

1 Decide who to be PC Administrator

Go to the following page and make sure that the university-owned PC on which you want 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](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 person 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 Windows

[http://www.officesoft.gsic.titech.ac.jp/pdf/How\\_to\\_download\\_TTInstaller\\_for\\_Windows.pdf](http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_download_TTInstaller_for_Windows.pdf)

5 Install Microsoft Office Professional Plus 2016

5.1

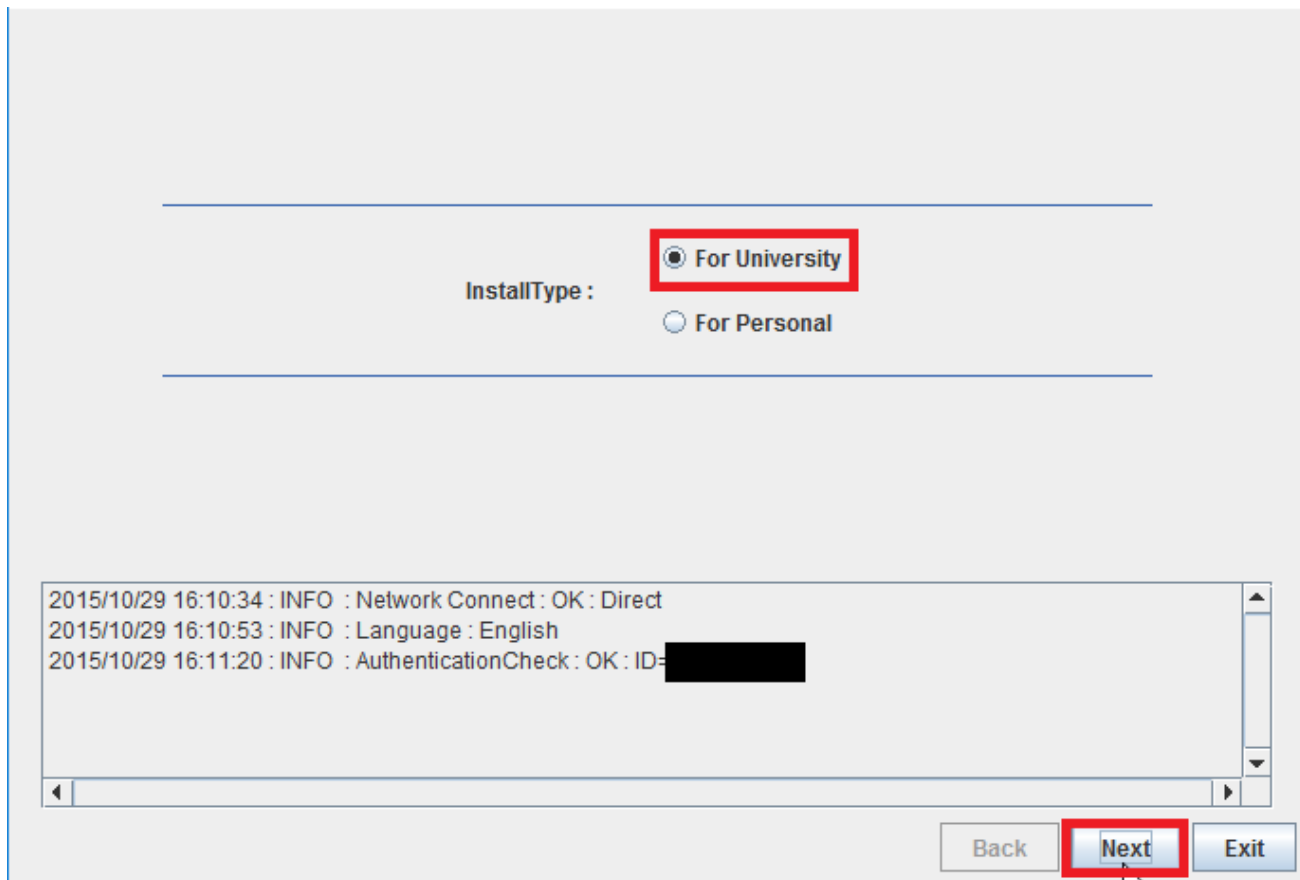
Follow steps in the following page.

How to execute TTInstaller for Windows (Common steps)

[http://www.officesoft.gsic.titech.ac.jp/pdf/How\\_to\\_execute\\_TTInstaller\\_for\\_Windows\\_common\\_steps\\_en.pdf](http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_Windows_common_steps_en.pdf)

## 5.2

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



## 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 Passcode<sup>1</sup> which was obtained at “3 Obtain a Passcode”, and click [Next].

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<sup>1</sup> If the Passcode which was obtained at “3 Obtain a Passcode” is invalid, follow the operation “3 Obtain a Passcode” again and type it.



#### 5.4

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 Plus 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 2016, the Explain column of the row is "Microsoft Office 2016 : 64bit".<sup>2</sup>

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<sup>2</sup> 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

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

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

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

Check	OSName	Language	Explain	FileSize	
<input type="checkbox"/>	Windows	Japanese	Anti-Virus Software for Client : 32bit	64MB	Sys
<input type="checkbox"/>	Windows	Japanese	Anti-Virus Software for Client : 64bit	78MB	Sys
<input type="checkbox"/>	Mac OS X	Japanese	Microsoft Office 2011	1.02GB	Mic
<input type="checkbox"/>	Mac OS X	Japanese	Anti-Virus Software for Client	23MB	Sys
<input checked="" type="checkbox"/>	Windows	English	Microsoft Office 2016 : 32bit	721MB	Mic
<input type="checkbox"/>	Windows	English	Microsoft Office 2016 : 64bit	841MB	Mic
<input type="checkbox"/>	Windows	English	Microsoft Office 2013	619MB	Mic

For Client : Common     
 For Client : Japanese     
 For Client : English

```

2015/10/29 16:10:34 : INFO : Network Connect : OK : Direct
2015/10/29 16:10:53 : INFO : Language : English
2015/10/29 16:11:20 : INFO : AuthenticationCheck : OK : ID=
2015/10/29 16:11:54 : INFO : InstallType : For University
2015/10/29 16:12:10 : INFO : PasscodeCheck : OK : ID=

```

Back **Next** Exit

5.5

Click [Next].

### Notes on the Installing Software (Windows Office)

1. Please install Microsoft Office, and execute this TTInstaller with the option of "Office ActivationTool" on this computer.
2. The performance may become unstable if you use many Microsoft Office at the same time.
3. Please back up your Outlook data files if you are using Microsoft Office Outlook.
4. Please update your computer by "Microsoft Update" after installment.

Tokyo Tech Software License Team  
ca-query@gsic.titech.ac.jp  
<http://www.officesoft.gsic.titech.ac.jp>

