

How to Install Free Office

Sophia University ICT Office

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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 a SophiaMail account.
- The software will become unavailable immediately upon graduation, withdrawal, or retirement (excluding emeritus professors).
- The software can be installed on up to 5 PCs.

1-2 Which One Should I Install?

-Use Outside Campus (Home, etc.)

Please install Free Office.

-Use on Campus (Laboratory, Office, etc.)*Only for faculty and staff

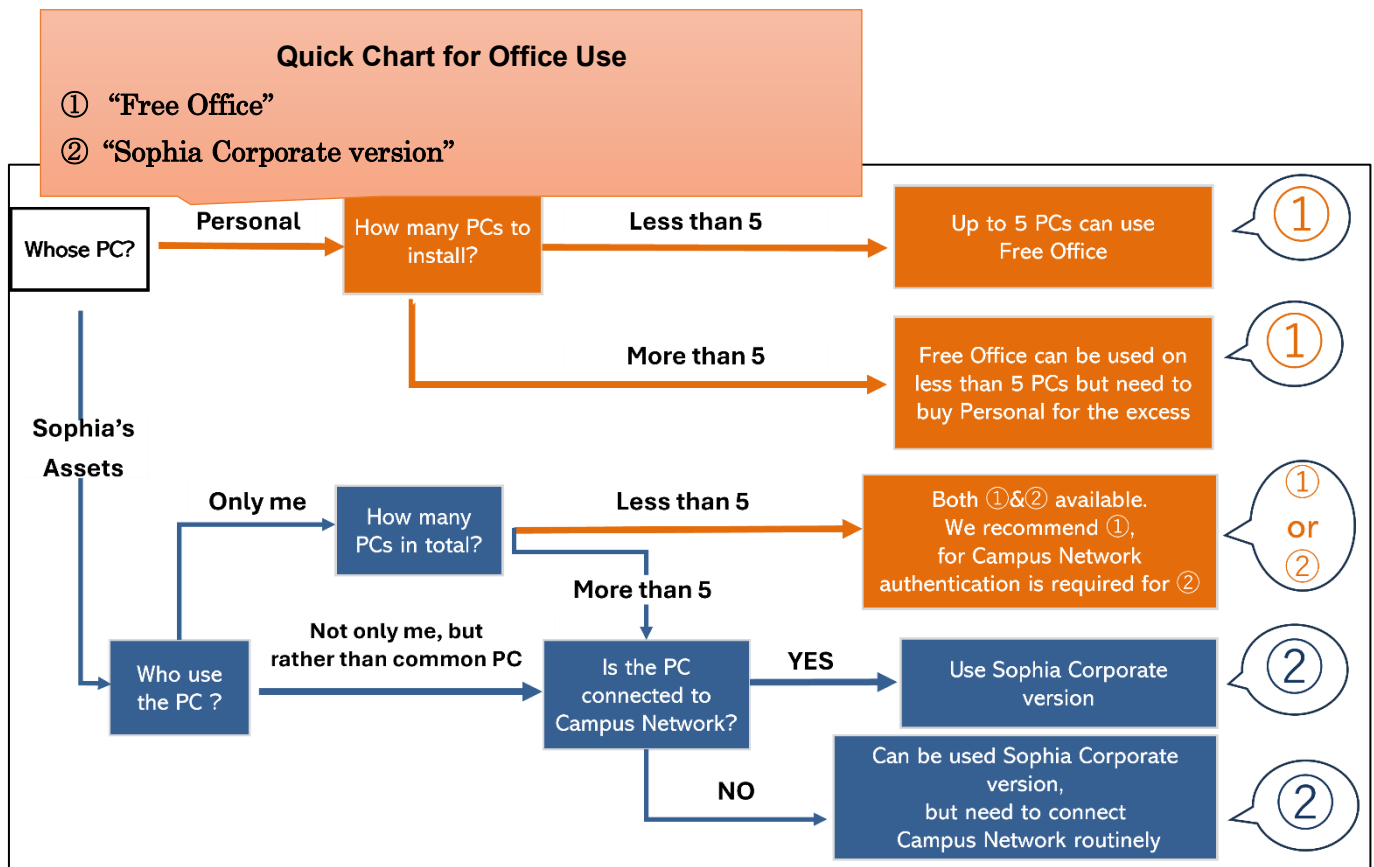
As a rule, please install the corporate version of Office, not the free version.

If installing the Free Office, it will consume one license for the person who installed it, and it will no longer be usable if that person leaves the university (re-authentication will be required).

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 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].

