How to Install Free Office

Sophia University ICT Office

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Contents

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.

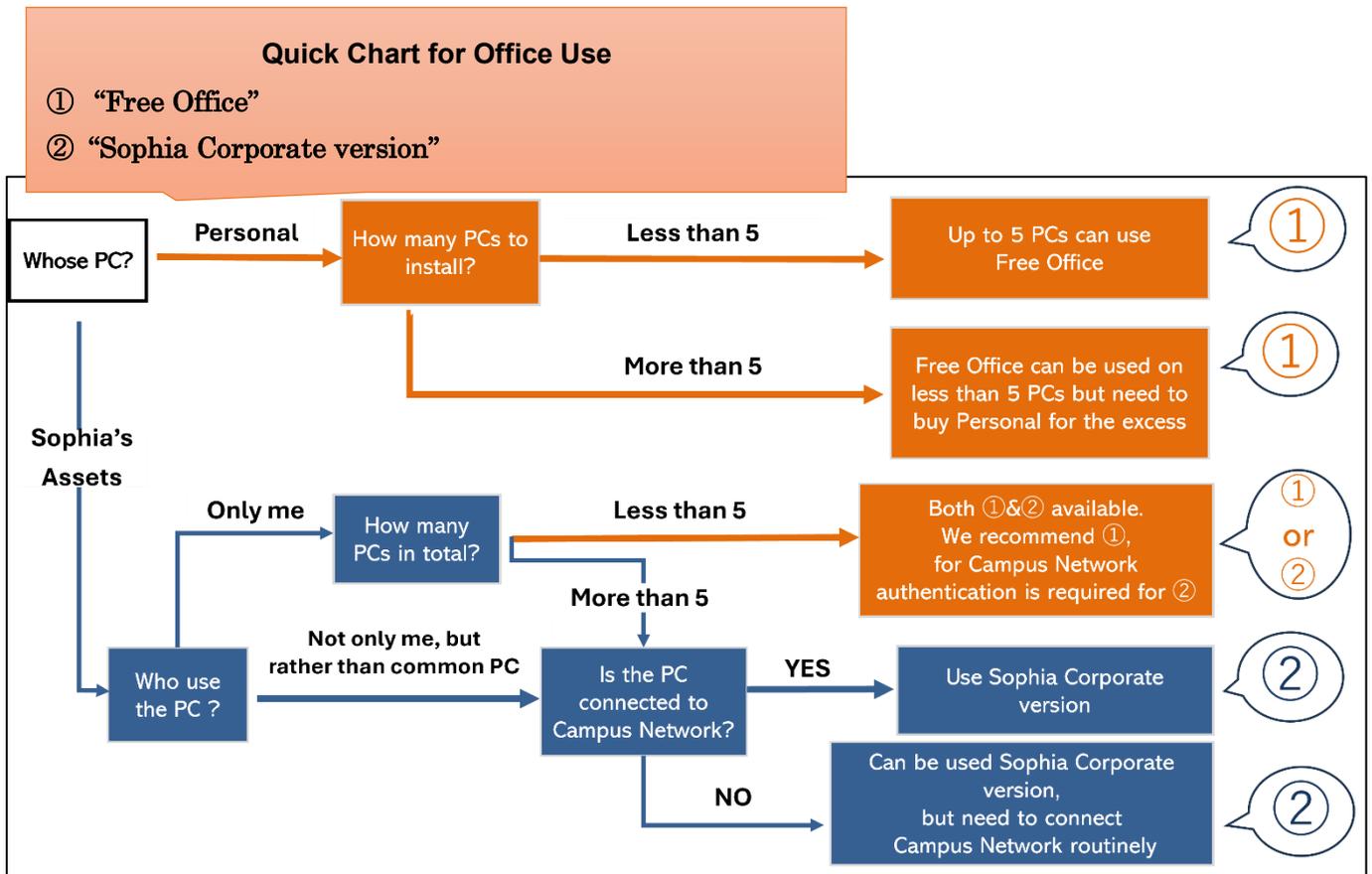-Use on Campus (Laboratory, Office, etc.)*Only for faculty and staff

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.