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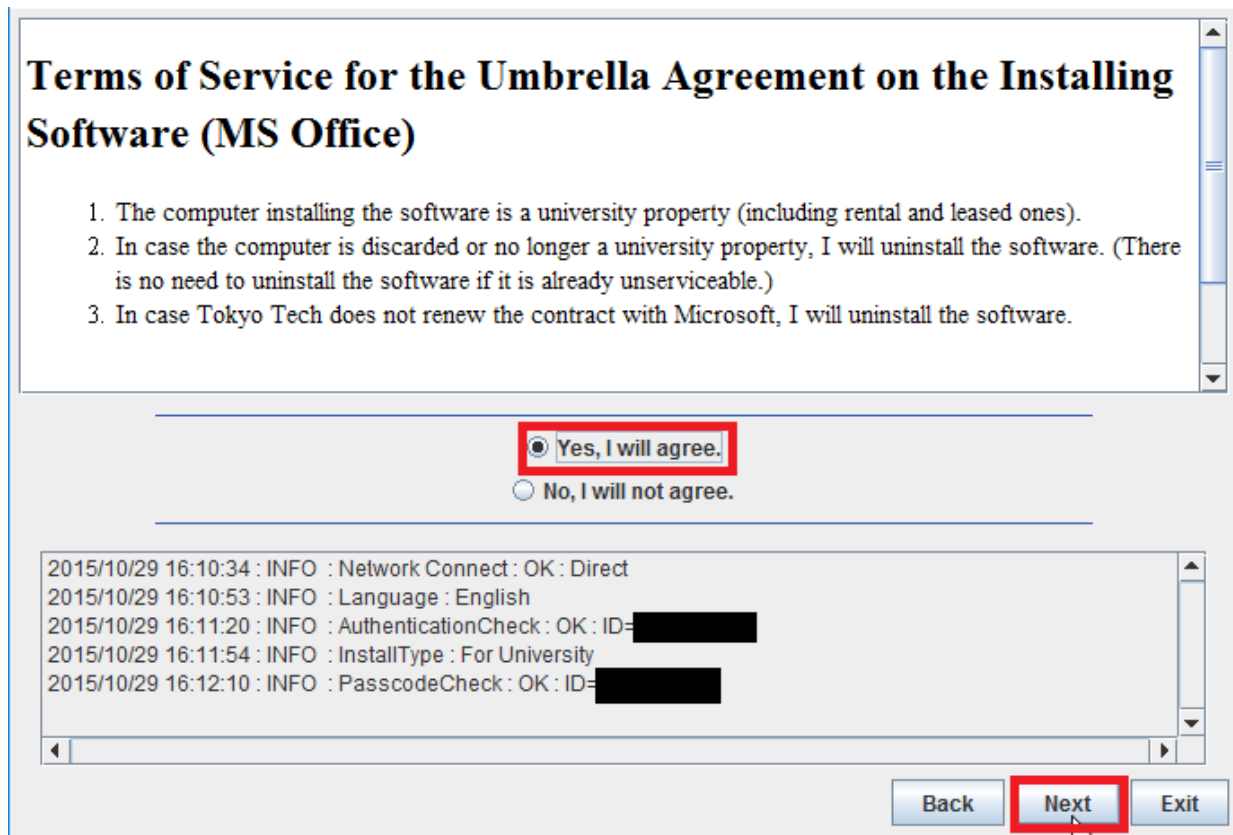
2015/10/29 16:10:34 : INFO : Network Connect : OK : Direct
2015/10/29 16:10:53 : INFO : Language : English
2015/10/29 16:11:20 : INFO : AuthenticationCheck : OK : ID=
2015/10/29 16:11:54 : INFO : InstallType : For University
2015/10/29 16:12:10 : INFO : PasscodeCheck : OK : ID=

```

Back **Next** Exit

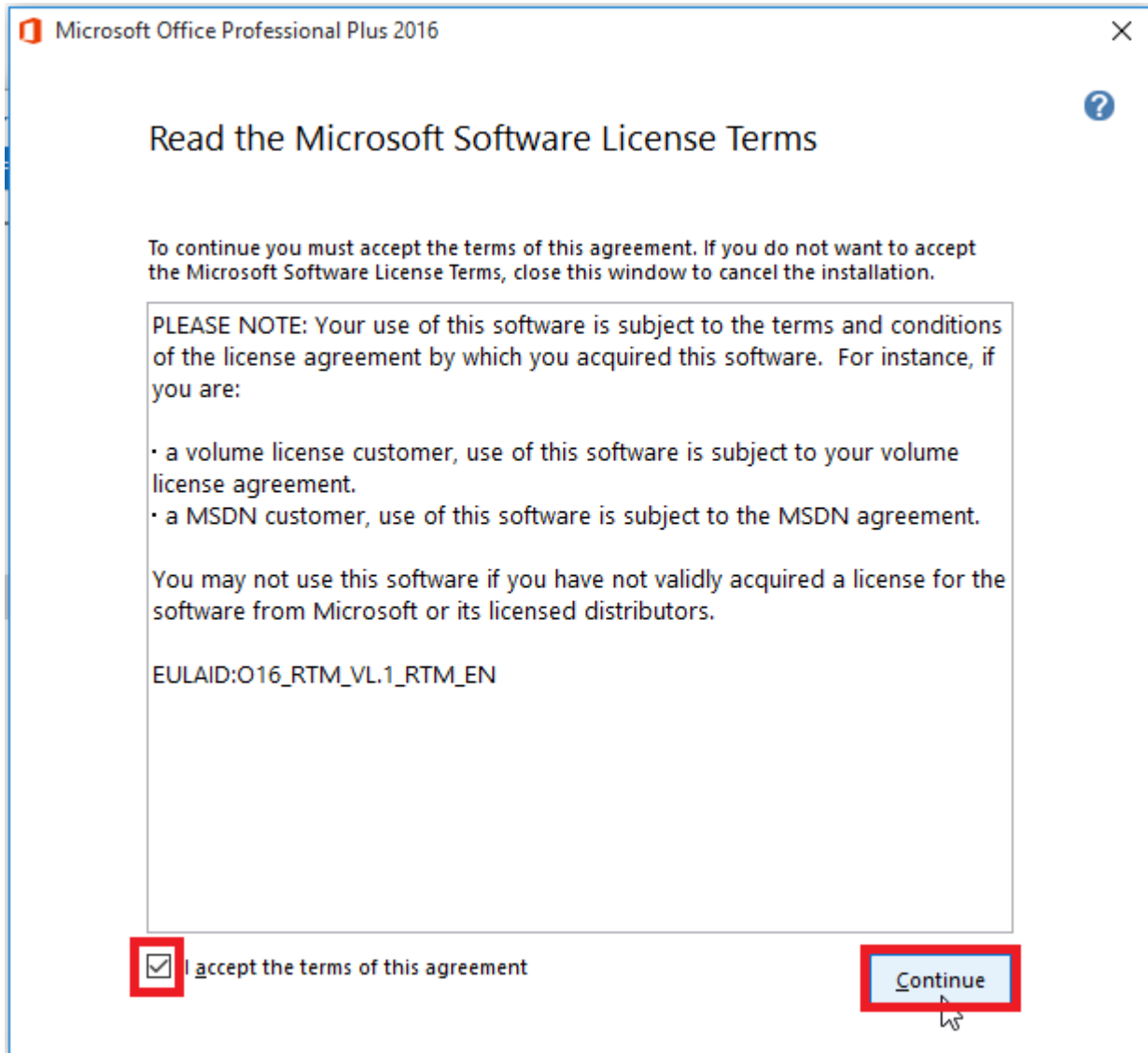
5.6