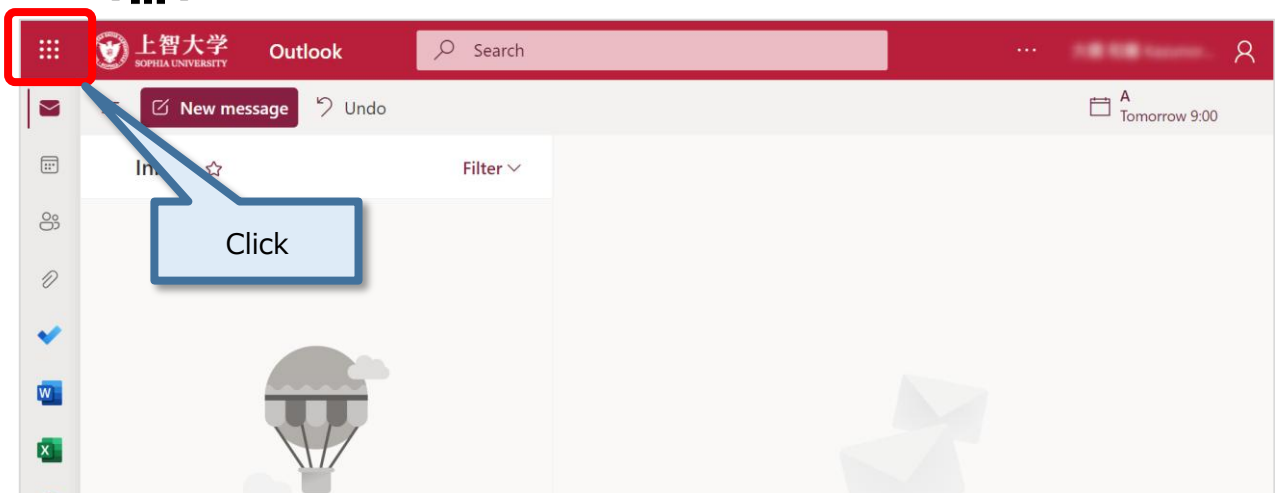
*If you have logged in to Loyola, Moodle, etc. first and access Sophia Mail without closing your browser, the Sophia Mail will open immediately without logging in.



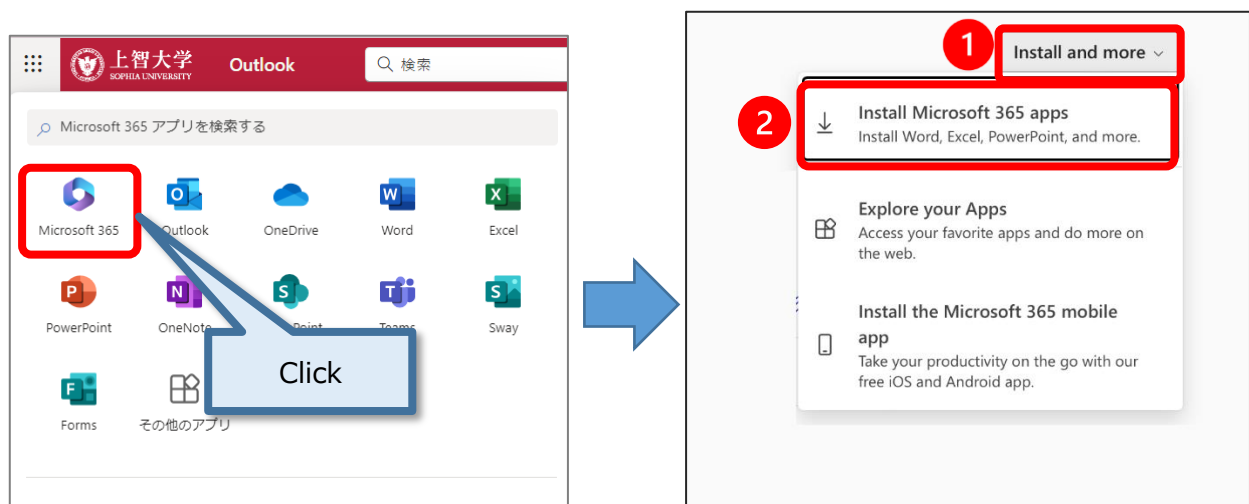
The screenshot shows the login interface for Sophia University's Integrated Authentication System. At the top, the Sophia University logo and name are displayed in both Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below this, the title 'Integrated Authentication System' and its Japanese equivalent '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 Japanese and English. At the bottom of the form is a red 'Login' button. The page also includes language selection links for '日本語/English'.

