How to install Office LTSC Professional Plus 2021 on university-owned PC

Creation date : 2021-12-21

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 Office LTSC Professional Plus 2021 meets system requirements.

Microsoft 365 and Office Resources

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 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

5 Install Office LTSC Professional Plus 2021[i]

5.1

Follow steps in the following page.

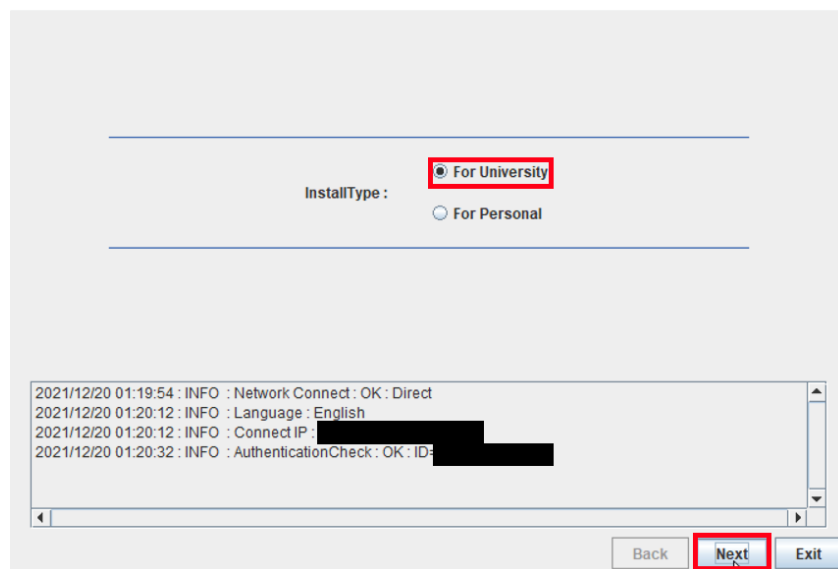How to execute TTInstaller for Windows (Common steps)

http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_Windows_co

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[i] Before you follow this operation, you need to get the university-owned PC on which you want to install Office LTSC Professional Plus 2021 to the Internet.
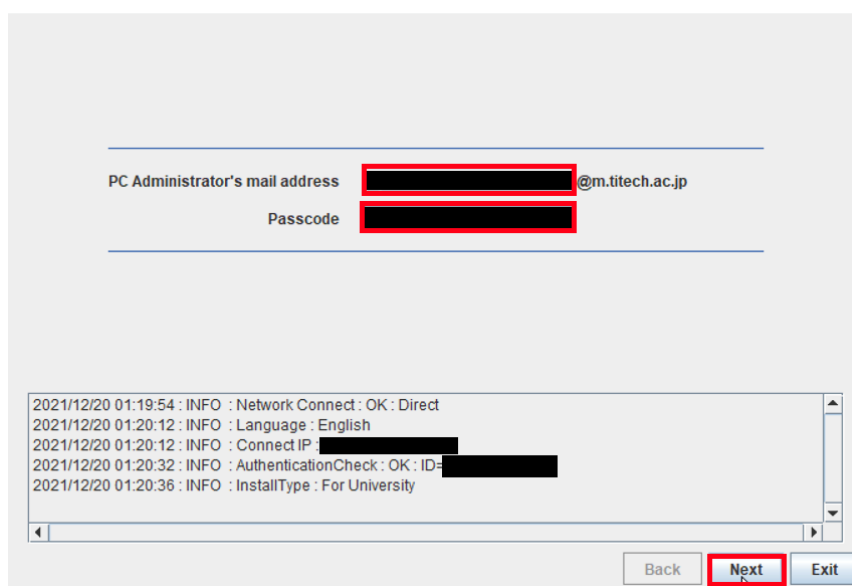
mmon_steps_en.pdf

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[ii] which was obtained at "3 Obtain a Passcode", and click [Next].