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



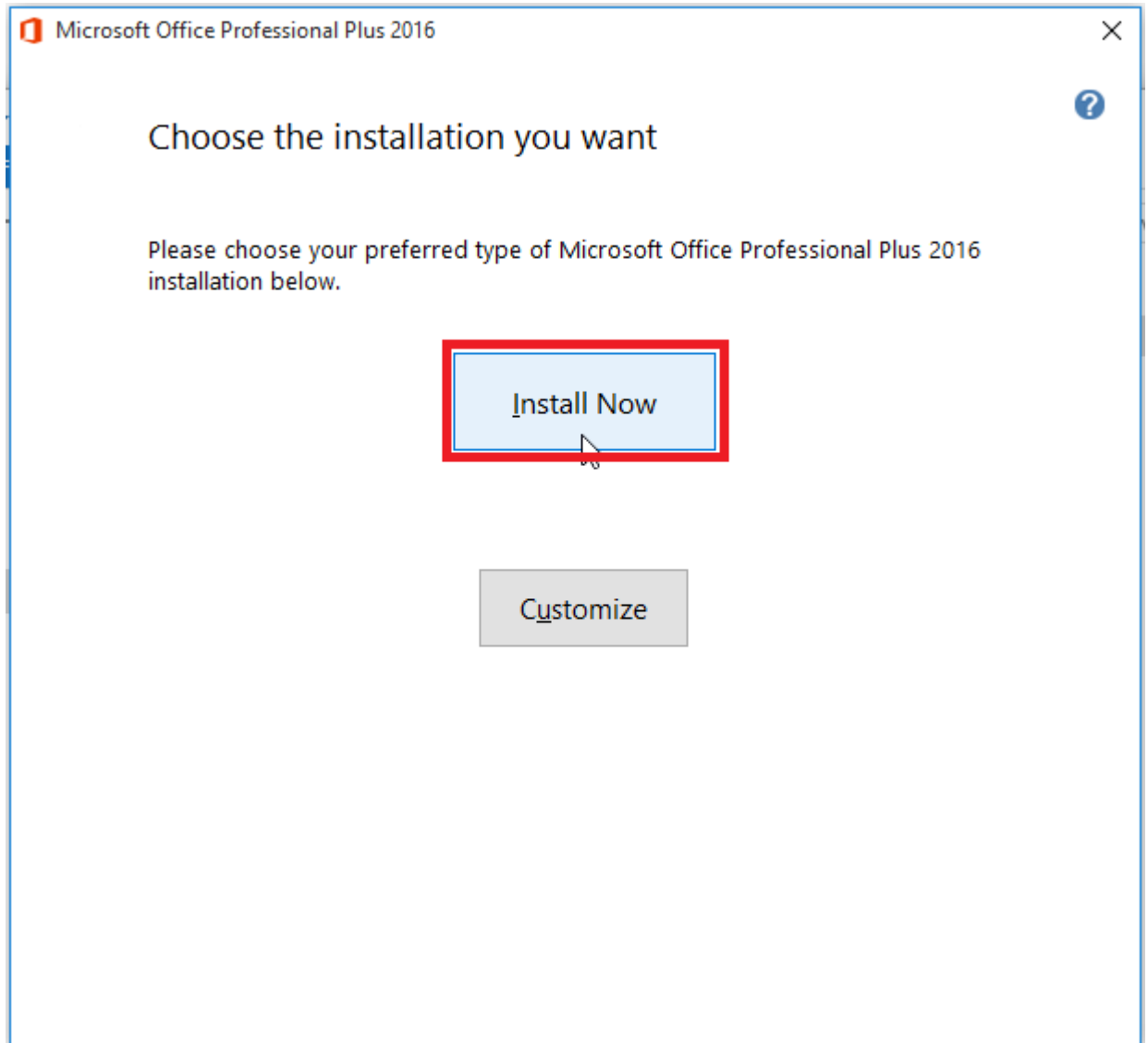
5.7

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



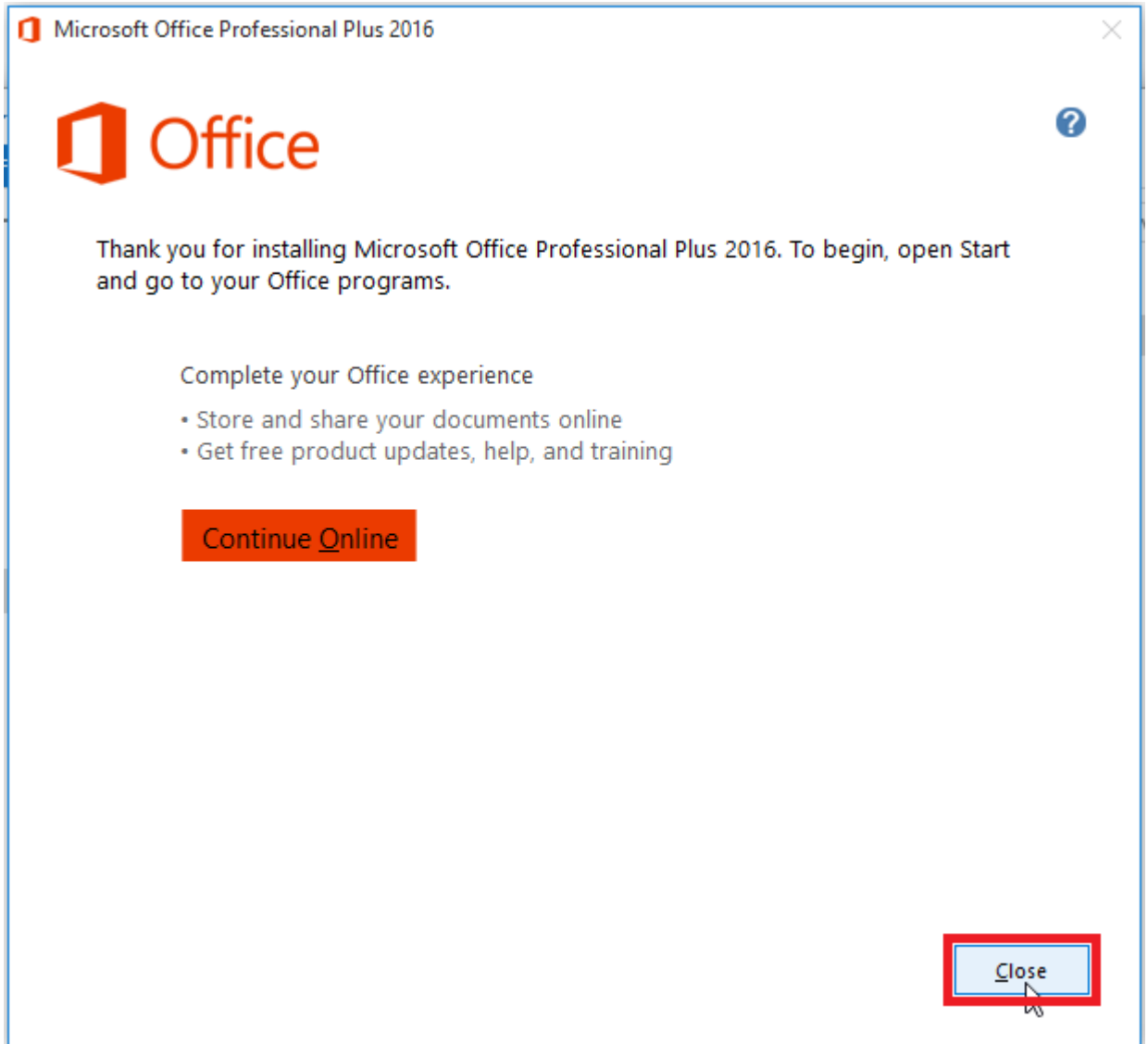
5.8

Click [Install Now].



5.9

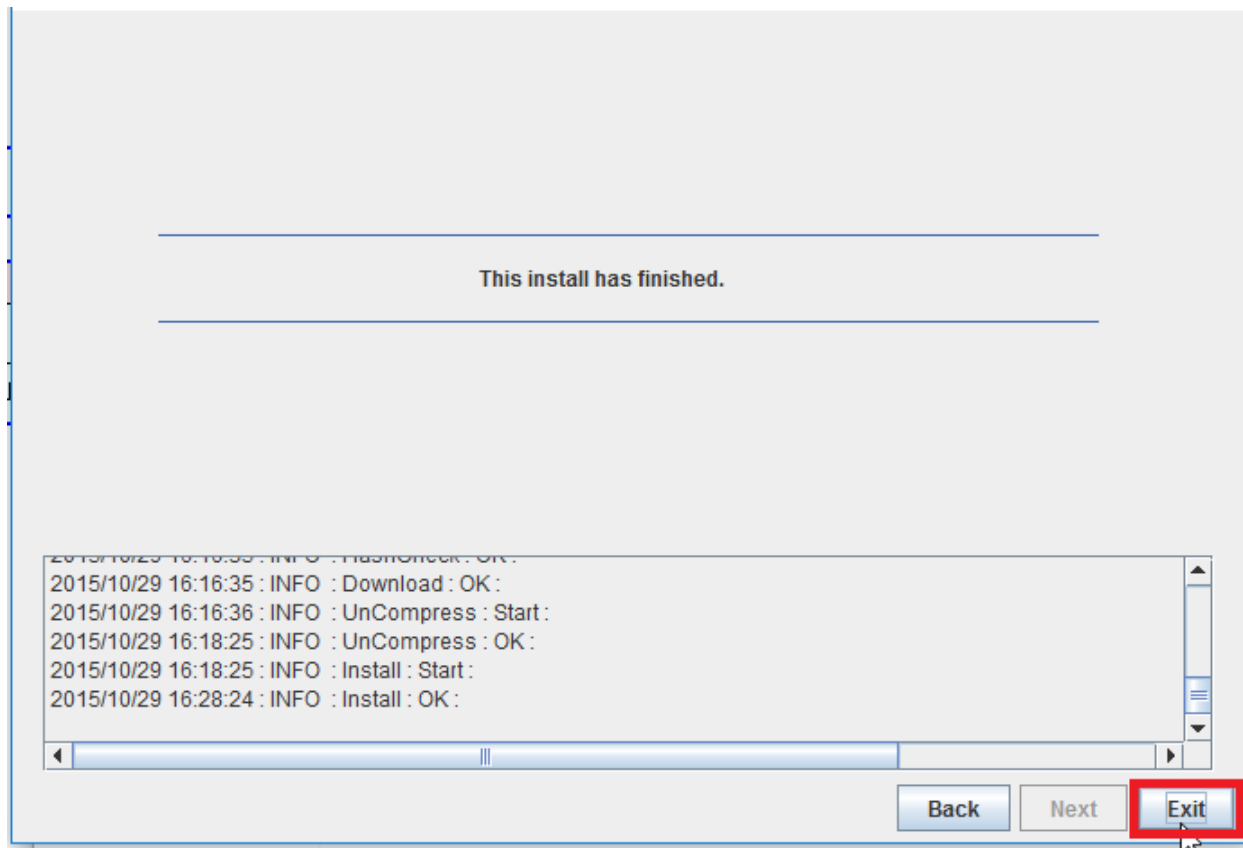
Click [Close].



5.10

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





## 6 Execute Microsoft Office 2016 : Activation Tool<sup>3</sup>

### 6.1

Follow steps in the following page.

