

Microsoft 365 Apps

Installation Guide

[for Windows OS]

Revised Date: December, 2021

Organization for Information Strategies

Ver.3.0

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1. Before you begin

Microsoft 365 Apps is available to download free for students, Faculty, and Staff of Kwansei Gakuin University and Seiwa Junior College (Hereinafter collectively called the university) while they are enrolled in the university.

1.1. Applications included in Microsoft 365 Apps

You can get the latest version of Outlook, Word, Excel, PowerPoint, Publisher, and Access. By default, Microsoft 365 Apps are installed as one package. This means that you cannot select the specific Office programs to install. Depending on devices, some applications may not be supported.

1.2. Who can install and use Microsoft 365 Apps

It is only available for full-time enrolled students, Faculty (except Visiting, Exchange, and Interchange Faculty), and Staff (except Temporary Staff) of the university.

1.3. Computers and mobile devices where Microsoft 365 Apps can be installed on

Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones, up to 15 devices.

Operating system requirements are below:

PC: Windows 8.1 or later / Mac OS X 10.13 or later

2. Basic Precautions

2.1. Microsoft Office Versions

You cannot install and use the same version of Office on the same device. If the version of Office which you want to install is the same as the one you already have on your device, uninstall your Office from it first. And when you do so, make sure that you know how to restore it first before uninstalling.

2.2. Network environment

Installing Microsoft 365 Apps uses some GB of data traffic.

If you use tethering or mobile Wi-Fi, be aware of its data usage as well.

2.3. License Authentication

After installation, Microsoft will check the validity of your license in the background every 30 days.

If your license loses validity or you keep using the software offline for more than 30 days, you will be prompted to re-authenticate your license. And if 30 more days are exceeded without authentication, Microsoft will go into reduced functionality mode and provide read-only access. Beware when using offline.

2.4. Obligation to Delete the Software

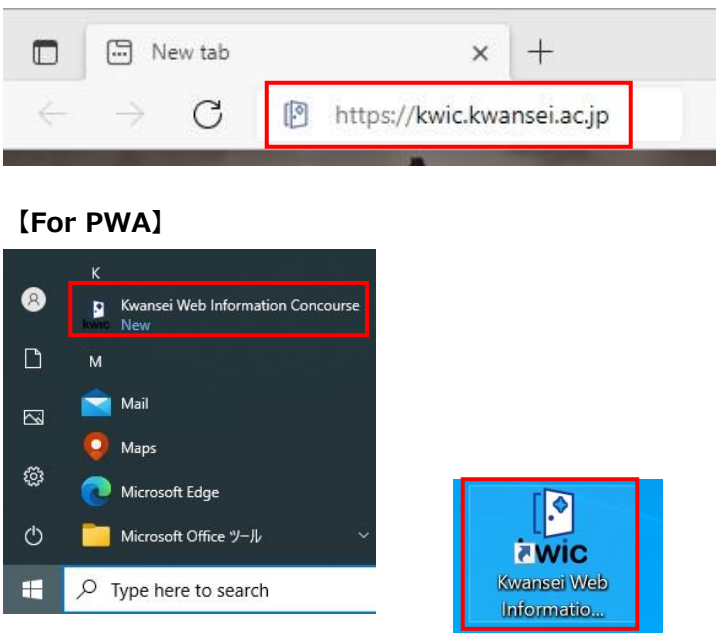
After your graduation or resignation, your account will be terminated. You will not be able to use Microsoft 365 Apps. In that case, uninstall it according to this guide.

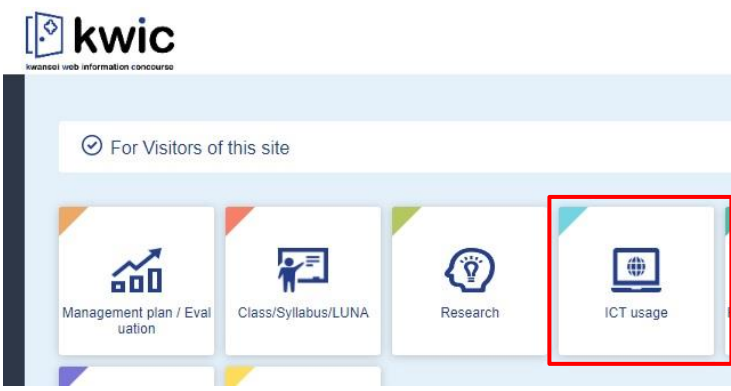
3. Install Microsoft 365 Apps

3.1. Install Microsoft 365 Apps

Note: The following is explained using Windows 10.

***For Seiwa Jounior college students, please see p.5.**

 【For PWA】	Open a browser (Microsoft Edge, Google Chrome, etc.) and enter "https://kwic.kwansei.ac.jp/" in the address bar and press the [Enter] key for access "kwic". If you have installed "kwic" as PWA, double click the icon and start the "kwic".
	If the login screen of "kwic" is displayed, click [Login]. *The top page of "kwic" may be displayed without displaying the login screen.

