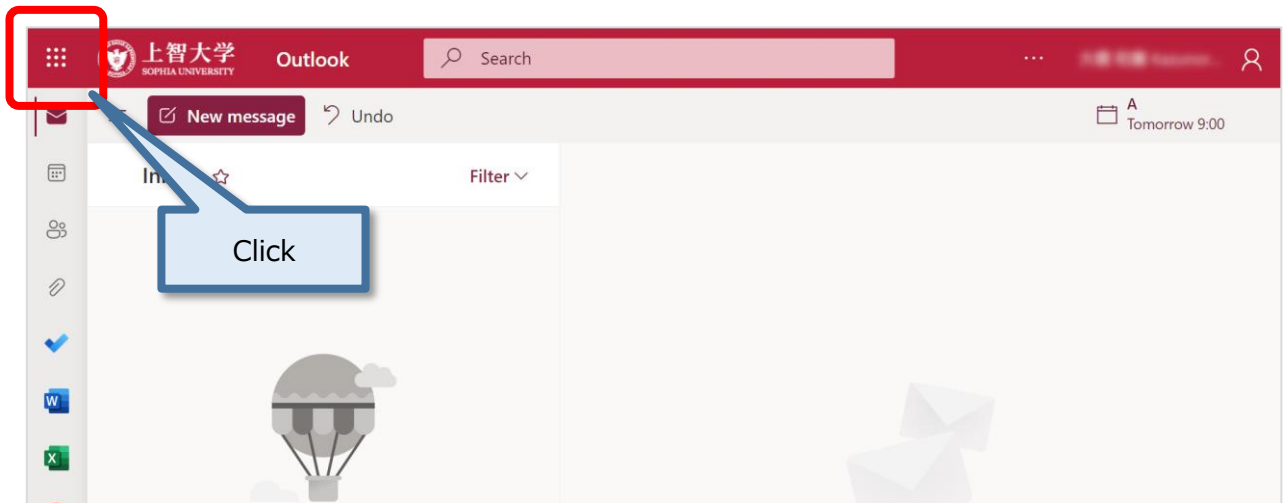
*If you have logged in to Loyola, Sophia Mail, etc. first and access Moodle without closing your browser, the Moodle top page will open immediately without logging in.



The screenshot shows the login interface for Sophia University's Integrated Authentication System. At the top, the university's logo and name are displayed in both Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below this, the title 'Integrated Authentication System' and its Japanese equivalent '統合認証システム' are shown. The login form consists of two input fields: 'Login ID' with a placeholder 'Student ID / Faculty ID' and 'Password' with a placeholder 'Password of Sophia ICT Account'. Below the password field, there is a link for users who have forgotten their password, with text in both Japanese and English. At the bottom of the form is a prominent red 'Login' button. A language selection link '日本語/English' is also present.

2-2 Install Office

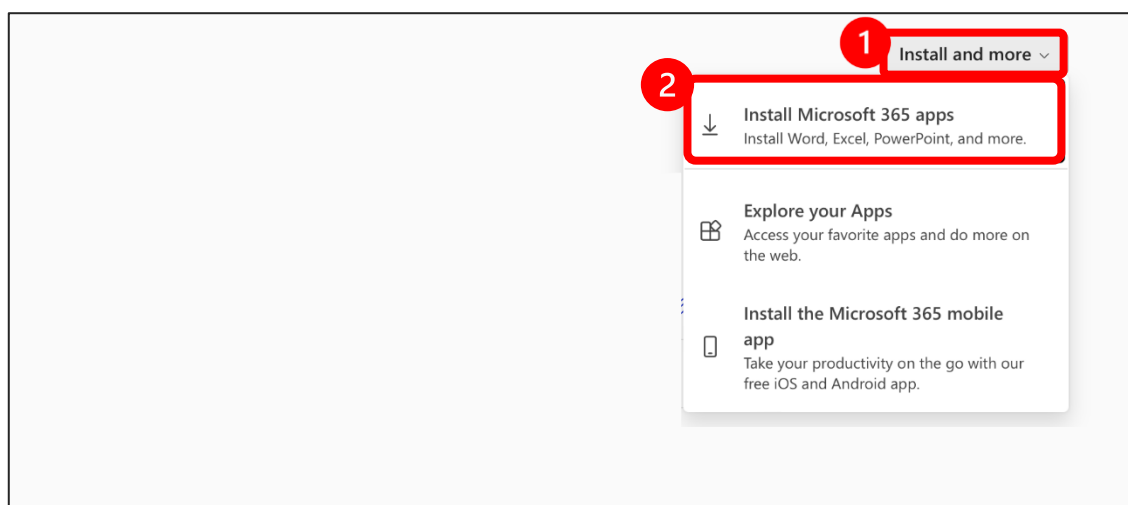
(1) Click [].