How to execute TTInstaller for Windows (Common steps)

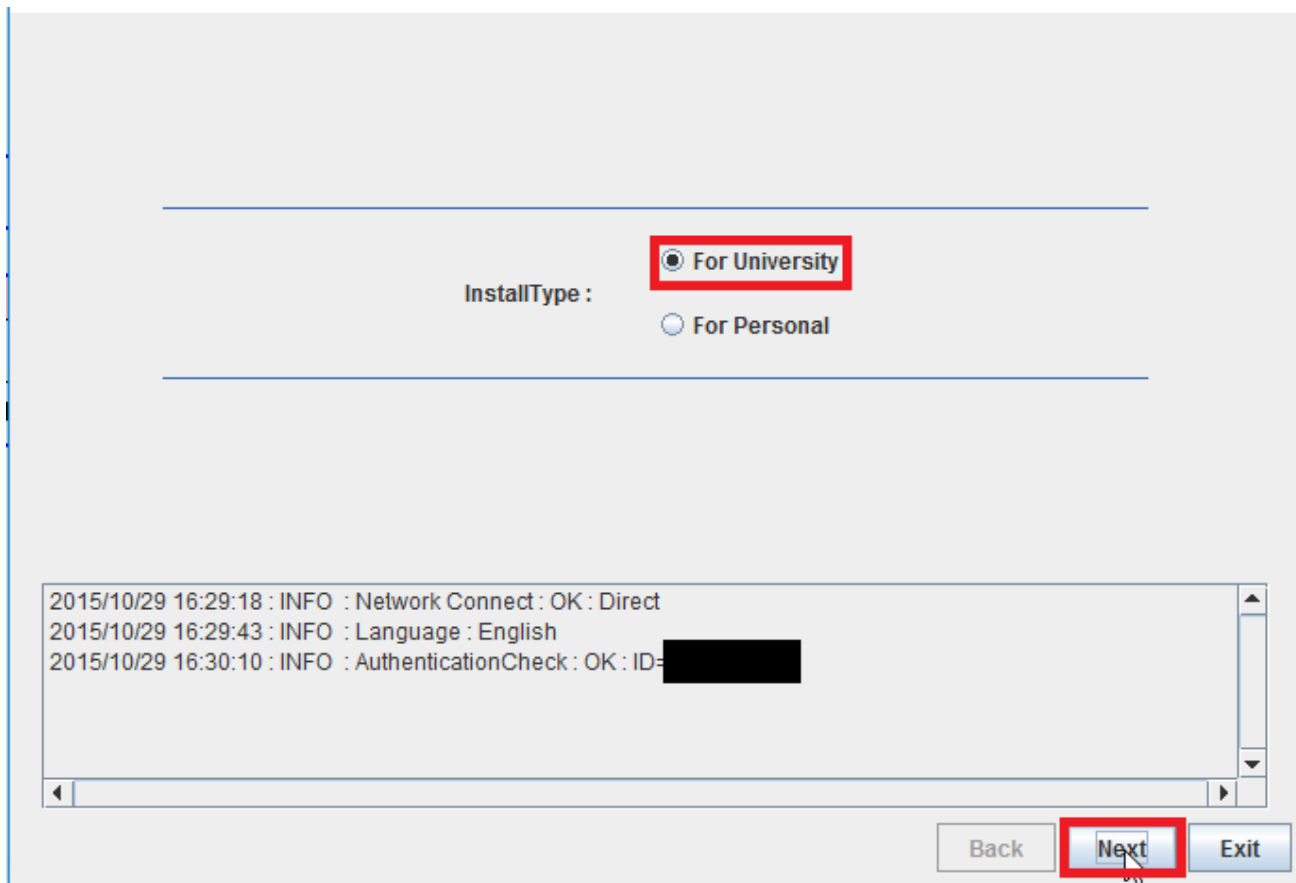
[http://www.officesoft.gsic.titech.ac.jp/pdf/How to execute TTInstaller for Windows common steps en.pdf](http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_Windows_common_steps_en.pdf)

### 6.2

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

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<sup>3</sup> 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.