 The image shows the login page of Kwansei Gakuin. At the top is the university's logo and name. Below it is a link for users who cannot log in. The login form consists of two input fields: 'User ID' with a person icon and 'Password' with a lock icon. A red rectangle highlights these two fields. Below the fields is a blue 'Login' button, also highlighted with a red rectangle.	Login with your KWANSEI system ID and password you are assigned by the University. Then click [Login]. *If you have set up Two-step Authentication, enter verification code and login.
 The image shows the 'kwic' (Kwansei Web Information Concourse) home page. It features a header with the 'kwic' logo and a navigation bar with a 'For Visitors of this site' link. Below the navigation bar are four main content tiles: 'Management plan / Evaluation', 'Class/Syllabus/LUNA', 'Research', and 'ICT usage'. The 'ICT usage' tile, which contains a laptop icon, is highlighted with a red rectangle.	The top page of "kwic" is displayed. Click [ICT Usage] icons at the top of the screen.
 The image shows the 'Link' page within the 'kwic' system. It has a sidebar with a 'System Link' section. The main content area lists several links: 'Mail', 'OneDrive', and 'Microsoft 365 App (Word, Excel, PowerPoint, etc.)'. The 'Microsoft 365 App' link, which includes a download icon, is highlighted with a red rectangle.	Click [Microsoft 365 App (Word, Excel, PowerPoint, etc.)] in "Link", and access to the dedicated page.

For Seiwa Jounior College Students



KWANSEI GAKUIN

ログインができない教職員の方

User ID

Password

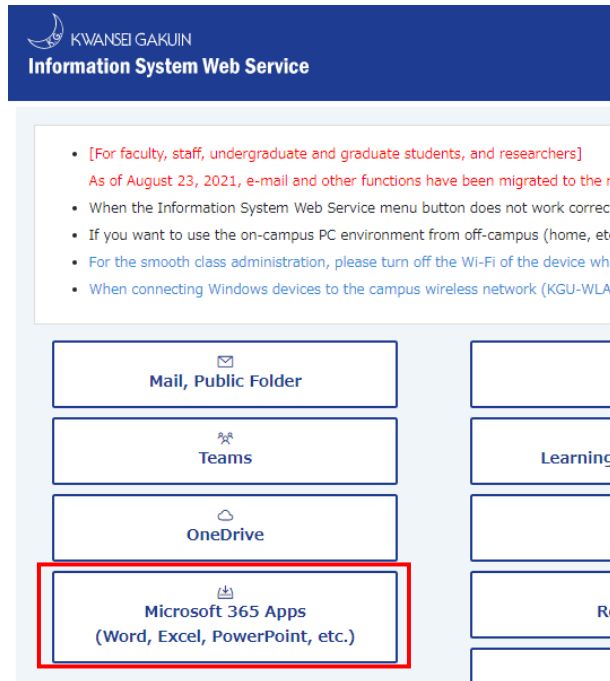
Login

Open a browser and go to the website

<https://webservice.kwansei.ac.jp/>

Log in with **your KWANSEI system ID** and **password** you are assigned by the University.
Then click **[Login]**.

*If you have set up Two-step Authentication, enter verification code and log in.



KWANSEI GAKUIN

Information System Web Service

- [For faculty, staff, undergraduate and graduate students, and researchers]
As of August 23, 2021, e-mail and other functions have been migrated to the n
- When the Information System Web Service menu button does not work correct
- If you want to use the on-campus PC environment from off-campus (home, etc
- For the smooth class administration, please turn off the Wi-Fi of the device whic
- When connecting Windows devices to the campus wireless network (KGU-WLAN

Mail, Public Folder

Teams

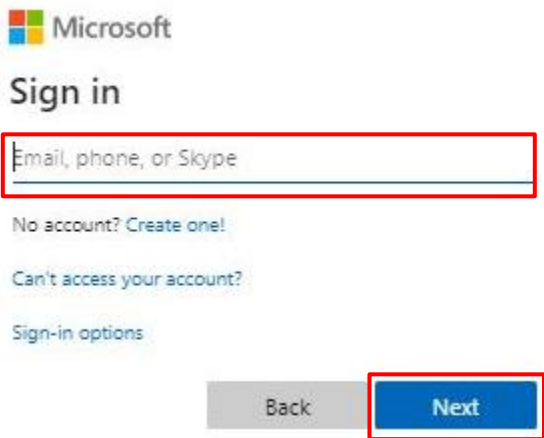
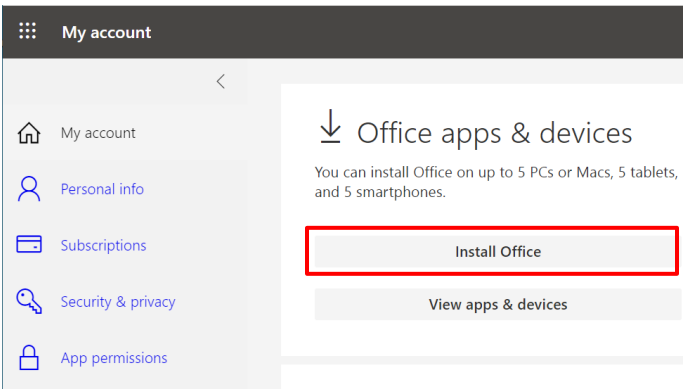
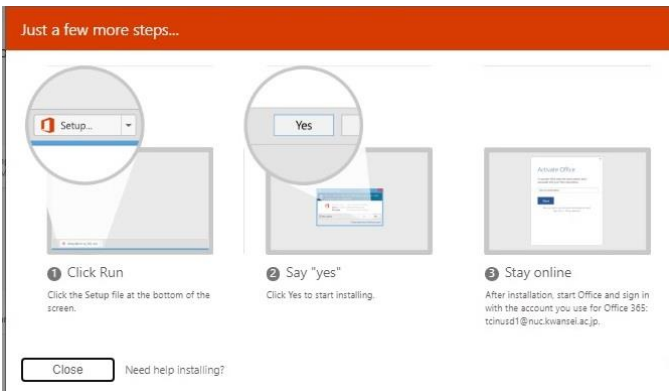
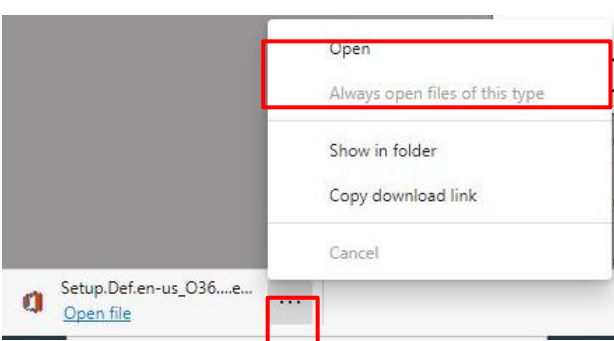
OneDrive