[ii] 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 Office LTSC Professional Plus 2021, the Explain column of the row is "Microsoft Office LTSC 2021：32bit". If you want to install the 64-bit version of Office LTSC Professional Plus 2021, the Explain column of the row is "Microsoft Office LTSC 2021：64bit".[iii]

Check	OSName	Language	Explain	File
☐	Windows	English	Microsoft Office 2016 : 64bit	841M
☐	Windows	English	Windows 10 Education : 32bit : ISO file	3GB
☐	Windows	English	Windows 10 Education : 64bit : ISO file	5GB
☐	Windows	English	Windows 8.1 Enterprise : 32bit : ISO file	2.51
☐	Windows	English	Windows 8.1 Enterprise : 64bit : ISO file	3.32
☑	Windows	English	Microsoft Office LTSC 2021 : 32bit	3MB
☐	Windows	English	Microsoft Office LTSC 2021 : 64bit	3MB

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

```
2021/12/20 01:20:12 : INFO : Language : English
2021/12/20 01:20:12 : INFO : Connect IP : ████████████
2021/12/20 01:20:32 : INFO : AuthenticationCheck : OK : ID=████████
2021/12/20 01:20:36 : INFO : InstallType : For University
2021/12/20 01:21:00 : INFO : PasscodeCheck : OK : ID=████████
2021/12/20 01:21:00 : INFO : Same Person Flag ████████████
```

Back   Next   Exit

[iii] If you have 64-bit operating system with an x64-based processor, you can choose to install 32-bit or 64-bit Office.
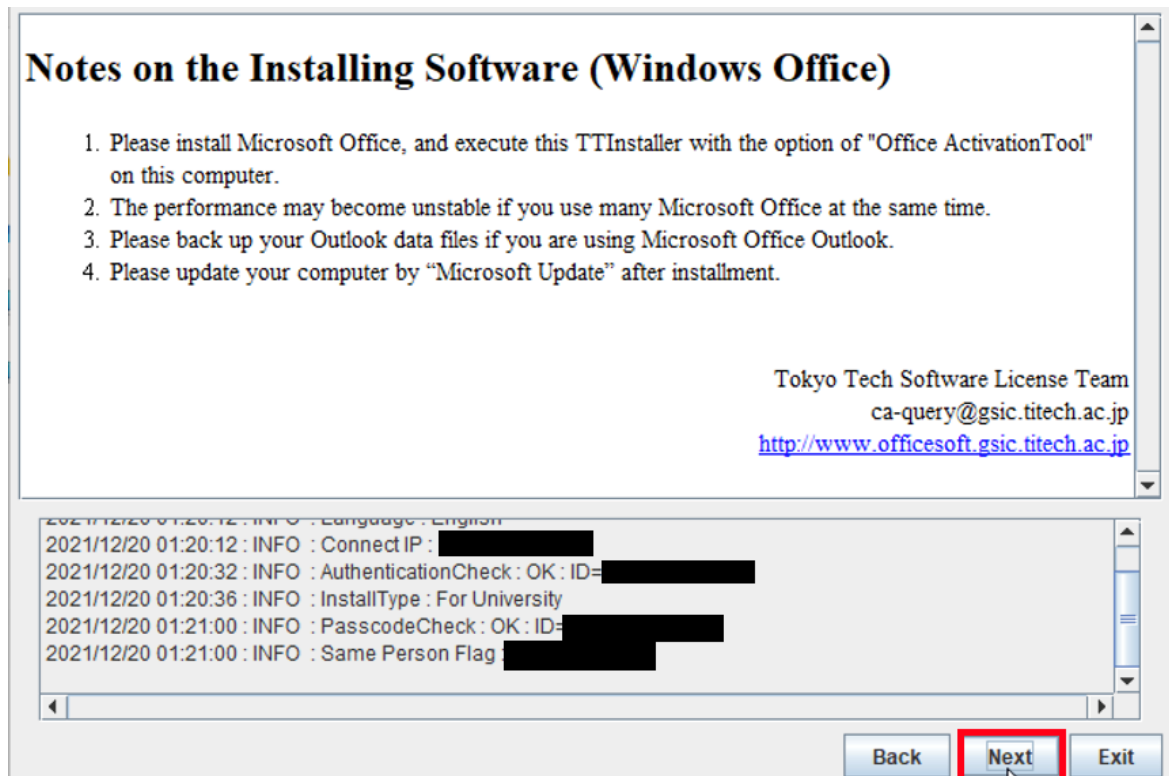
<Reference>