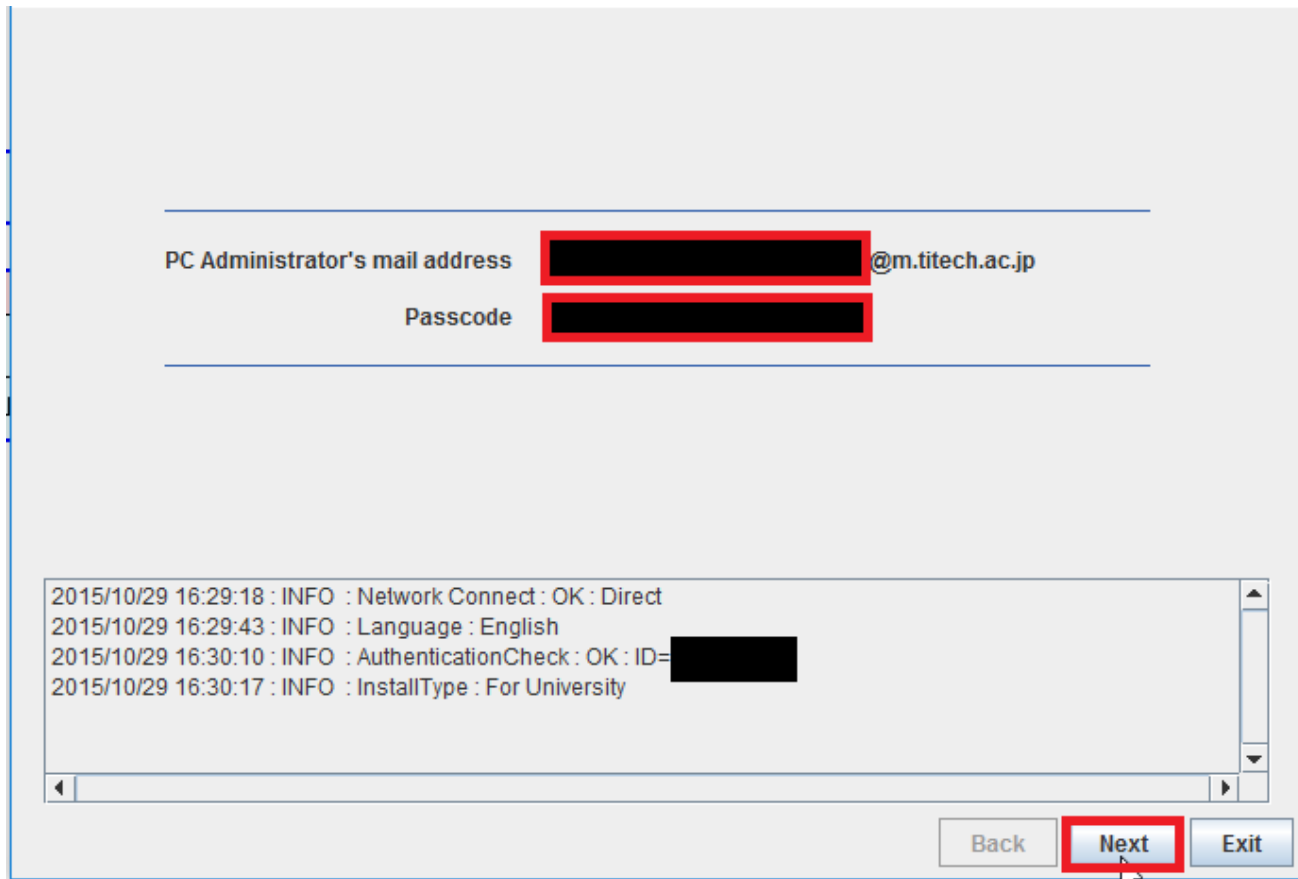


### 6.3

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 Passcode<sup>4</sup> which was obtained at “3 Obtain a Passcode”, and click [Next].

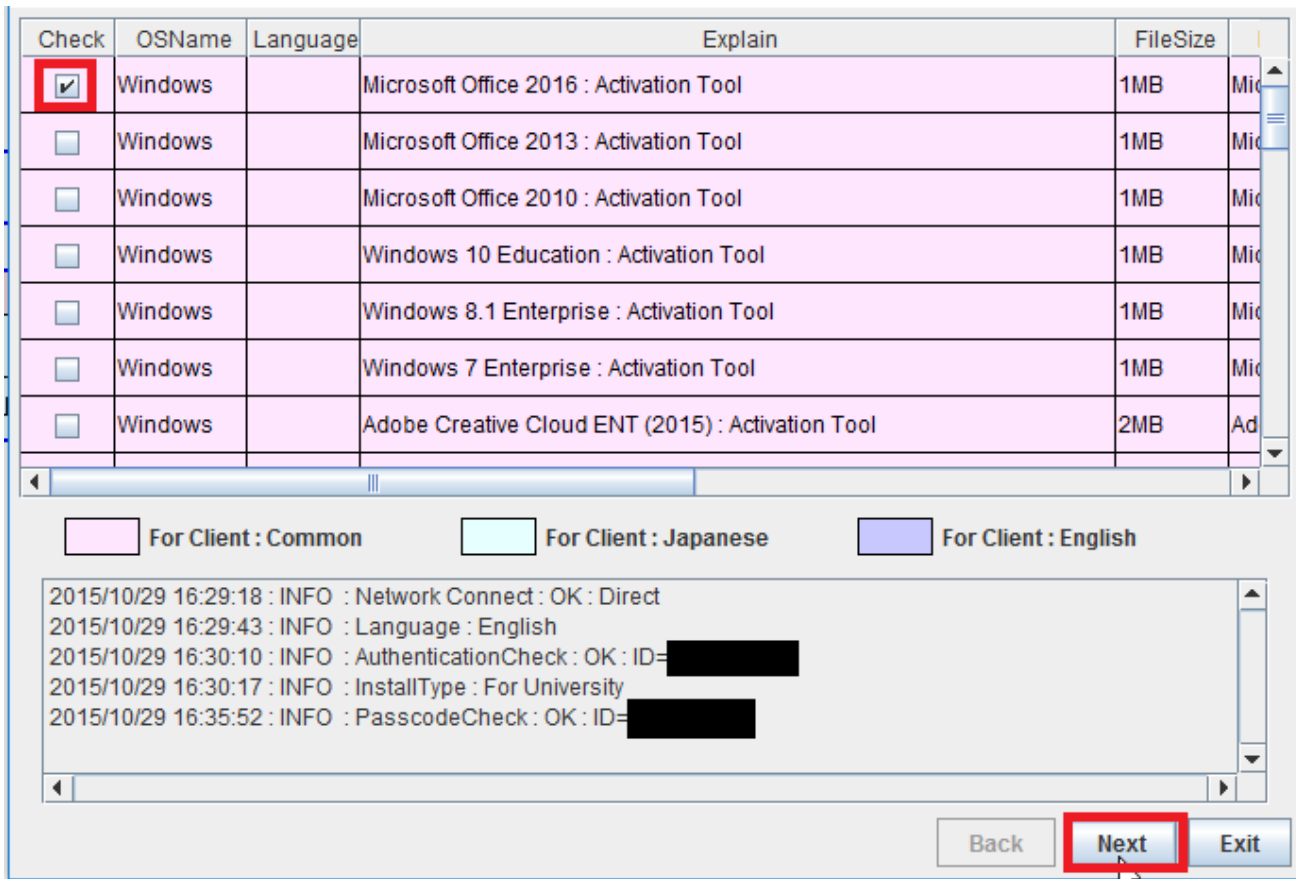
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<sup>4</sup> If the Passcode which was obtained at “3 Obtain a Passcode” is invalid, follow the operation of “3 Obtain a Passcode” again and type it.