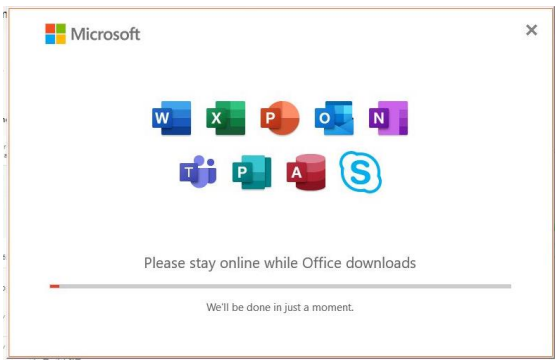
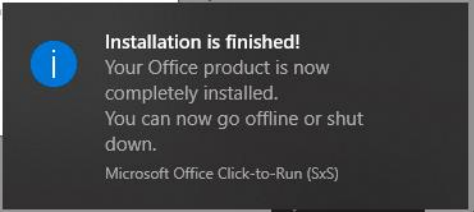
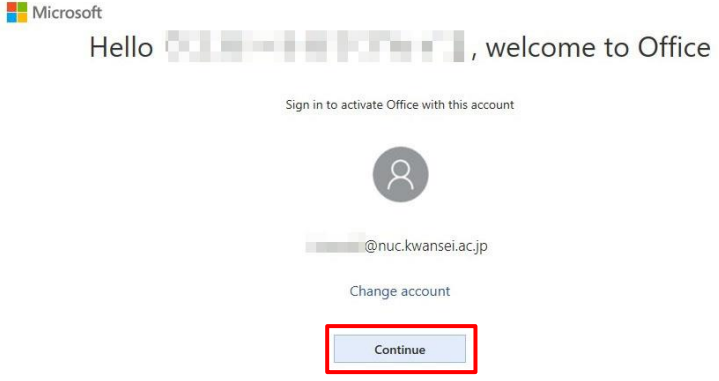
Microsoft 365 Apps
(Word, Excel, PowerPoint, etc.)