Quick Chart for Office Use

① "Free Office"

② "Sophia Corporate version"

Whose PC?	Personal → How many PCs to install?	
	Less than 5 → Up to 5 PCs can use Free Office ①	
	More than 5 → Free Office can be used on less than 5 PCs but need to buy Personal for the excess ①	
Sophia's Assets	Only me → How many PCs in total?	
	Less than 5 → Both ①&② available. We recommend ①, for Campus Network authentication is required for ② ① or ②	
	More than 5	
	Who use the PC ?	Not only me, but rather than common PC → Is the PC connected to Campus Network?
	YES → Use Sophia Corporate version ②	
	NO → Can be used Sophia Corporate version, but need to connect Campus Network routinely ②	

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]. Enter the one-time code then click [Login].

For detailed login procedures to the Integrated Authentication System, please refer to the following page:

https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/

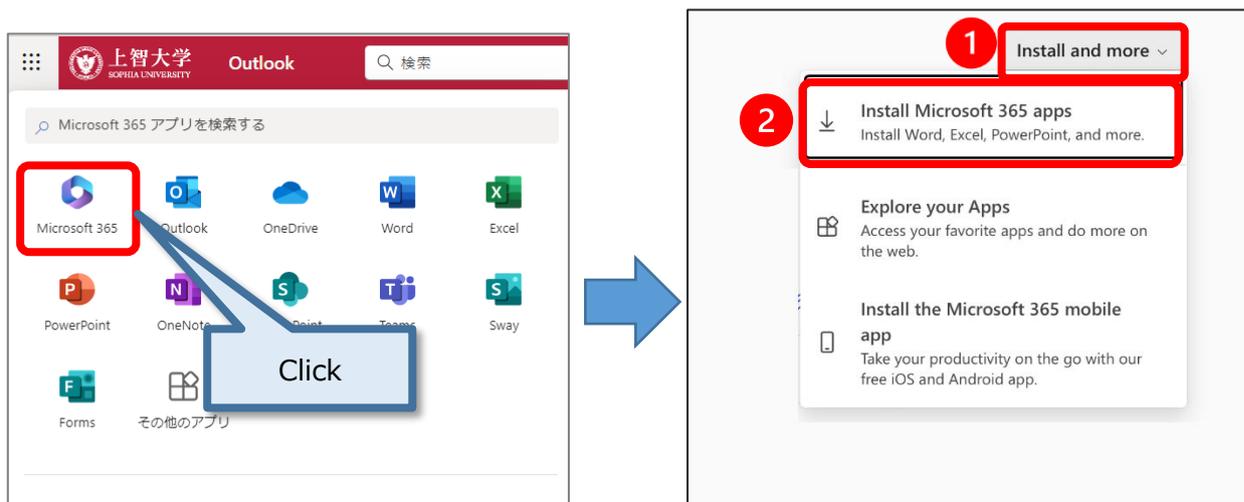(February 26, 2026- *Multi-factor Authentication/MFA is required)
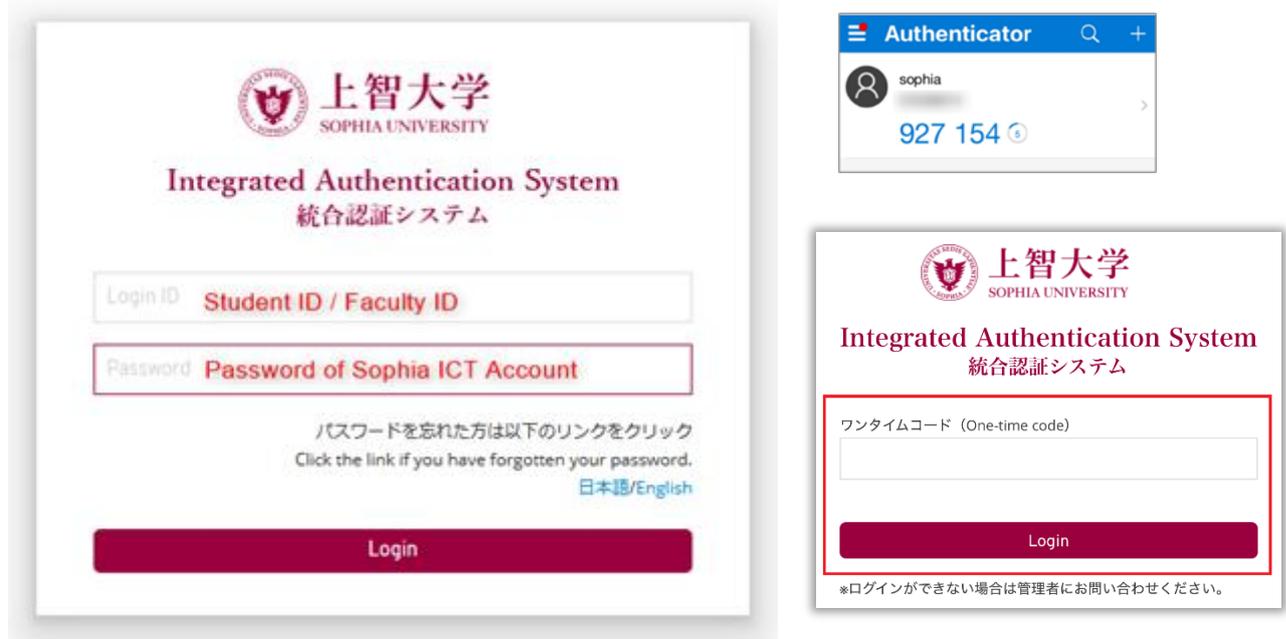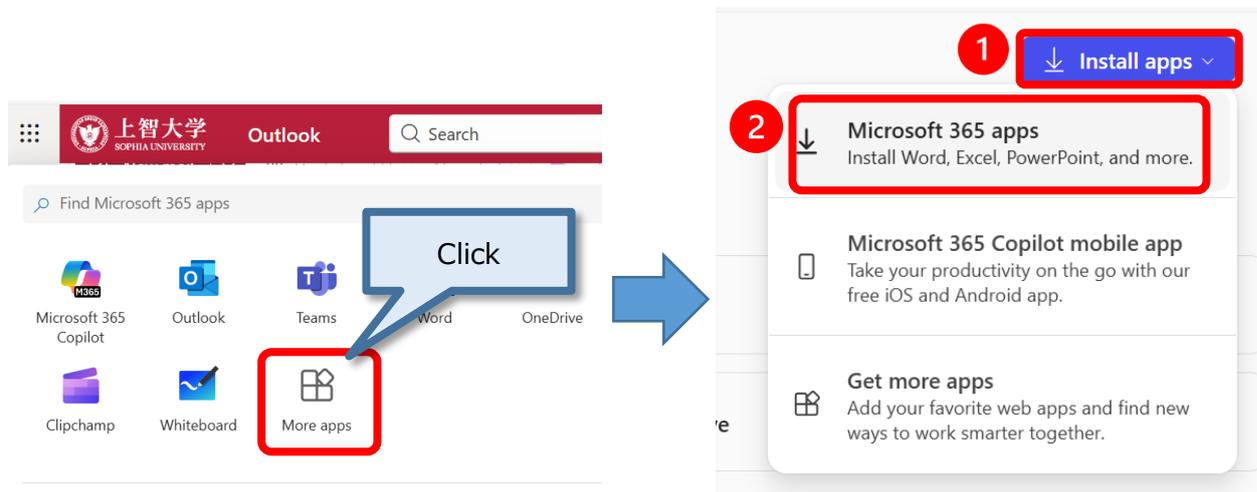
2-2　Install Office

