



# Microsoft 365 Setup Guide

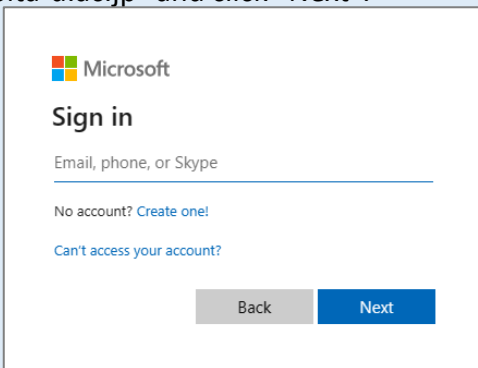
Microsoft 365 is available FREE to current Oita University Students.



1. Connect your PC to the internet.
2. Access the Microsoft portal site with a browser such as Edge.

Microsoft Portal Site  
<https://portal.office.com/>

3. On the sign-in screen, enter the user ID with "@oita-u.ac.jp" and click "Next".



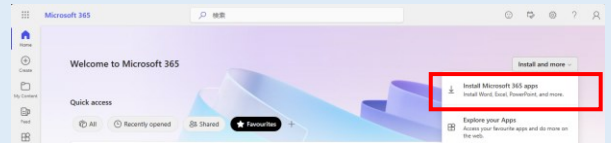
\* Please wait until the Oita University integrated authentication system is displayed.

4. Enter your user ID and password and click "Login".

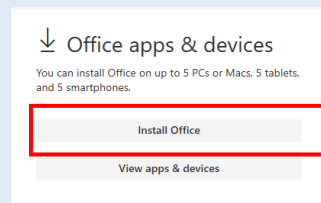


5. The Office 365 page is displayed.

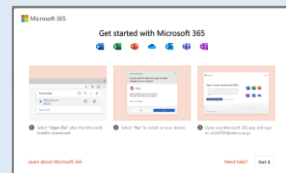
6. Click "Install and more" in the upper right corner, then click "Install Microsoft 365 apps".



7. Click "Install Office" in the "Office apps & devices" to download the installation file.

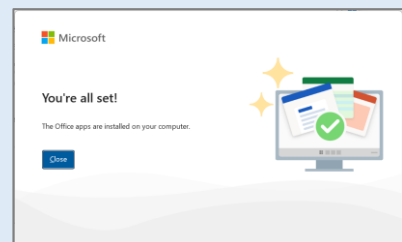


8. After downloading the file, follow the on-screen instructions to install it.



\* If the description on the screen is different, double-click the downloaded file to start the installation.

9. When the message "The Office apps are installed on your computer." is displayed, the process is complete. Click Close.



\* Installation may take some time. Install when you have time to spare.  
 \* If you have a wired network environment, it is recommended to use it to install the software.  
 \* If you have not changed your password from the initial one, the Office365 page will not be displayed. To change your password, please access <https://aaa.net.oita-u.ac.jp/password> from the campus network.  
 \* The license confirmation window will be displayed when the software is started for the first time. Click "Agree" to proceed.  
 \* For more information and questions, please see <https://www.cc.oita-u.ac.jp/byod>.