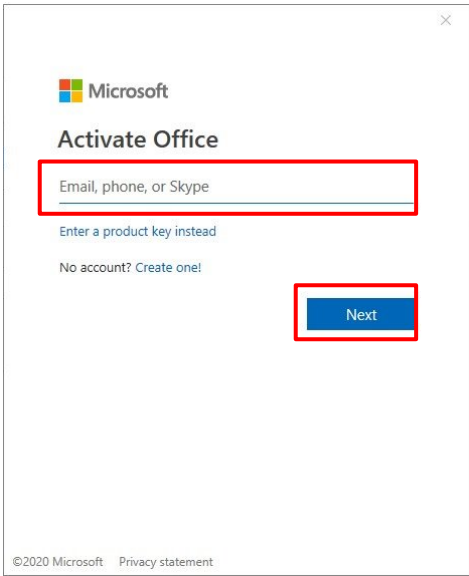
Learning

Re

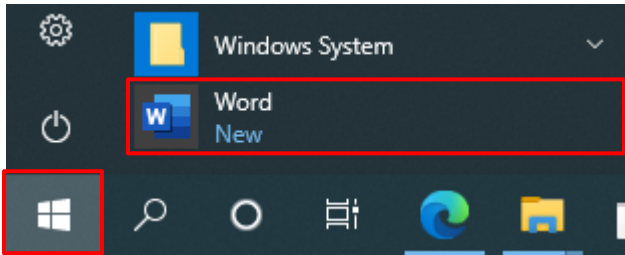
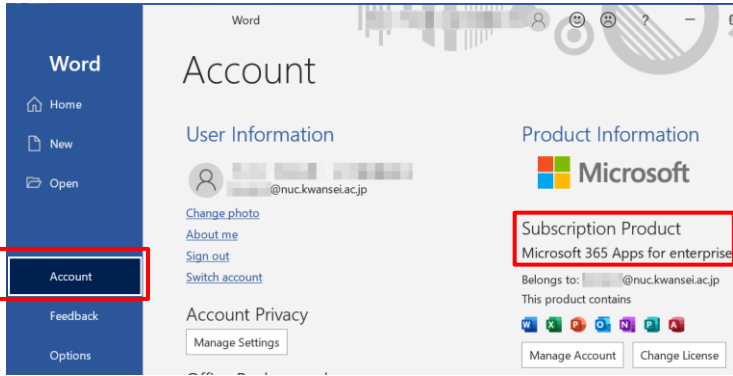
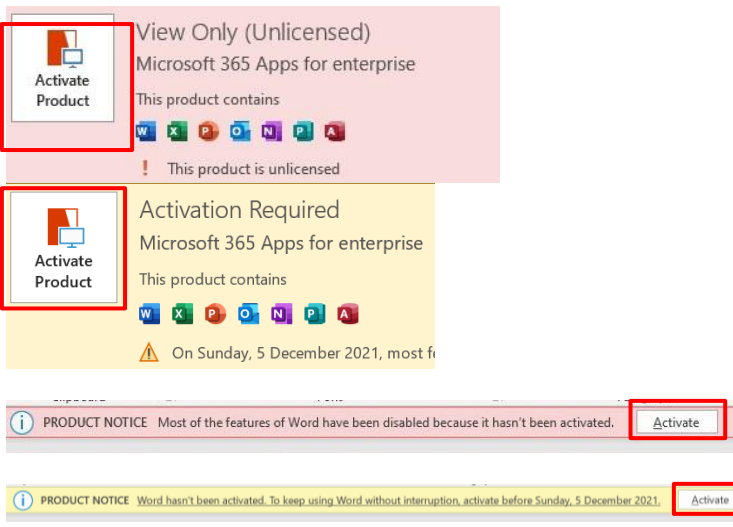
Click the **[Microsoft 365 App (Word, Excel, PowerPoint, etc.)]** button in the Web Service page.

 The image shows the Microsoft sign-in page. At the top is the Microsoft logo and the text "Sign in". Below this is a text input field with the placeholder text "Email, phone, or Skype". Underneath the field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button. Red rectangles highlight the text input field and the "Next" button.	Enter your KWANSEI system ID@kwansei.ac.jp in the text box and click [Next].
 The image shows the "My account" page in a web browser. On the left is a sidebar with links: "My account", "Personal info", "Subscriptions", "Security & privacy", and "App permissions". The main content area is titled "Office apps & devices" and includes the text: "You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones." Below this text are two buttons: "Install Office" and "View apps & devices". A red rectangle highlights the "Install Office" button.	Click [Install Office].
 The image shows a "Just a few more steps..." installation guide. It contains three numbered steps with corresponding screenshots: 1. "Click Run" (screenshot of a "Setup..." dialog box), 2. "Say 'yes'" (screenshot of a "Yes" button), and 3. "Stay online" (screenshot of an "Activate Office" screen). Below the steps are two buttons: "Close" and "Need help installing?".	Install pop-up appears at the lower part of the screen. *This screen may differ depending on your browser. This explanation is using Microsoft Edge.
 The image shows a file download context menu. The menu is open over a file named "Setup.Def.en-us_036....e...". The menu options are: "Open", "Always open files of this type", "Show in folder", "Copy download link", and "Cancel". A red rectangle highlights the "Open" option. Another red rectangle highlights the three-dot menu icon at the bottom left of the file download area.	Click [...] mark, then click [Open].

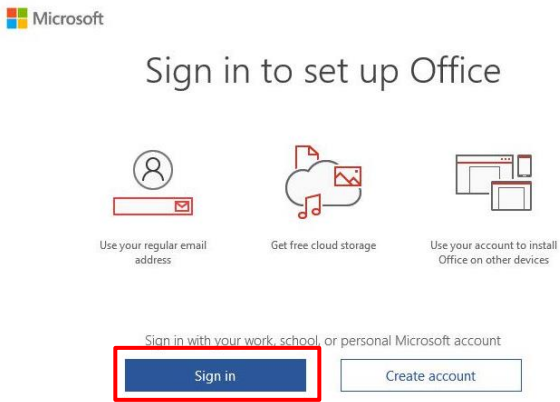
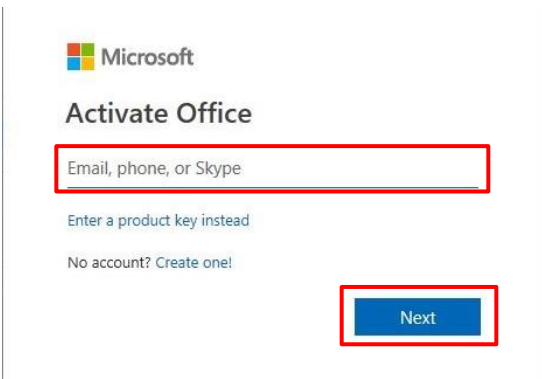
	Note: If displayed is the message “Do you want to allow this app to make changes to your device?”, click [Yes] to continue.
	It will immediately start installing the Office programs on your device.
	If displayed is the message “Installation is finished”, installation is finished.
	Depending on your environment, it takes time to complete the installation. When you see “Hello <Your Name>, welcome to Office”, click [Continue]. *If this screen is not displayed, launch application such as Word, Excel, and so on.

