How to install Microsoft Office Professional Plus 2016 on university-owned PC

Creation date : 2021-04-22

1 Decide who to be PC Administrator

Go to the following page and make sure that the university-owned PC on which you w ant to install Microsoft Office Professional Plus 2016 meets system requirements. System requirements for Office

https://products.office.com/en-US/office-system-requirements

2 Decide who to be PC Administrator

<Reference> PC Administrator http://www.officesoft.gsic.titech.ac.jp/pdf/PC_Administrator_en.pdf

3 Obtain a Passcode

PC Administrator who was decided at "2 Decide who to be PC Administrator" obtains a Passcode.

パスコードの取得について / For information about obtaining the Passcode http://www.officesoft.gsic.titech.ac.jp/pdf/passcode.pdf

If person who will follow the following steps is not PC Administrator who was decided at "2 Decide who to be PC Administrator", PC Administrator turn over the information of PC Administrator's mail address of The Tokyo Tech Mail System and the Passcode to per son who will follow the following steps.

4 Download TTInstaller for Windows

Go to the following page and download TTInstaller for Windows.

TTInstaller(Windows 版)をダウンロードする方法 / How to download TTInstaller for Windo ws

http://www.officesoft.gsic.titech.ac.jp/pdf/How to download TTInstaller for Windows.pdf

5 Install Microsoft Office Professional Plus 2016

5.1

Follow steps in the following page.

How to execute TTInstaller for Windows (Common steps)

http://www.officesoft.gsic.titech.ac.jp/pdf/How to execute TTInstaller for Windows co mmon steps en.pdf Check [For University], and click [Next].

	InstallType :	For University For Personal		
2021/04/2 2021/04/2	21 15:07:39 : INFO : Network Connect : OK : Di 21 15:07:50 : INFO : Language : <u>English</u>	irect		^
2021/04/2 2021/04/2	21 15:07:50 : INFO : Connect IP 21 15:08:09 : INFO : AuthenticationCheck : OK	: ID:		•
•			Back	Next Exit

5.3

Type the mail address of The Tokyo Tech Mail System of PC Administrator who was decided at "2 Decide who to be PC Administrator" and the Passcode¹ which wa s obtained at "3 Obtain a Passcode", and click [Next].

	PC Administrator's mail address		@m.titech.ac.jp	
	Passcode			
21/04/2	15:07:39 : INFO : Network Connec	t : OK : Direct		
21/04/2	15:07:39 : INFO : Network Connec 15:07:50 : INFO : Language : Engl	t : OK : Direct ish		
021/04/2 021/04/2 021/04/2	15:07:39 : INFO : Network Connec 15:07:50 : INFO : Language : Engl 15:07:50 : INFO : Connect IP	t : OK : Direct ish		

¹ If the Passcode which was obtained at "3 Obtain a Passcode" is invalid, follow the operation "3 Obtain a Passcode" again and type it.

Check the row which fulfills following conditions, and click [Next].

- The Language column of the row is the language you want to install.
- If you want to install the 32-bit version of Microsoft Office Professional Plu s 2016, the Explain column of the row is "Microsoft Office 2016 : 32bit". If you want to install the 64-bit version of Microsoft Office Professional Plus 2 016, the Explain column of the row is "Microsoft Office 2016 : 64bit".²

Check	OSName	Language	Explain	FileSize						
	Windows	English	Microsoft Office 2019 : 32bit	2MB	Mic					
	Windows	English	Microsoft Office 2019 : 64bit	2MB	Mic					
r	Windows	English	Microsoft Office 2016 : 32bit	721MB	Mic					
	Windows	English	Microsoft Office 2016 : 64bit	841MB	Mic					
	Windows	English	Windows 10 Education : 32bit : ISO file							
	Windows	English	Windows 10 Education : 64bit : ISO file	4.73GB	Mic					
	Windows	English	Windows 8.1 Enterprise : 32bit : ISO file	2.51GB	Mic					
	For Clien	t : Common	For Client : Japanese For Client : Englis	sh						
2021/	04/21 15:07:5	50 : INFO : (Connect IP:							
2021/	2021/04/21 15:08:09 : INFO : AuthenticationCheck : OK : ID=									
2021/	2021/04/21 15:08:12 : INFO : InstallType : For University									
2021/04/21 15:08:33 : INFO : PasscodeCheck : OK : ID=										
2021/	2021/04/21 15:08:33 : INFO : Same Person Flag :									
4				•						
Back										

5.5

Click [Next].