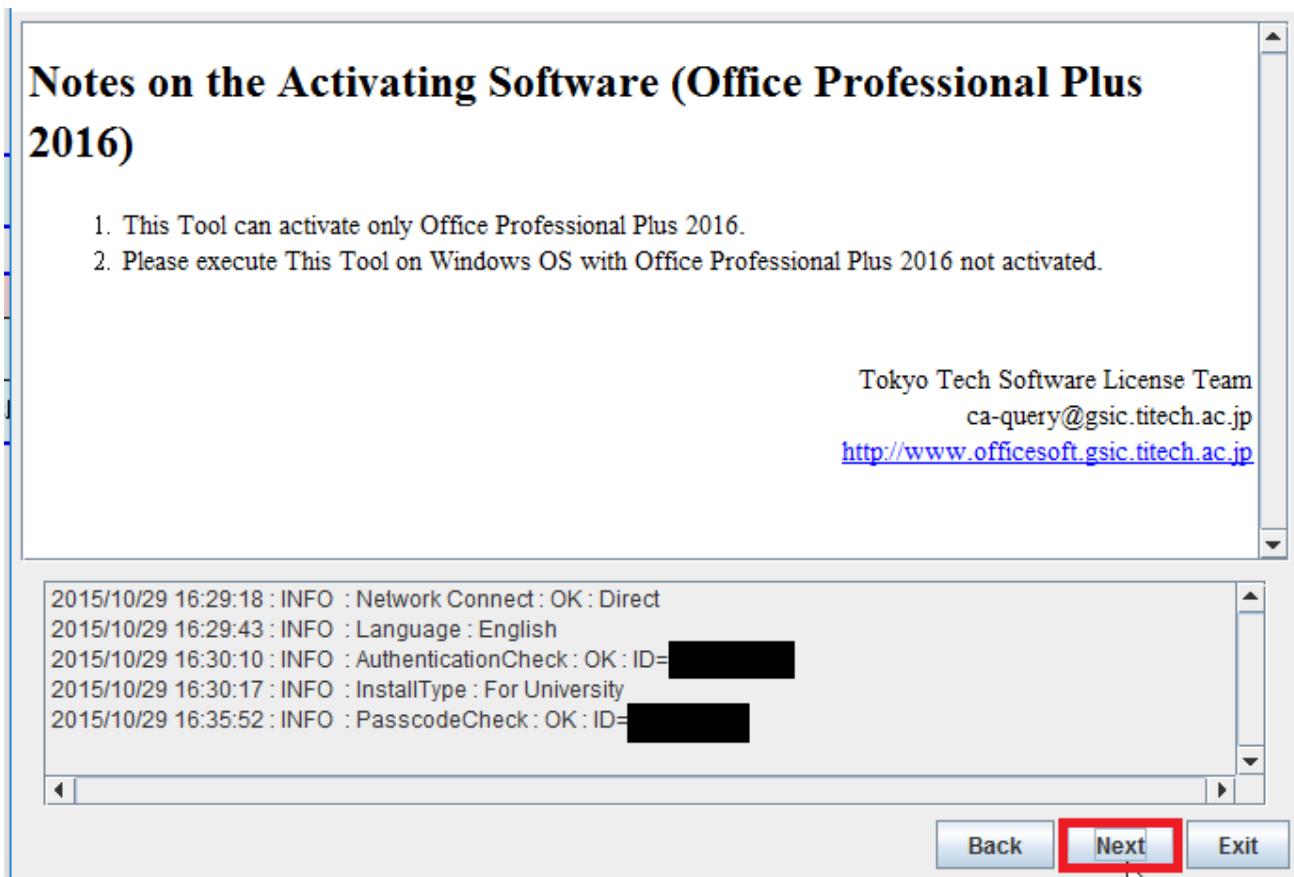
#### 6.4

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



6.5

Click [Next].



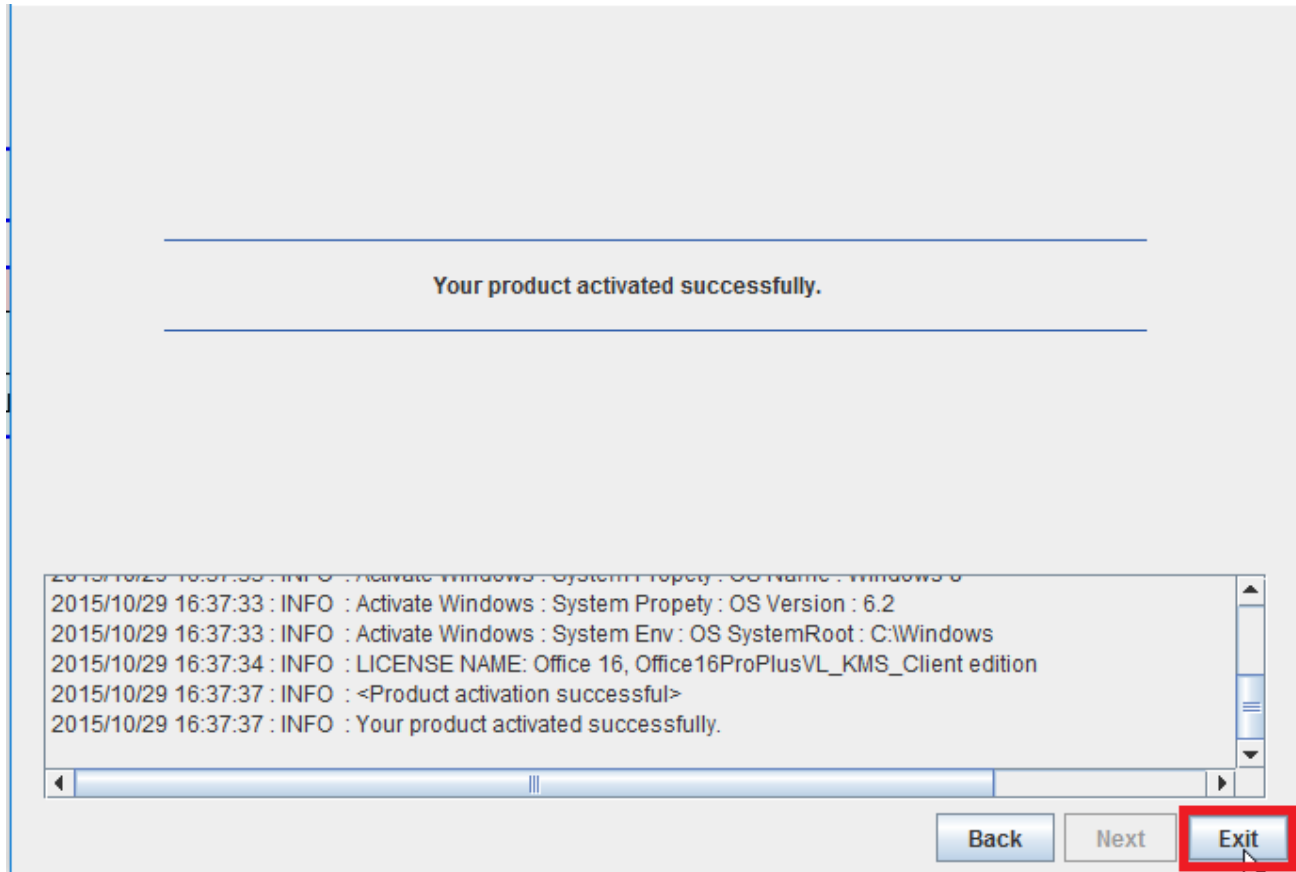
6.6

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



6.7

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



## 6.8

Start Word 2016.

<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

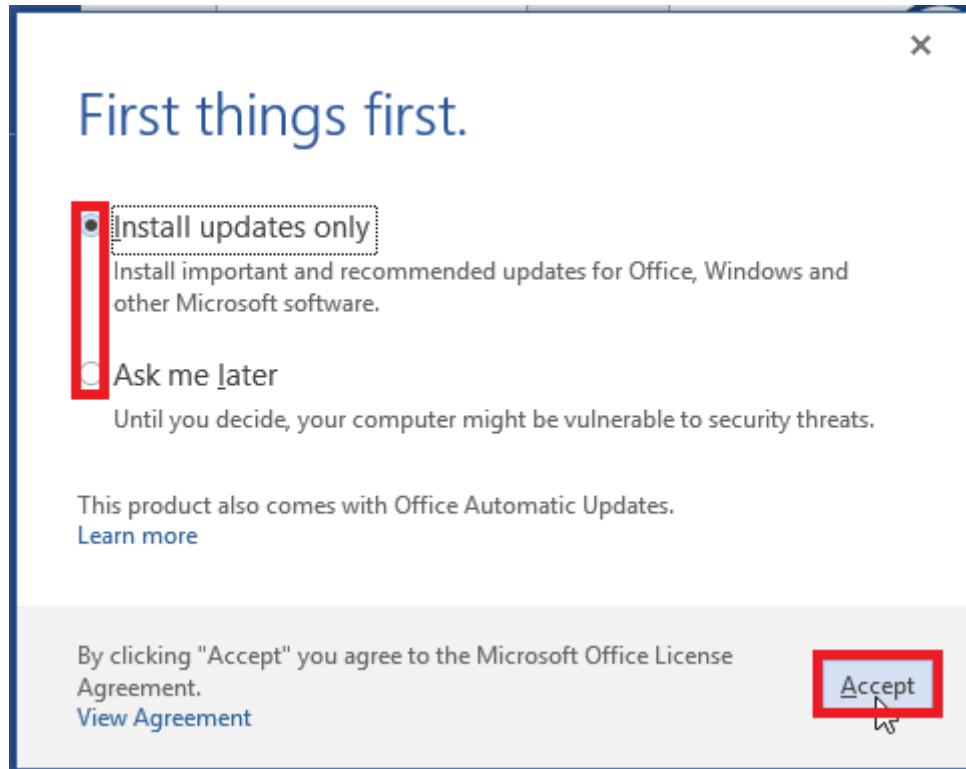