 The screenshot shows the Microsoft Office activation window. It has the Microsoft logo at the top left. Below it is the title 'Activate Office'. There is a text input field labeled 'Email, phone, or Skype' which is highlighted with a red rectangle. Below this field is the text 'Enter a product key instead' and 'No account? Create one!'. At the bottom right, there is a blue button labeled 'Next' which is also highlighted with a red rectangle. At the very bottom, it says '©2020 Microsoft Privacy statement'.	Enter your KWANSEI system ID@kwanse.ac.jp in the text box and click [Next].
 The screenshot shows the Kwansei Gakuin login window. It has the Kwansei Gakuin logo at the top. Below the logo is the text 'ログインができない教職員の方' (For faculty/staff who cannot log in). There are two input fields: 'User ID' and 'Password', both highlighted with red rectangles. Below these fields is a blue button labeled 'Login' which is also highlighted with a red rectangle.	Log in with your KWANSEI system ID and password you are assigned by the University. Then click [Login].
 The screenshot shows the Microsoft Office license agreement window. It has the Microsoft logo at the top left. Below it is the title 'Accept the license agreement'. There is a section titled 'Microsoft 365 Apps for enterprise includes these apps:' followed by icons for Word, Excel, PowerPoint, Outlook, OneDrive, and Teams. Below this is the text 'This product also comes with Office Automatic Updates.' and a link 'Learn more'. At the bottom, it says 'By selecting Accept, you agree to the Microsoft Office License Agreement' and a link 'View Agreement'. At the very bottom, there is a blue button labeled 'Accept' which is highlighted with a red rectangle.	Click [Accept], then install is finished.

《Confirmation after install》

	Click [Start menu] and show all applications. If you see office applications such as Word, Excel, your office install is completed. Launch office application such as Word. Note: The following is explained using Word.
	Click [Account]. If you see “Subscription Product”, product activation is correctly finished.
	If the left screen is displayed, the activation has not been completed. Click [Activate] or [Activate Product] and follow the procedure in "3.2. Product activation" to complete the activation.

3.2. Product activation

 The screenshot shows the Microsoft 'Sign in to set up Office' page. It features three icons: a person for 'Use your regular email address', a cloud for 'Get free cloud storage', and a laptop for 'Use your account to install Office on other devices'. Below these, a text line says 'Sign in with your work, school, or personal Microsoft account'. At the bottom, there are two buttons: 'Sign in' (highlighted with a red box) and 'Create account'.	click [Sign in] . Note: The following is explained using word.
 The screenshot shows the Microsoft 'Activate Office' page. It has a text input field labeled 'Email, phone, or Skype' (highlighted with a red box). Below the field, there are links for 'Enter a product key instead' and 'No account? Create one!'. At the bottom right, there is a 'Next' button (highlighted with a red box).	Enter your KWANSEI system ID@kwansei.ac.jp in the text box and click [Next].
 The screenshot shows the Kwansei Gakuin login page. It has a header with the university's logo and name. Below, there are two input fields: 'User ID' (highlighted with a red box) and 'Password' (highlighted with a red box). At the bottom, there is a 'Login' button (highlighted with a red box).	Enter your KWANSEI system ID and password. Click [Login]. You are all set to activate the Office.

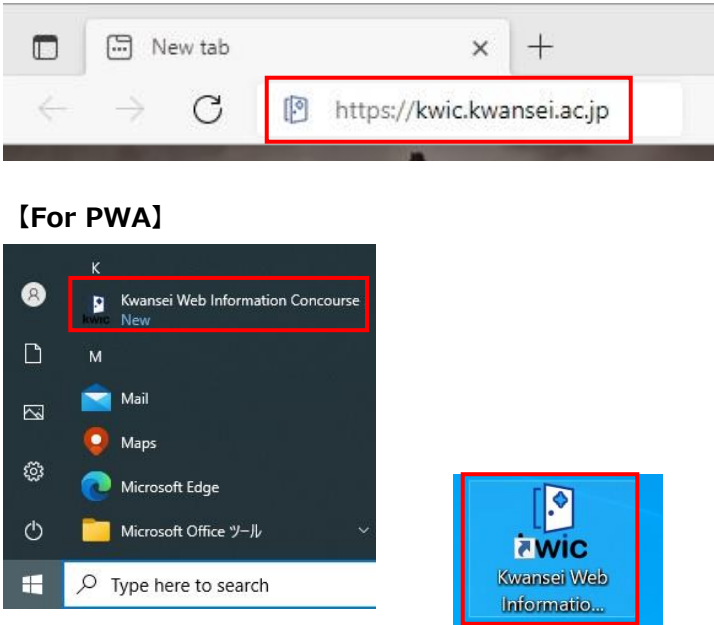
4. Deactivate and Uninstall Microsoft 365 Apps