Choose the 32-bit or 64-bit version of Office

² The 32-bit version of Office works well with both the 32-bit and the 64-bit versions of Windows. If you are installing the 64-bit version of Office, you need the 64-bit version of Windows. <Reference>

Microsoft Office の 32 ビット版と 64 ビット版を選択する

 $[\]underline{https://support.office.com/ja-jp/article/Choose-the-32-bit-or-64-bit-version-of-Office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261}$

https://support.office.com/en-us/article/Choose-the-32-bit-or-64-bit-version-of-Office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261



Check [Yes, I will agree.], and click [Next].



5.7

Check [I accept the terms of this agreement], and click [Continue].

🚺 Microso	ft Office Professional Plus 2016	
	Read the Microsoft Software License Terms	
	To continue you must accept the terms of this agreement. If you do not wa the Microsoft Software License Terms, close this window to cancel the insta	nt to accept allation.
	PLEASE NOTE: Your use of this software is subject to the terms ar of the license agreement by which you acquired this software. Fo you are:	nd conditions r instance, if
	 a volume license customer, use of this software is subject to you license agreement. a MSDN customer, use of this software is subject to the MSDN and the MS	ır volume agreement.
	You may not use this software if you have not validly acquired a li software from Microsoft or its licensed distributors.	cense for the
	EULAID:016_RTM_VL.1_RTM_EN	
	I accept the terms of this agreement	<u>C</u> ontinue

 \times

?

ĥŝ

5.8

Click [Install Now].



How to install Microsoft Office Professional Plus 2016 on university-owned PC

Click [Close].

1 Microsoft Office Professional Plus 2016	×
Office	0
Thank you for installing Microsoft Office Professional Plus 2016. To begin, open Start and go to your Office programs.	
Complete your Office experience	
 Store and share your documents online Get free product updates, help, and training 	
Continue <u>O</u> nline	
<u>C</u> lose	e

5.10

After seeing the message: This install has finished., click [Exit].

	This install has finished.		
202 110-112			
2021/04/2	15:11:37 : INFO : Download : OK :		
2021/04/2	15:11:37 : INFO : UnCompress : Start :		
2021/04/2	15:11:58 : INFO : UnCompress : OK :		
2021/04/2	15:11:58 INFO : Install : Start : 15:59:02 : INFO : Install : OK :		
4			•
		Back Next	Exit

- 6 Execute Microsoft Office 2016 : Activation Tool³
 - 6.1

Follow steps in the following page. How to execute TTInstaller for Windows (Common steps) <u>http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_Windows_co</u> <u>mmon_steps_en.pdf</u>

6.2

Check [For University], and click [Next].

_	InstallType :	 For University For Personal 	
2021/04/21 1 2021/04/21 1 2021/04/21 1 2021/04/21 1	6:03:06 : INFO : Network Connect : OK : E 6:03:30 : INFO : Language : English 6:03:30 : INFO : Connect IP : 6:03:41 : INFO : AuthenticationCheck : Of	C: ID=	

6.3

Type the mail address of The Tokyo Tech Mail System of PC Administrator who was decided at "2 Decide who to be PC Administrator" and the Passcode⁴ which wa s obtained at "3 Obtain a Passcode", and click [Next].

³ Before you follow this operation, you need to get the university-owned PC on which Microsoft Office Professional Plus 2016 was installed at "5 Install Microsoft Office Professional Plus 2016" to the Internet. You need to follow this operation on it.

⁴ If the Passcode which was obtained at "3 Obtain a Passcode" is invalid, follow the operation of "3 Obtain a Passcode" again and type it.