64 ビット版または 32 ビット版の Office を選択する

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

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

https://support.office.com/en-us/article/choose-between-the-64-bit-or-32-bit-version-of-office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261
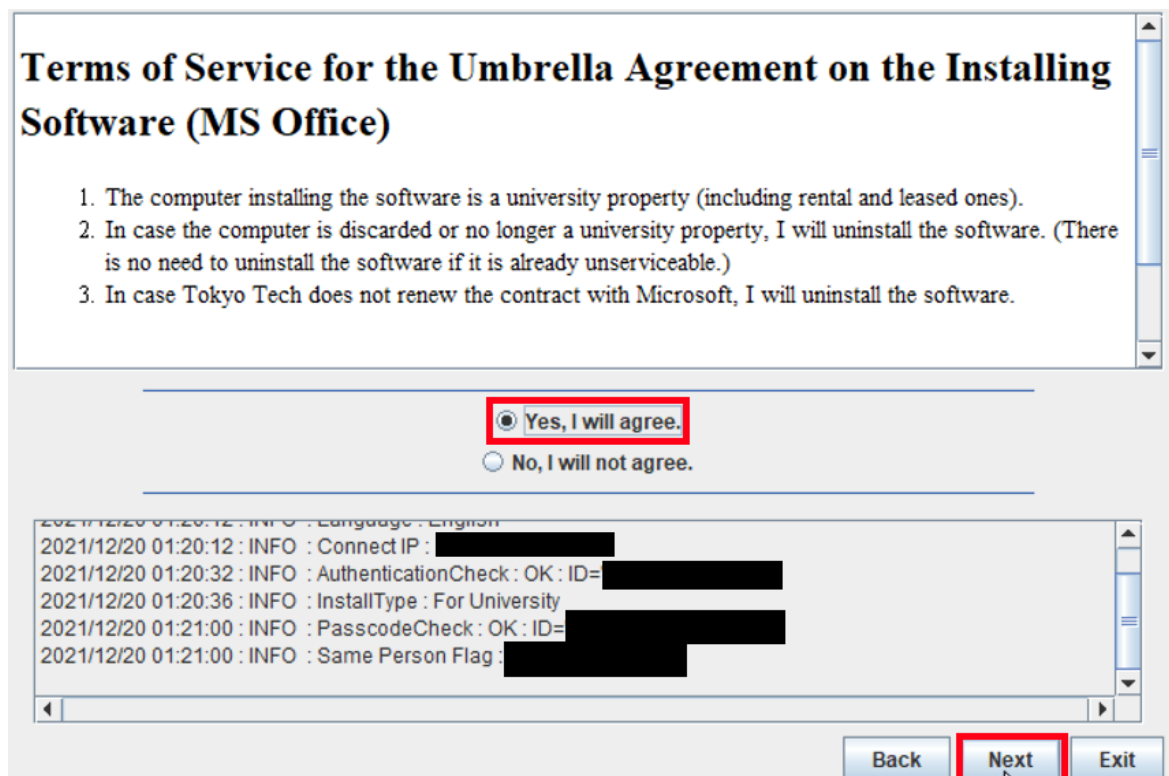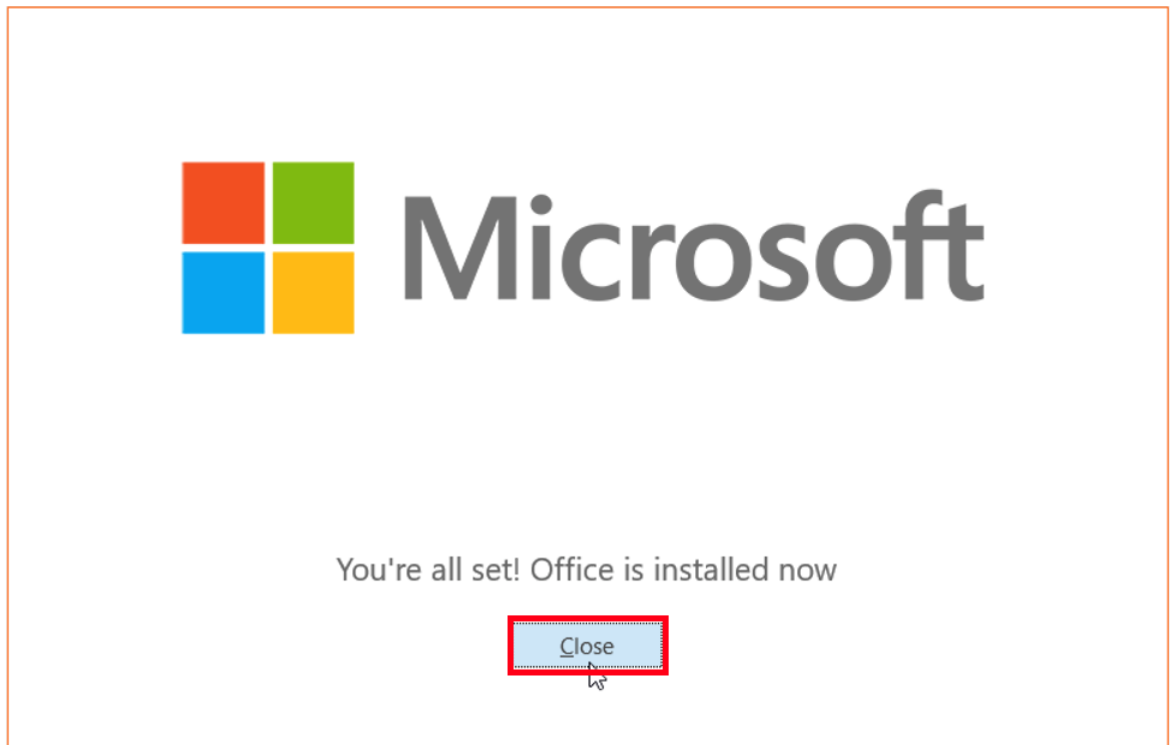
5.5