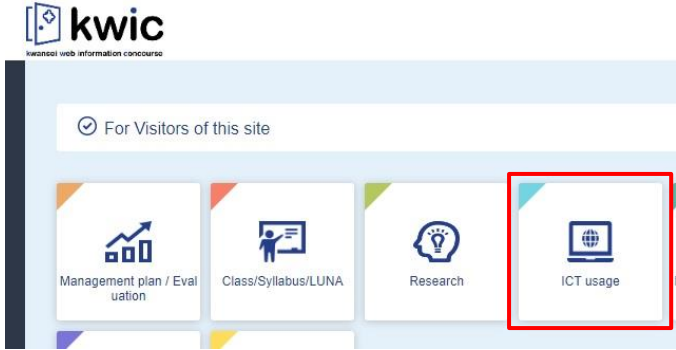
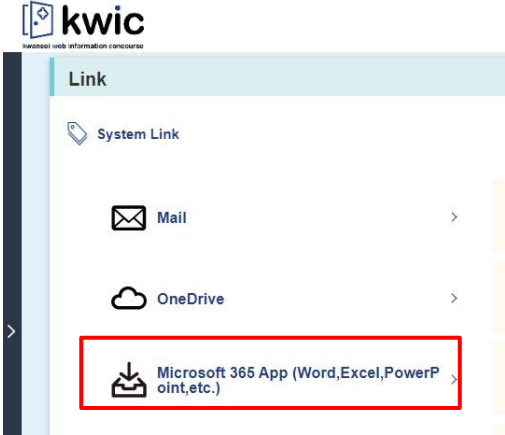
You can see on which devices you have installed Office by signing in to the Microsoft 365 Portal. When you want to dispose of your device, or stop using the Office on your device, deactivate an existing Office installation first.

Deactivating frees up a license. Then you can install Office on a different PC, Mac, or tablet.

***For Seiwa Jounior college students, please see p.14.**

4.1. Deactivation

 【For PWA】	Open a browser (Microsoft Edge, Google Chrome, etc.) and enter "https://kwic.kwansei.ac.jp/" in the address bar and press the [Enter] key for access "kwic". If you have installed "kwic" as PWA, double click the icon and start the "kwic".
	If the login screen of "kwic" is displayed, click [Login]. *The top page of "kwic" may be displayed without displaying the login screen.

	Log in with your KWANSEI system ID and password you are assigned by the University. Then click [Log In]. *If you have set up Two-step Authentication, enter verification code and login
	The top page of “kwic” is displayed. Click [ICT Usage] icons at the top of the screen.
	Click [Microsoft 365 App (Word, Excel, PowerPoint, etc.)] in "Link", and access to the dedicated page.

For Seiwa Jounior College Students

Open a browser and go to the website

<https://websevice.kwansei.ac.jp/>

Log in with **your KWANSEI system ID** and **password** you are assigned by the University. Then click **[Login]**.

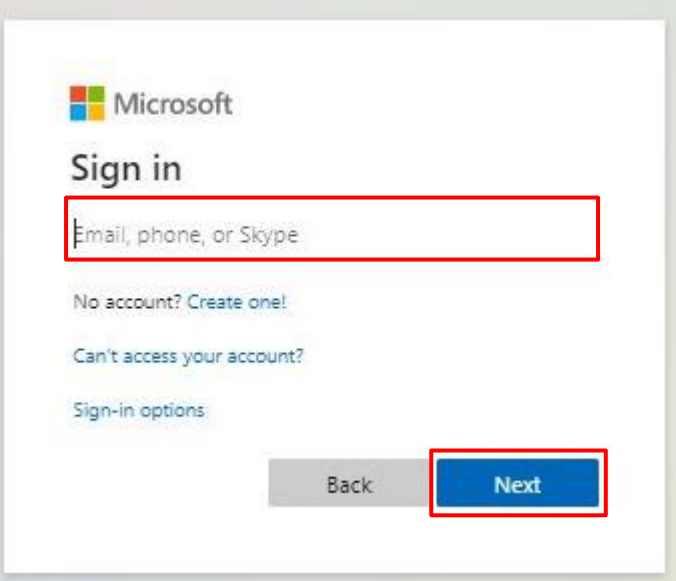
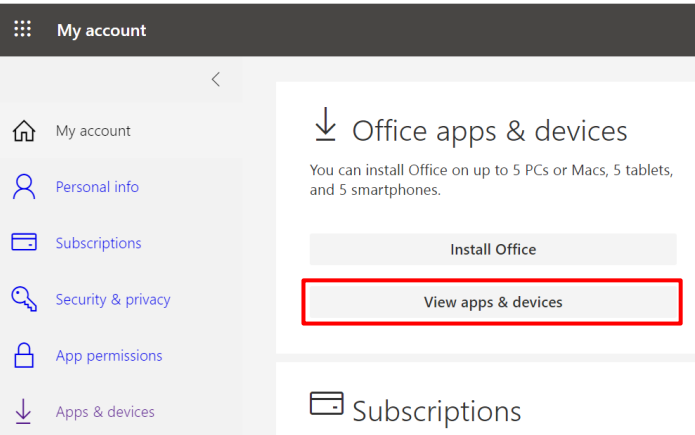
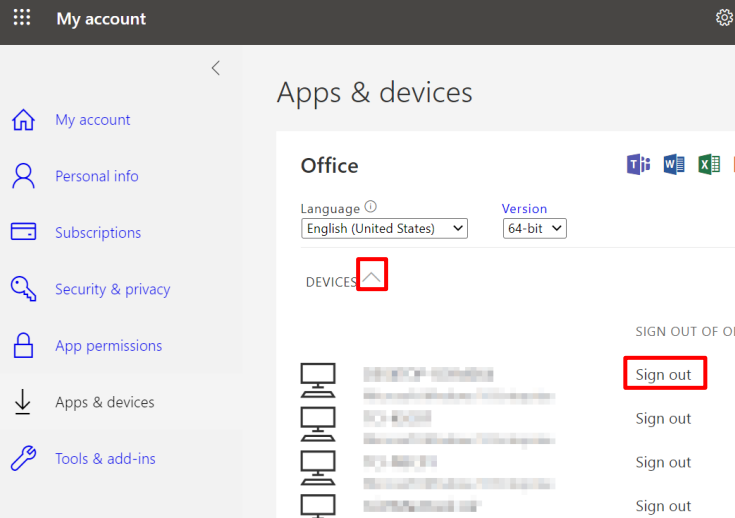
*If you have set up Two-step Authentication, enter verification code and log in.