(1) Click　［ ⊞ ］．
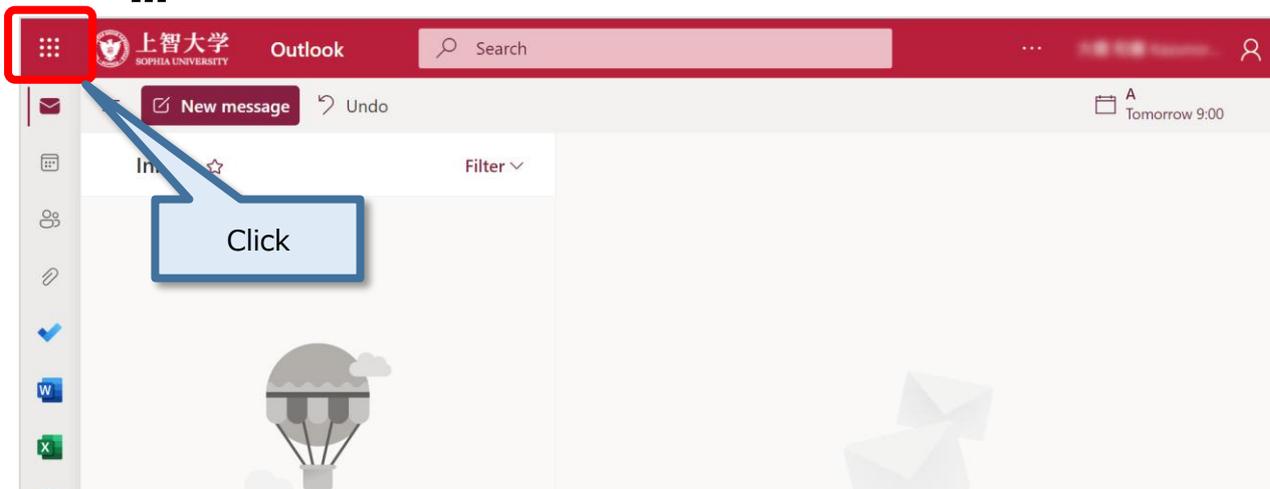
(2) If there is [Microsoft 365] in the menu　：　Click [Microsoft 365].

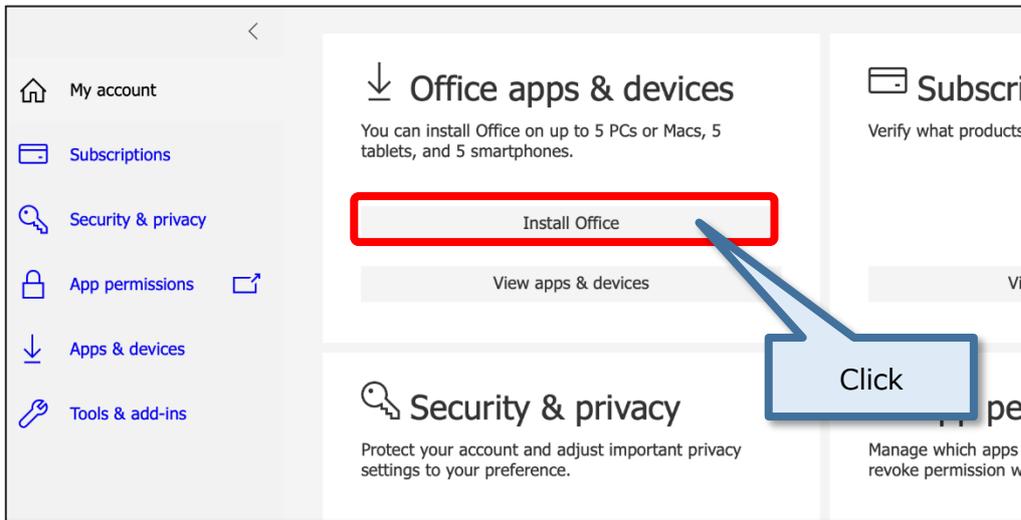Click [Install and more], then click [Install Microsoft 365 apps].

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

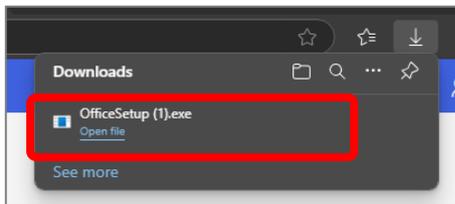Click [Install apps], then click [Microsoft 365 apps].