<https://support.office.com/ja-jp/article/Cant-find-Office-apps-after-installing-office-2016-907ce545-6ae8-459b-8d9d-de6764a635d6>

Can't find Office applications in Windows 10, Windows 8, or Windows 7?

<https://support.office.com/en-us/article/Cant-find-Office-apps-after-installing-office-2016-907ce545-6ae8-459b-8d9d-de6764a635d6>

## 6.9

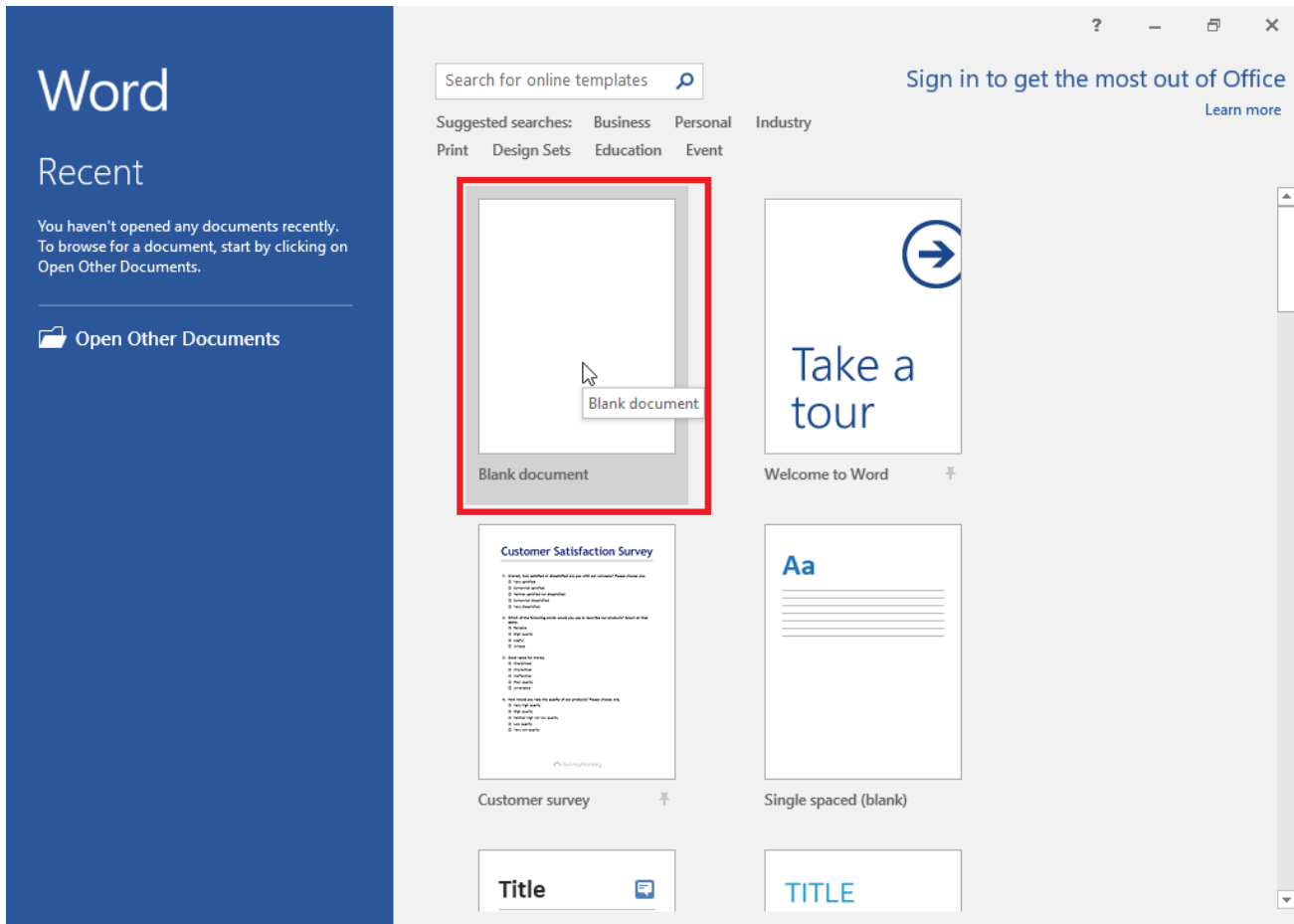