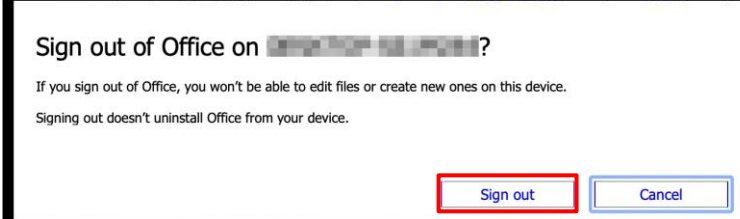
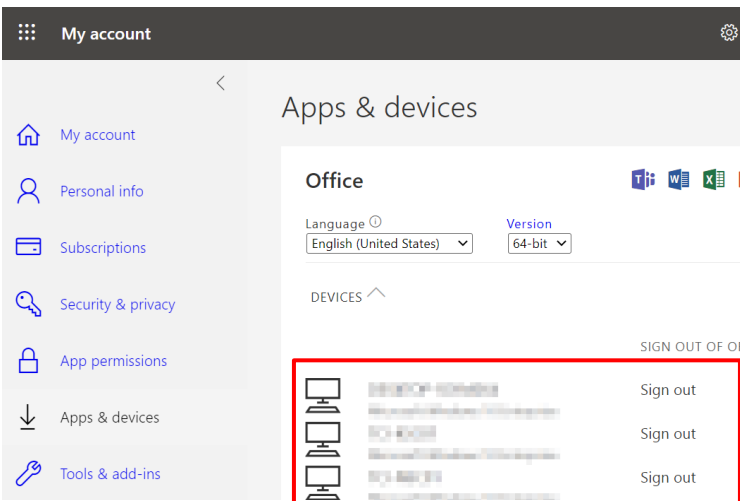
KWANSEI GAKUIN
Information System Web Service

- [For faculty, staff, undergraduate and graduate students, and researchers]
As of August 23, 2021, e-mail and other functions have been migrated to the new system.
- When the Information System Web Service menu button does not work correctly, please contact the IT Center.
- If you want to use the on-campus PC environment from off-campus (home, etc), please use the VPN.
- For the smooth class administration, please turn off the Wi-Fi of the device which you use.
- When connecting Windows devices to the campus wireless network (KGU-WLAN), please use the KGU-WLAN app.

Mail, Public Folder	
Teams	Learning
OneDrive	
Microsoft 365 Apps (Word, Excel, PowerPoint, etc.)	Re

Click the **[Microsoft 365 App (Word, Excel, PowerPoint, etc.)]** button in the Web Service page.

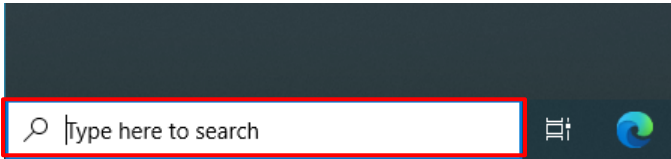
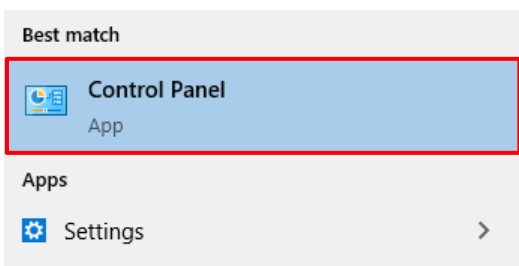
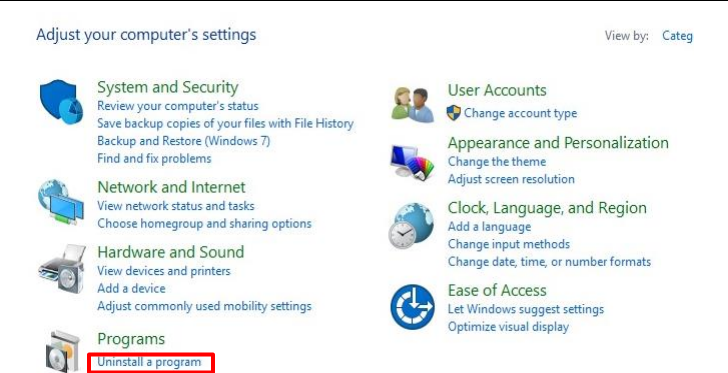
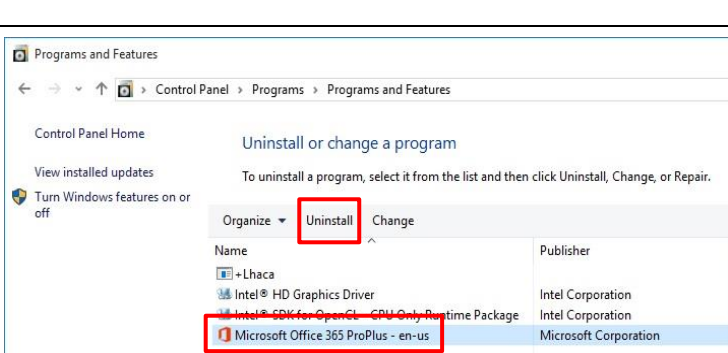
	Enter your KWANSEI system ID@kwansei.ac.jp in the text box and click [Next].
	click [View apps & devices].
	click [v] beside of DIVICE. Click [Sign out] at the right of host name of the PC you want to uninstall. *You can confirm host name at Start – Settings – System – Version information – Device name.