2-2 Install Office

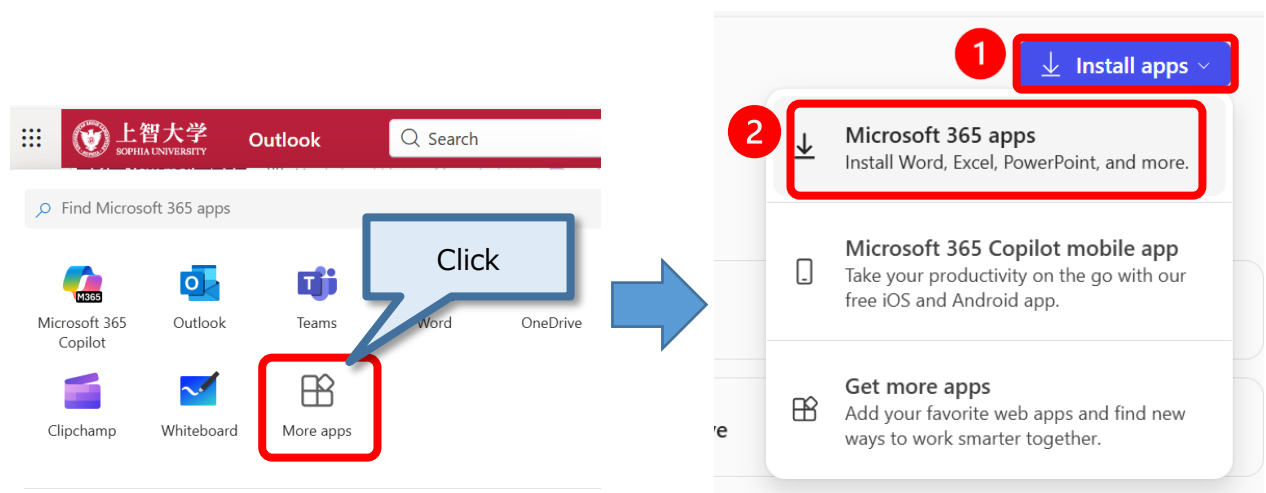
(1) Click [].



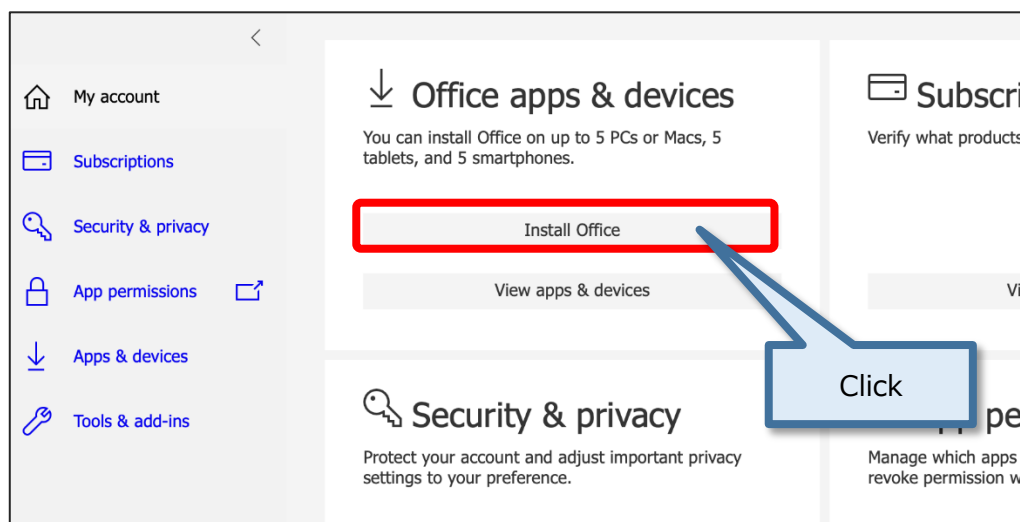
(2) If there is [Microsoft 365] in the menu : Click [Microsoft 365].
Click [Install and more], then click [Install Microsoft 365 apps].



If there is no [Microsoft 365] in the menu : Click [More apps].
Click [Install apps], then click [Microsoft 365 apps].

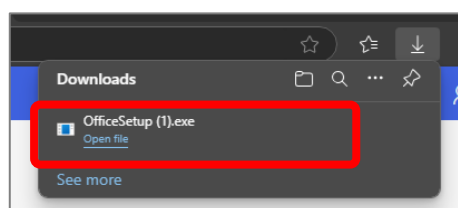


(3) Click [Install Office].



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

Run the file and follow the instructions to install.