Click [Next].

5.6
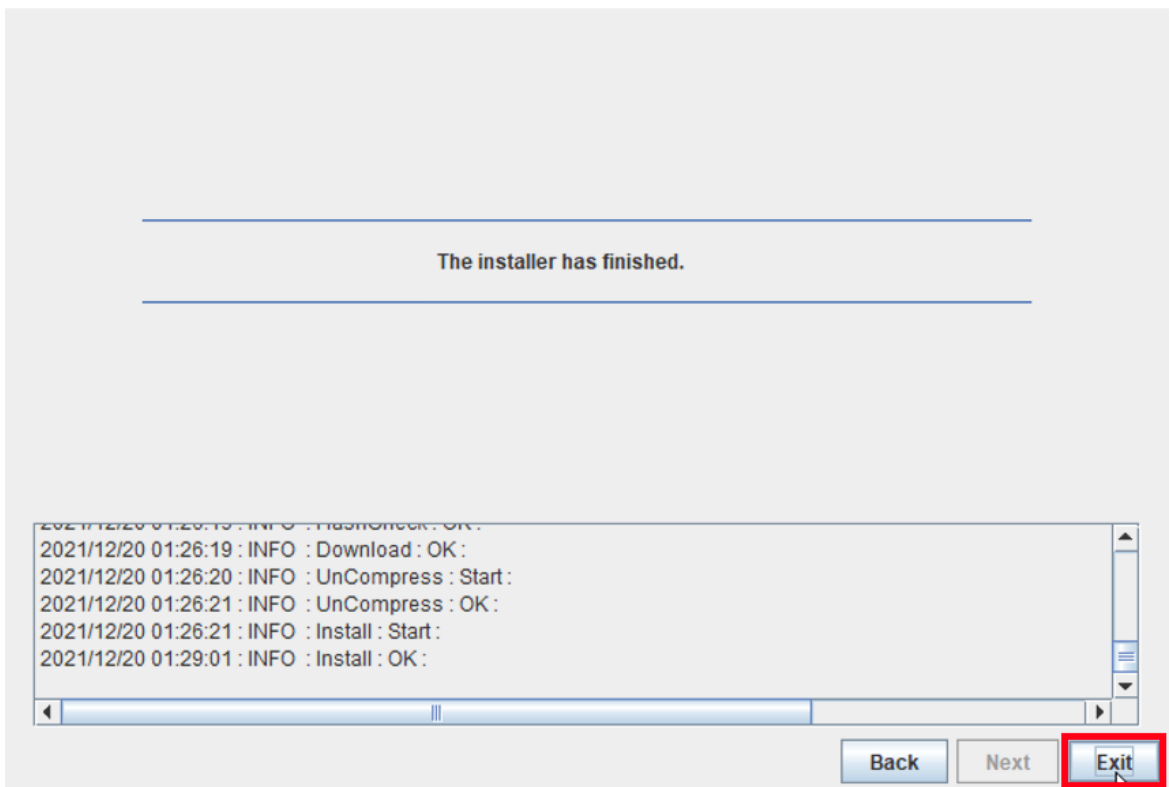
Check [Yes, I will agree.], and click [Next].