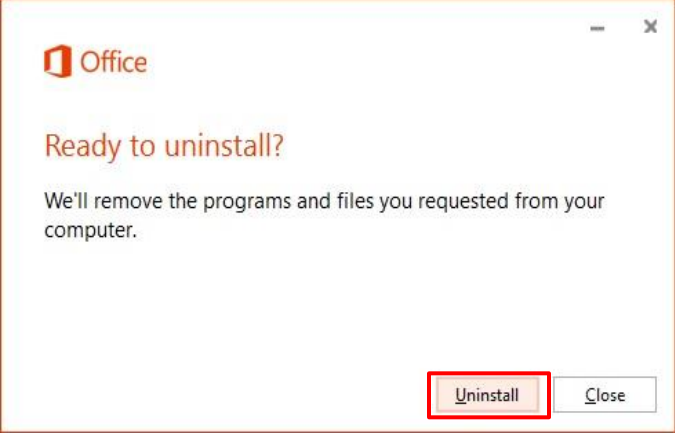
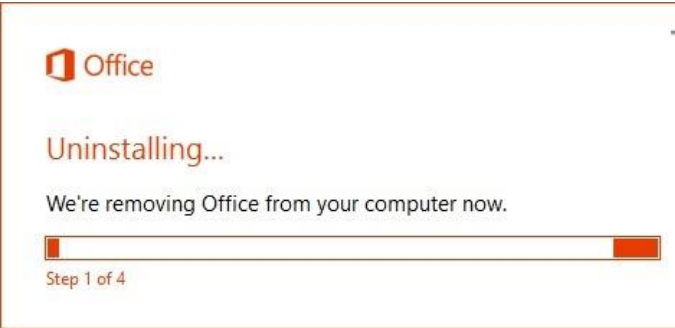
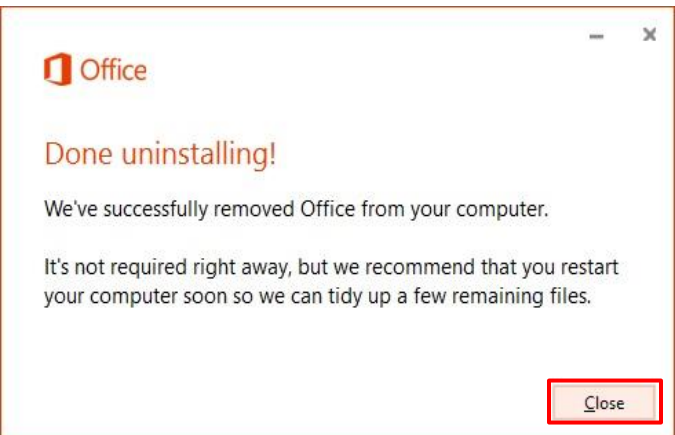
	Pop up screen for confirmation is displayed, click [Sign out].
	Confirm deactivated PC is disappear from the list.

For PCs that will no longer use Office, uninstall it following the procedure in ["4.2.Uninstall Microsoft 365 Apps "](#).

4.2. Uninstall Microsoft 365 Apps

When you want to dispose of your device, or stop using the Office on your device, deactivate following the procedure in "[4.1. Deactivation](#)", then uninstall following the procedure below. After your graduation or resignation, your account will be terminated. You will not be able to use Microsoft 365 Apps. In that case, uninstall it according to this guide.

	Click the search box displayed at the bottom left in the task bar and enter Control Panel .
	Click on the [Control Panel] displayed at the top of the search box.
	Click [Uninstall a program] . Note: If your view is different from that in the left, change the Control Panel view to Category .
	Select Microsoft Microsoft 365 Apps - en-us , and click [Uninstall] . Note: The installer's name is different from that of usual Office. Also, notice that "en-us" part can vary depending on the language you selected.

	Click [Uninstall] when the conformation dialog box pops up.
	Wait until the uninstallation is complete.
	When complete, "Done uninstalling!" will be displayed. Click [Close] and restart your PC.

Contact information

Still need help? Feel free to contact us at the following locations:

<Nishinomiya Uegahara Campus>

- Lecture Hall 4—PC Support Center 1 (Ext : 61-31331)
- Media and Research Facilities Building—PC Support Center 2 (Ext : 61-31333)
- Graduate Students Services Building 1—PC Support Center 3 (Ext : 61-31334)

<Kobe Sanda Campus>

- Building VI (second floor)—The PC consultation counter (Ext : 62-2104)
- Building VI (third floor)—The PC consultation counter (Ext : 62-2105)

<Nishinomiya Seiwa Campus>

- Building 6—Information media Office (IT Support Desk) (Ext : 66-2900)

<Osaka Umeda Campus>

- Campus Office (14th floor)—The Reception counter (Ext : 63-25)