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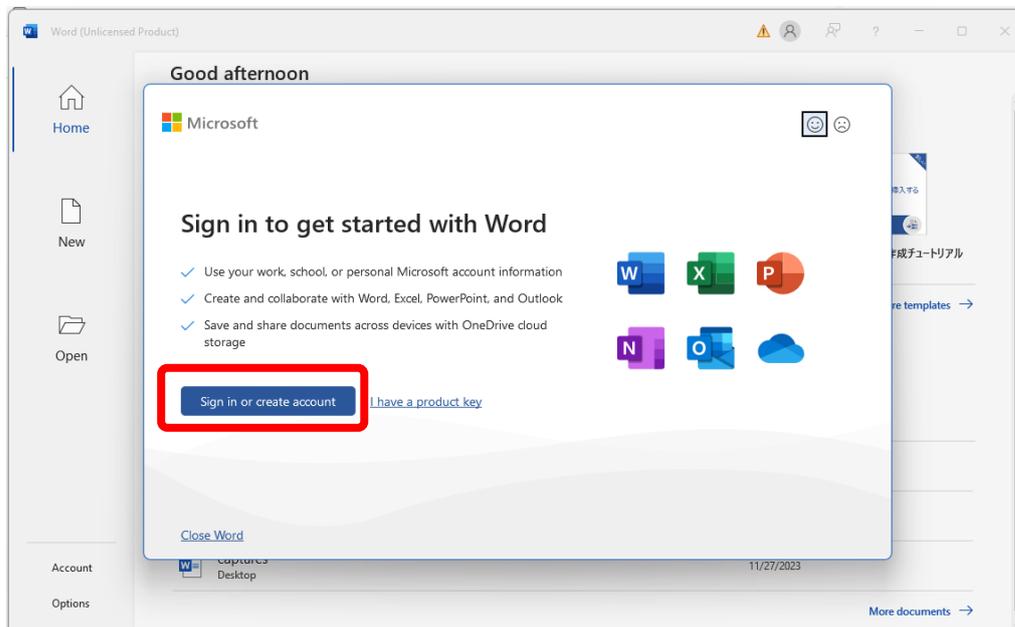
(6) Enter user ID as follows, then click 'Next'.

- Faculty Members: Faculty ID@sophiamail.sophia.ac.jp

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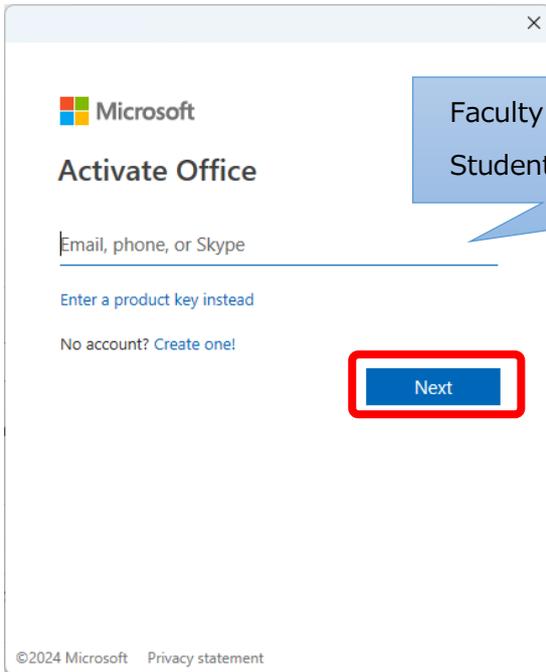
Faculty Members : Faculty ID@sophiamail.sophia.ac.jp

Students : Student ID@eagle.sophia.ac.jp

(7) Enter your ID and password for Sophia ICT Account (same as Moodle, etc.) then click
[Login]. Enter the one-time code then click [Login].

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.

Person who buys Office365 product

(Fig.1)

(Fig.2)

Person who contracts Office365 plan