

Setting up Microsoft 365 Quick Guide

STEP 0 Introduction

- Microsoft Office 365 ProPlus is now branded as Microsoft 365 Apps for enterprise, which we abbreviate as 'Microsoft 365' in this leaflet.
- Microsoft 365 should only be installed on your own personal device. **It must not be installed on devices shared by those in your laboratory or your family.**
- A network connection is required for the automatic authentication performed about once a month.
- Before proceeding, you need to **uninstall any Office products** (be it Office 2016 or any other version).
- Confirm that you can gain access through the **Tohoku University Single Sign-On (SSO) system.**
- **After you leave Tohoku University by graduation or completion of your studies, you will no longer be able to access the service and to recover your data on the service.**

STEP 1 Confirm Your Account

- New undergraduate and graduate students (April enrollment: April 1 – April 30; October enrollment: October 1 – October 31) should confirm their **Microsoft 365 account** details on the **Confirmation page of Tohokudai ID.**
- * How to access the page can be found in the materials you have received at the time of admission.
- Credited auditors and auditing students, etc.
Check your **Microsoft 365 account** details in the Tohokudai ID notification letter that has been sent to you from the university.
- Current students and new students of neither April enrollment nor October enrollement
Check your **Microsoft 365 account** via the Tohoku University website (<https://www.tohoku.ac.jp/en/>) by clicking on 'Current students', then on 'Tohoku University Single Sign-On' (you will have to log in), and 'System', and on the "統合電子認証システム" option.
You can now select Edit Profile to confirm your settings. (You can change this page's language to English)
- * In case of your forgetting your Tohokudai ID or password, contact the academic affairs section with your faculty or graduate school.

STEP 2 Confirm Access to the Web

1. Click on 'Sign in' on the Microsoft 365 website (<https://www.microsoft365.com/>)



2. Enter your **Microsoft 365 account** details and click on 'Next'

* You will be redirected to the Tohoku University SSO system, through which you will be authenticated.

For installation of the applications, see the other side of this document.

STEP 3 Installing Applications

On Windows:

Download OfficeSetup.exe from <https://www.cds.tohoku.ac.jp/ees/setup> (login required) and install it.

* This step can be skipped if Microsoft 365 has already been installed.

* If you are asked to 'Allow my organization to manage my device', uncheck it to disable it.

* As of April 2024, the Microsoft Store version is not available. (Step 4 will cause error.)

On macOS:

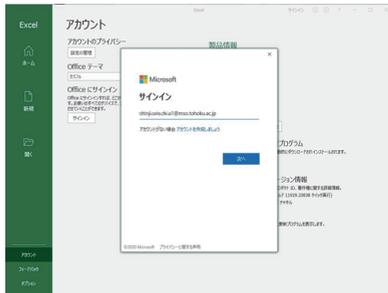
Install Microsoft 365 from the App Store.

* Apply your own Apple ID to log in to the App Store.



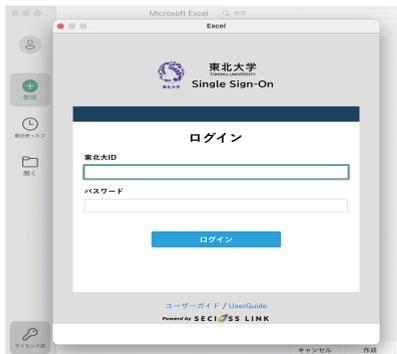
STEP 4 Activation (License Authentication)

On Windows:



1. After installing Microsoft 365, launch Excel and open a new document
2. Click on File → Account → Sign in
3. Enter your Microsoft 365 account details
4. Proceed with authentication through the SSO system

On macOS:



1. After installing Microsoft 365, launch Excel and open a new document
2. Click on Sign in
3. Enter your Microsoft 365 account details
4. Proceed with authentication through the SSO system

In case of licence error, use Microsoft's uninstall support tool to install the application again.

STEP 5 Setting Up Email Forwarding (Recommended)

To forward emails from Teams, etc. to DC Mail, follow these steps. (Notifications on classes, for instance, will be sent by emails, and you can receive them at your DC Mail addresses by forwarding.)

1. Access <https://outlook.office.com/mail/options/mail/forwarding>



2. Click on 'Enable forwarding'
3. Enter your DC Mail address as the forwarding destination
4. Click on 'Save'



- With respect to this email facility, we do not provide support for any functions aside from forwarding.
- Your accounts and data will be deleted after you leave the university.

User Support

In addition to providing support with setting up Microsoft 365, Tohoku University Co-op also provides support for the following:

- Support with setting up the on-campus wi-fi service (eduroam)
- Support with setting up DC Mail
- Support with installing security software (WithSecure)

The opening hours, location, and contact details are as follows.

- Hours: Weekdays 11:00-18:00 (11:00-17:00 in August-September and February-March; closed during the obon and New Year holidays)
- Location: New Life Support Center (the bookstore at the Sky Kawauchi Forest on the Kawauchi Kita Campus)
- Phone: 022-212-9057
- Email address: m365_help@grp.tohoku.ac.jp

For inquiries on this leaflet:

M507, 5th Floor, Multimedia Education and Research Complex (Kawauchi Kita Campus)

Inquiries: <https://www.cds.tohoku.ac.jp/contact.html>

Online guide: <https://www.dc.tohoku.ac.jp/>

* User support is provided by Tohoku University Co-op

