



Microsoft 365 Setup Guide

Microsoft 365 is available FREE
to current Oita University Students.

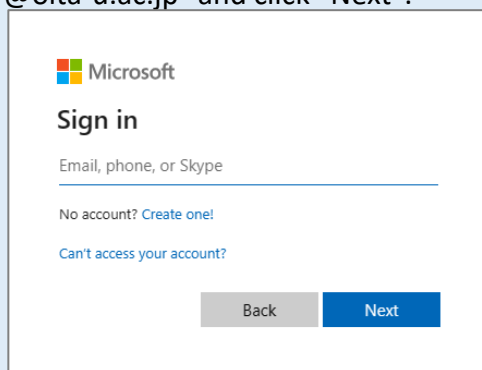


1. Connect your PC to the internet.
2. Access the Microsoft portal site with a browser such as Edge.

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".



Microsoft
Sign in
Email, phone, or Skype
No account? [Create one!](#)
Can't access your account?
Back Next

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

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

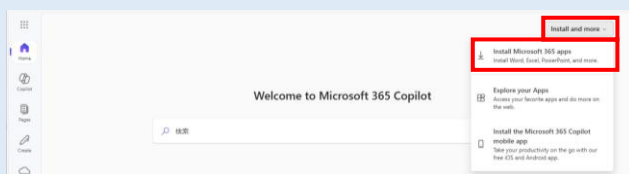


OITA UNIVERSITY
統合認証システム
Integrated Authentication System
User ID
x22s0100
Password

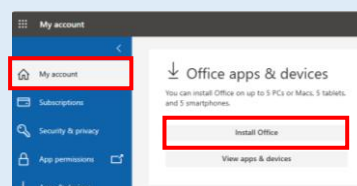
Login
認証後に利用可能なWebサービス
Web services available after authentication
大学 / University
• Zoom
ミーティング主催者のメールアドレスと氏名
をZoomに登録
• Google Workspace
• 学認サービス / GakuNin services
教育学部附属中学校 / Junior High School
• Google Workspace

5. The Office 365 page is displayed.

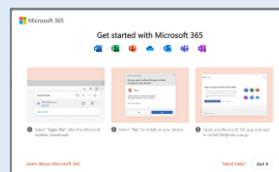
6. Click "Install and more" in the upper right corner, then click "Install Microsoft 365 apps".



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

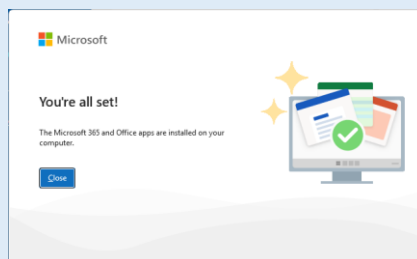


8. After downloading the file, follow the on-screen instructions to install it.



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

9. When the message "The Microsoft 365 and 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.
- * 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>.