PC Administrator's mail address Passcode 021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 021/04/21 16:03:30 : INFO : Language : English 021/04/21 16:03:30 : INFO : Connect IP : 021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID: 021/04/21 16:03:46 : INFO : InstallType : For University	
Passcode 2021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 2021/04/21 16:03:30 : INFO : Language : English 2021/04/21 16:03:30 : INFO : Connect IP : 2021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 2021/04/21 16:03:46 : INFO : InstallType : For University	
2021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 2021/04/21 16:03:30 : INFO : Language : English 2021/04/21 16:03:30 : INFO : Connect IP : 2021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 2021/04/21 16:03:46 : INFO : InstallType : For University	
2021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 2021/04/21 16:03:30 : INFO : Language : English 2021/04/21 16:03:30 : INFO : Connect IP : 2021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 2021/04/21 16:03:46 : INFO : InstallType : For University	
021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 021/04/21 16:03:30 : INFO : Language : English 021/04/21 16:03:30 : INFO : Connect IP : 021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 021/04/21 16:03:46 : INFO : InstallType : For University	
2021/04/21 16:03:06 : INFO : Network Connect : OK : Direct 2021/04/21 16:03:30 : INFO : Language : English 2021/04/21 16:03:30 : INFO : Connect IP : 2021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 2021/04/21 16:03:46 : INFO : InstallType : For University	
021/04/21 16:03:30 : INFO : Language : English 021/04/21 16:03:30 : INFO : Connect IP : 021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 021/04/21 16:03:46 : INFO : InstallType : For University	
2021/04/21 16:03:30 : INFO : Connect IP : 2021/04/21 16:03:41 : INFO : AuthenticationCheck : OK : ID= 2021/04/21 16:03:46 : INFO : InstallType : For University	
2021/04/21 16:03:46 : INFO : InstallType : For University	
	•

Check the row the Explain column of which is "Microsoft Office 2016 : Activation Tool", and click [Next].



6.5

Click [Next].



Click [Yes, I will agree.], and click [Next].



6.7

After seeing the message: Your product activated successfully., click [Exit].



Start Word 2016.

 $<\!\!\operatorname{Reference}\!>$

Windows 10、Windows 8 Windows 7 で Office アプリケーションを探して起動する <u>https://support.office.com/ja-jp/article/Cant-find-Office-apps-after-installing-office-2016-</u> <u>907ce545-6ae8-459b-8d9d-de6764a635d6</u>

Can't find Office applications in Windows 10, Windows 8, or Windows 7? <u>https://support.office.com/en-us/article/Cant-find-Office-apps-after-installing-office-2016</u> <u>-907ce545-6ae8-459b-8d9d-de6764a635d6</u>

6.9

If you receive the message: *First things first.*, check [Install updates only], or [As k me later], and click [Accept].







Click [File].

. •	ა - თ	÷				Do	cument1 - W	/ord					Ŧ	-	8	×
File	Home	Insert	Design	Layout	References	Mailings	Review	Vie	w 🎗 Tel	l me what you	want to do			Sign in	Я s	hare
Paste	Calibri (E B I	3ody) ▼ 1 <u>U</u> ▼ abe	$\begin{array}{c c}1 & \mathbf{x} & \mathbf{A}^* & \mathbf{A}^* \\ \mathbf{x}_2 & \mathbf{x}^2 & \mathbf{A}^* \end{array}$	Aa - 4		** <u>*</u> * €≣ ≡ ‡≣ *	≝ 2↓ • 2 - ⊞ -	¶ ,	AaBbCcDເ 1 Normal	AaBbCcDc 11 No Spac	AaBbC(Heading 1	AaBbCcC Heading 2	4	P Find abc Replac ↓ Select	÷ e	
Clipboard 🗔			Font		F2	Paragraph		G ₁		Sty	les		Fa	Editing		^
Page 1 of 1	0 words	English	(United States	5)							II (-	+	100%

6.12

Click [Account].



How to install Microsoft Office Professional Plus 2016 on university-owned PC

Confirm that this gives you the "Product Activated" message.



6.14

Delete the TTInstaller which was downloaded at "4 Download TTInstaller for Win dows".