If you receive the message: *First things first.*, check [Install updates only], or [Ask me later], and click [Accept].



6.10

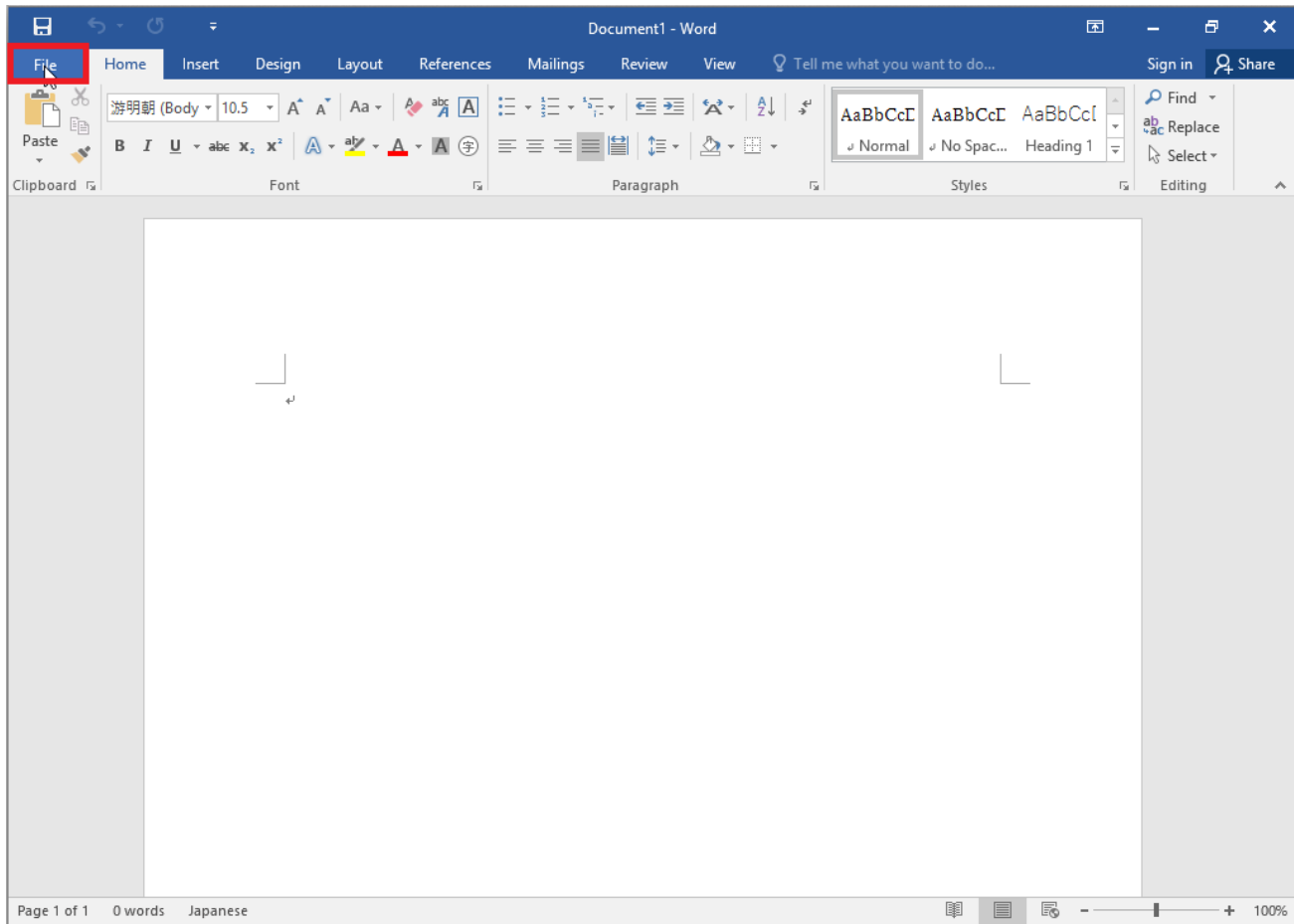
Click [Blank document].





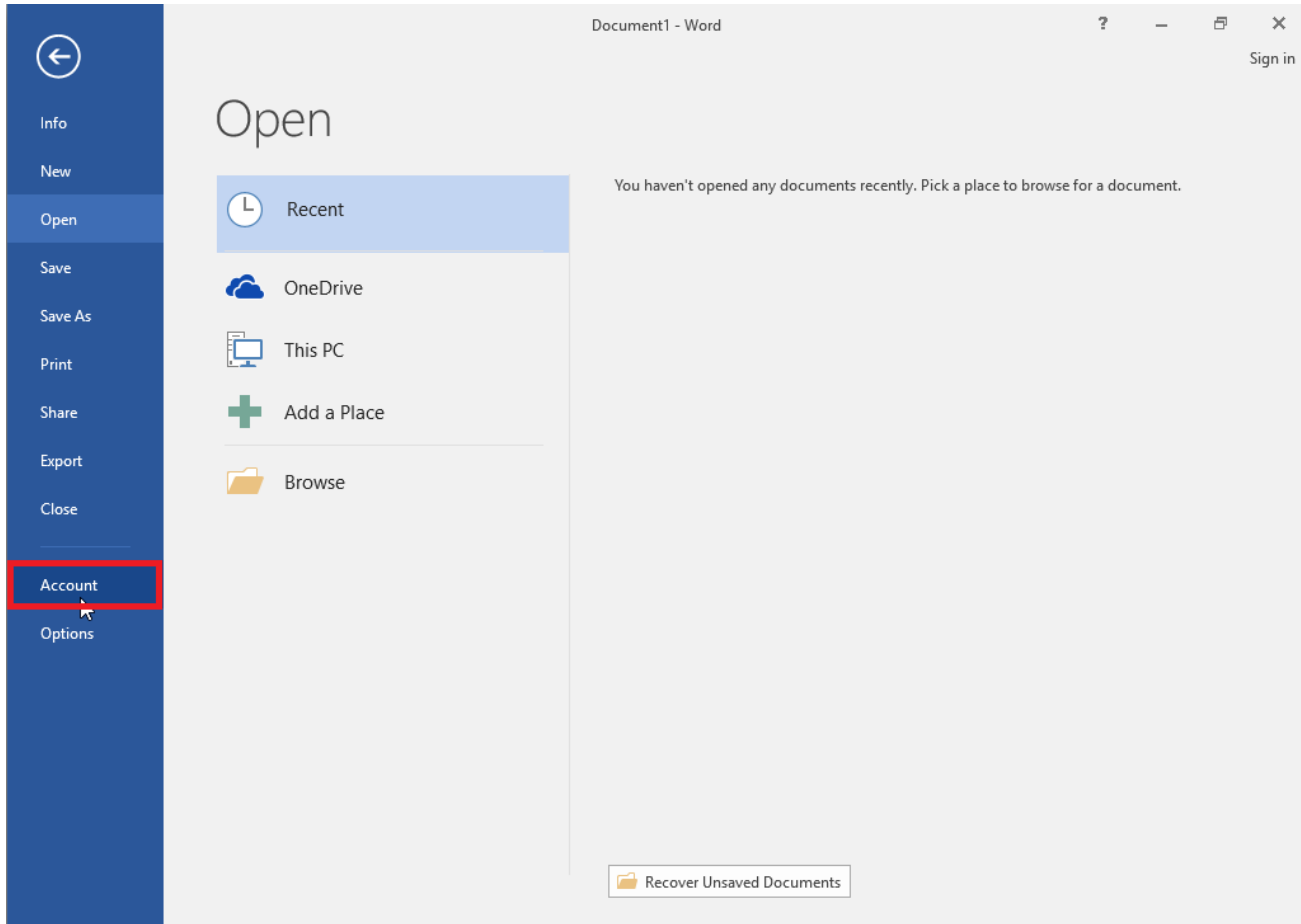
6.11

Click [File].



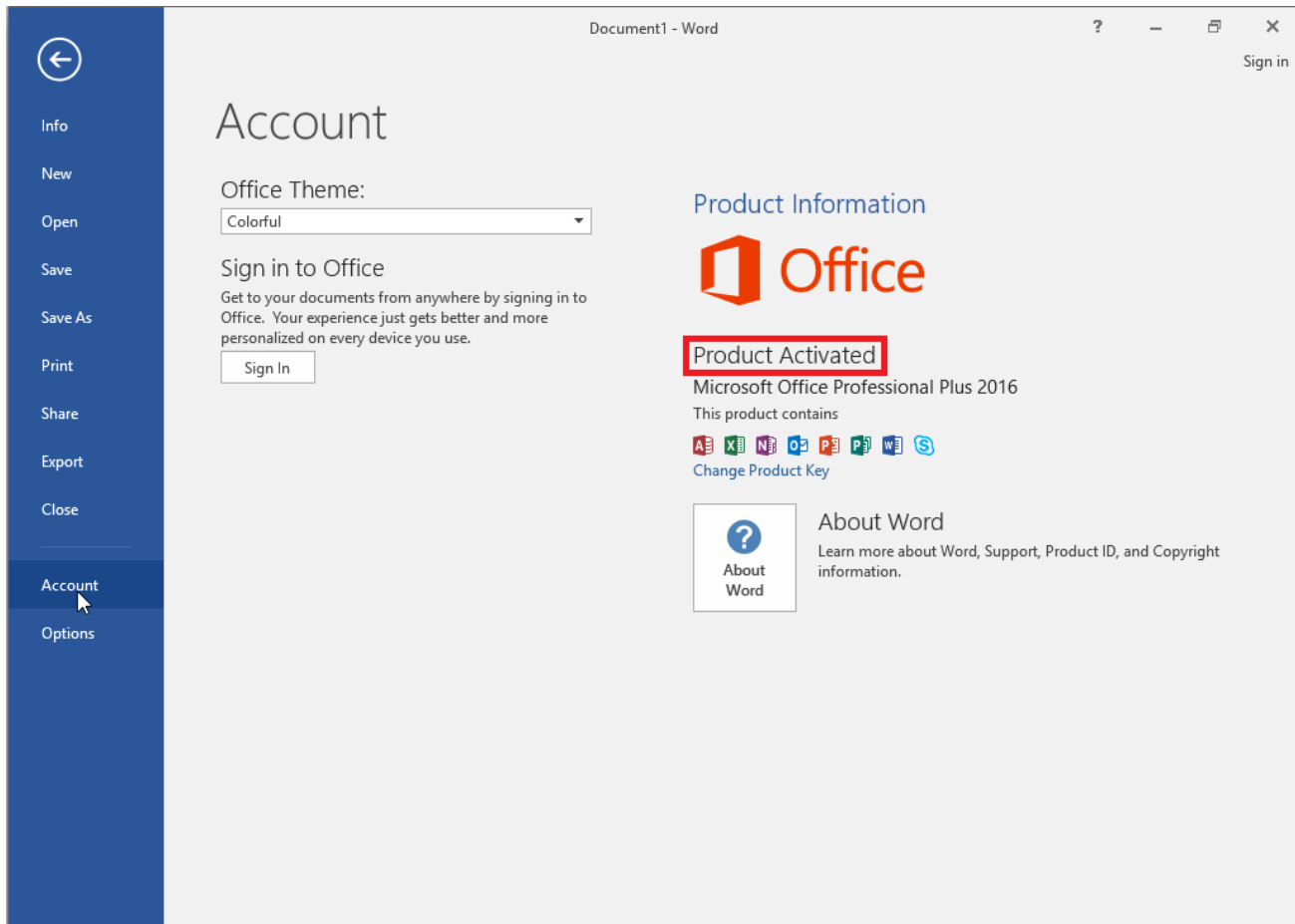
6.12

Click [Account].



6.13

Confirm that this gives you the “Product Activated” message.



6.14

Delete the TTInstaller which was downloaded at “4 Download TTInstaller for Windows”.