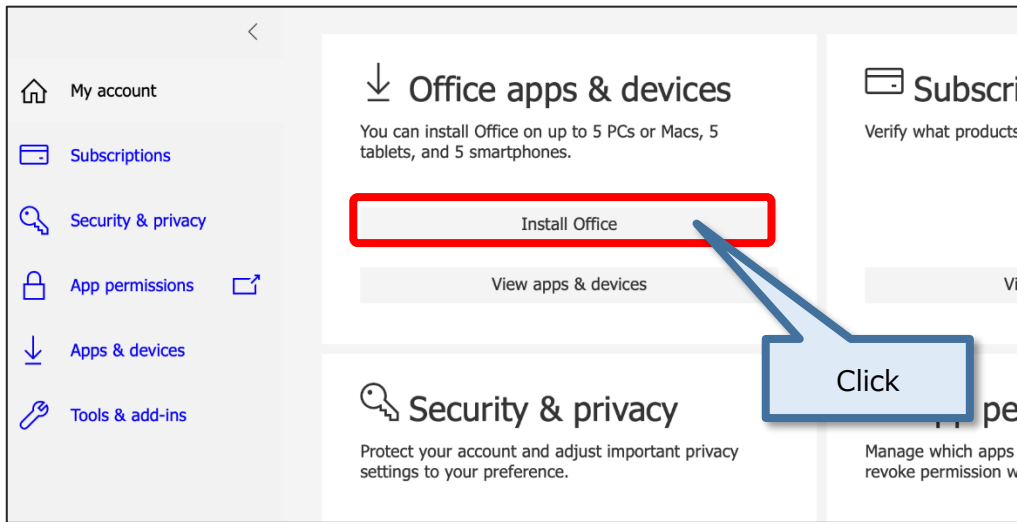
(2) Click [Microsoft 365].



(3) Click [Install and more], then click [Install Microsoft 365 apps].

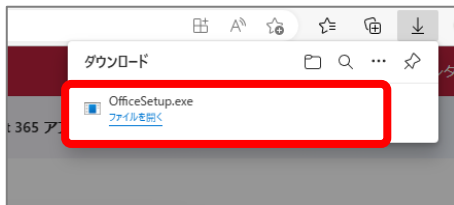


(4) Click [Install Office].



(5) [OfficeSetup.exe] will be downloaded.

Run the file and follow the instructions to install.



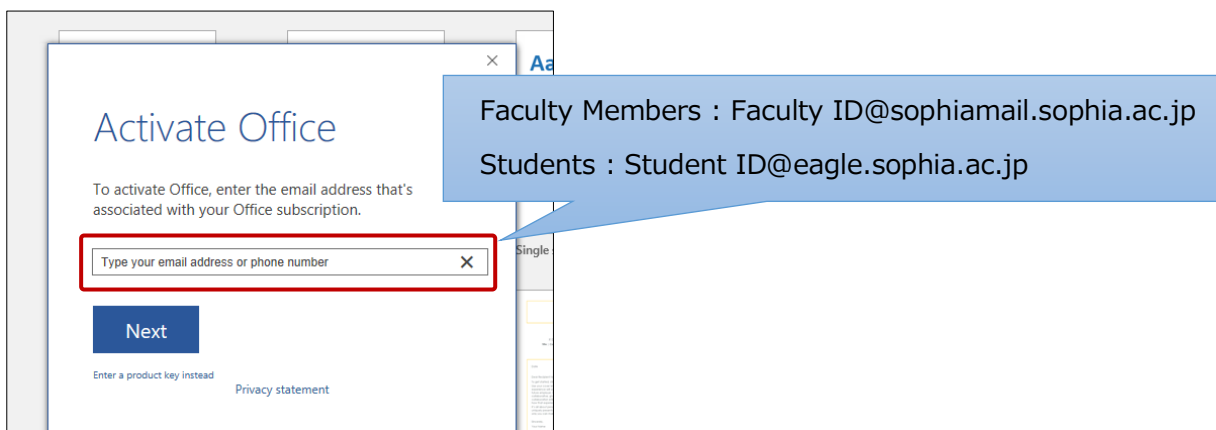
IMPORTANT : Please do not perform the procedure above by more than one person.
(Down load size is so large, so it may cause of the trouble of the campus-network.)
During installation, your PC must be connected to the Internet.

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

(6) 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



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



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.

