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## SERVICE

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## Software License

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## Microsoft Products (for private use)

Modified:2025-03-19

Under the EES agreement between our university and Microsoft, members of our university can install and use the following Microsoft products on their personal PCs and other devices at no cost.

Licenses are assigned to individual members. Therefore, even for business use, please use your personal license.

\* For some special purposes, if the products are to be used by unspecified users, please consult the administrator.

- Microsoft Office on up to 5 personally owned PCs/MACs, 5 tablets, and 5 smartphones per person
- Microsoft 365 cloud services such as Teams, Stream, and [OneDrive for Business](#) are also available.

**Details of the benefits:** Please refer to [the Microsoft page](#).

**Eligible users:** Members of the university, emeritus professors, and other people related to the university who have an @u or an @un email address

When you leave the university and can no longer use the @u and @un addresses, you are no longer eligible to use the service and your account will be deleted. Please back up your data before your enrollment period ends. If you are a hospital staff, please contact someone in charge at the hospital.

**When using these services, please comply with the "[Microsoft 365 Usage and Operation Policy at the University of Tsukuba](#)".**

## Step 0: If you are setting up Windows 11

Please see the following when setting up Windows 11. [Points to keep in mind when setting up Windows 11](#) (in Japanese)

## Step 1: Register (sign-up) with Microsoft

Before using these services, you need to register your email address and set a password with Microsoft.

- Faculty members and other individuals with an @u.tsukuba.ac.jp email address  
First-time users do not need to sign up but do need to set a password.  
[M365 password setting site](#) (accessible only from within the university)
- Students  
First-time users do not need to sign up, but do need to set a password.  
[M365 password setting site](#) (accessible only from within the university)  
\* If you have already set your password with reference to "[E-mails of Zengaku Computer System](#)", this step is not necessary.
- Staff members other than those listed above (who have been granted an @un.tsukuba.ac.jp email address) Sign-up is required.  
Please follow [Microsoft Products \(for private use\) Signup](#) procedure.

If necessary, please use [the VPN service of the Academic Computing and Communications Center](#) or [the remote Access service of the Zengaku Computer System](#).

The VPN service has a limited number of simultaneous connections, so please disconnect immediately after use.

## Step 2: Use (sign-in) after signing up

To use Microsoft 365, sign in (log in) to the following Microsoft site with your University's Microsoft 365 (@u or @un) account.

Please refer to the following for the initial sign-in procedure. "[How to sign-in Microsoft 365 and take online classes](#)" (PDF)."  
[login.microsoftonline.com](#)

## Step 3: How to obtain and use Office applications

1. To download and install the Office app on your PC, smartphone or other device, click "Install Office" in the upper right corner of the Portal screen.

Notes)

- For Windows OS, it is not available from the Microsoft Store.
- For Mac OS, it is also available from the AppStore. (You will need to install the app such as Word, Excel, PowerPoint separately.)

・ For Chromebooks, Microsoft does not provide a desktop app version like it does for Windows or Mac OS.  
Please use it as a web app.

・ For smartphones and tablets (iOS, iPadOS, Android OS), the software is available from the App Store and Google Play Store.

※If the Office application (Office Home Business, etc.) is already installed and available on the terminal you are already using, you do not need to install the Microsoft 365 Office of this university. However, for reasons such as older versions, if you want to replace Office, you need to uninstall them and then install them.

(Please uninstall at your own discretion.)

2. Launch the installed Office application (Word, Excel, PowerPoint, etc.)

3. When the app starts, the sign-in (license authentication) screen will be displayed.

Sign in with your Microsoft 365 (@u or @un) account.

※If you see [the Allow your organization to manage your device] screen, uncheck it and select [OK] or [Sign in for this app only].



If you selected OK or are unsure which option you chose, follow the steps below to bring up the same screen.

(1) Windows icon (bottom left corner of the screen)

(2) Settings (gear)

(3) Account

(4) "Access to Work or School"

(5) If you see the @u or @un account of the University's Microsoft 365 account in the list of accounts on the screen, select it by left-clicking once and try to disconnect (sign out) the account.

※Please note that this is not the domain participation part of OWA's @un.

(6) Restart your PC.

(7) Launch Teams or Office application again and sign in with the University's Microsoft 365 account (@u or @un)

★ On the "Allow the organization to manage devices" screen, uncheck the box and click "No, only sign in to this app."

4. If you sign in successfully, you can use the Office app.

If you encounter any errors when signing in, please refer to the FAQ pages listed below under "Getting help".

## Getting help

Please refer to the [Frequently Asked Questions \(EES\)](#) page.

## Contact

From [Contact Form](#)

Please select "EES, Microsoft 365, Teams, and other Microsoft General Contracts", fill in the required fields, and submit your inquiry.

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