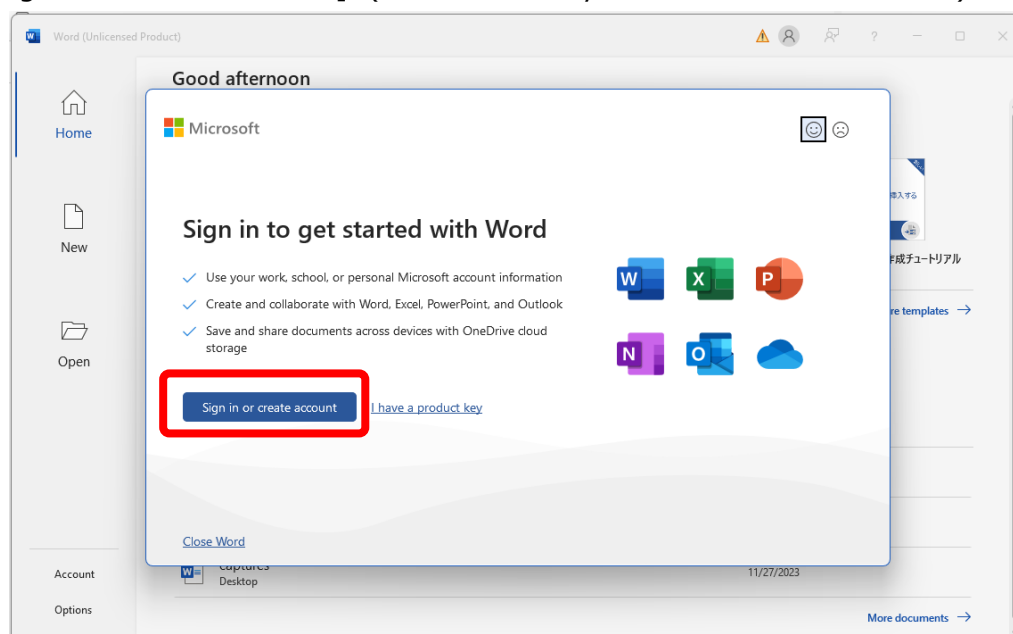
IMPORTANT : Please do not perform the procedure above by more than one person.

(The download size is so large, that it may cause trouble for the campus network.)

During installation, your PC must be connected to the Internet.

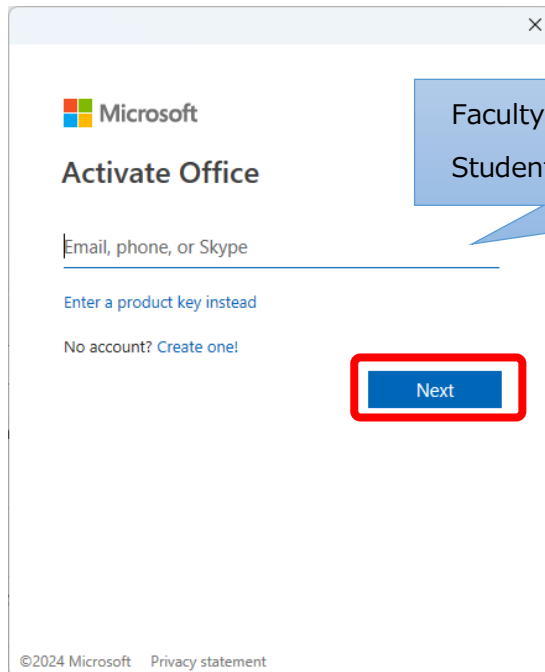
* One user can install Office on up to 5 PCs.

(5) When the Office application starts, the license authentication screen will appear, so click on [Sign in or create account]. (The screen may differ from the one below)



(6) Enter user ID as follows, then click 'Next'.

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



A screenshot of the Microsoft Office activation window. The window has a title bar with a close button (X). The Microsoft logo is at the top left. Below it, the text "Activate Office" is displayed. There is a text input field with the placeholder "Email, phone, or Skype". Below the input field, there are two links: "Enter a product key instead" and "No account? Create one!". A blue "Next" button is highlighted with a red rectangular border. At the bottom left, there is a copyright notice "©2024 Microsoft" and a link to the "Privacy statement".

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

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



A screenshot of the Sophia University Integrated Authentication System login page. The page features the Sophia University logo and name in Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below the logo, the text "Integrated Authentication System" and "統合認証システム" is displayed. There are two input fields: "Login ID" with the placeholder "Student ID / Faculty ID" and "Password" with the placeholder "Password of Sophia ICT Account". Below the input fields, there is a link for users who have forgotten their password: "パスワードを忘れた方は以下のリンクをクリック" and "Click the link if you have forgotten your password." with a link to "日本語/English". A red "Login" button is at the bottom.

3. For Graduates / Retirees

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

- Buy Office products 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 the Office365 plan, please sign in with the issued username and password (Fig.2), then you will be able to use Office continuously.