5.7

Click [Close].

5.8

After seeing the message: *The installer has finished.*, click [Exit].

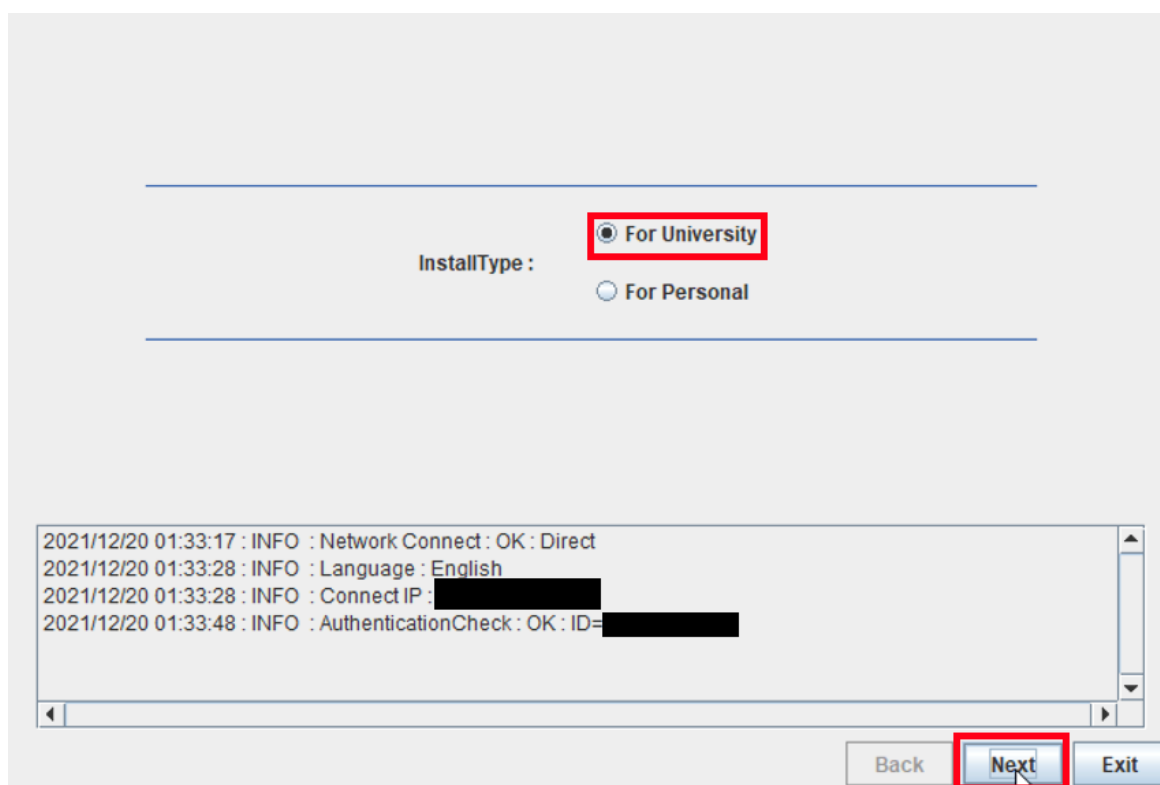6 Execute Microsoft Office LTSC 2021 : Activation Tool[iv]

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

6.2

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

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[v] which was obtained at "3 Obtain a Passcode", and click [Next].

[iv] Before you follow this operation, you need to get the university-owned PC on which Office LTSC Professional Plus 2021 was installed at "5 Install Office LTSC Professional Plus 2021" to the Internet. You need to follow this operation on it.

[v] 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 [REDACTED]@m.titech.ac.jp

Passcode [REDACTED]

```
2021/12/20 01:33:17 : INFO : Network Connect : OK : Direct
2021/12/20 01:33:28 : INFO : Language : English
2021/12/20 01:33:28 : INFO : Connect IP : [REDACTED]
2021/12/20 01:33:48 : INFO : AuthenticationCheck : OK : ID=[REDACTED]
2021/12/20 01:33:52 : INFO : InstallType : For University
```

Back   Next   Exit

6.4

    Check the row the Explain column of which is "Microsoft Office LTSC 2021 : Activation Tool", and click [Next].

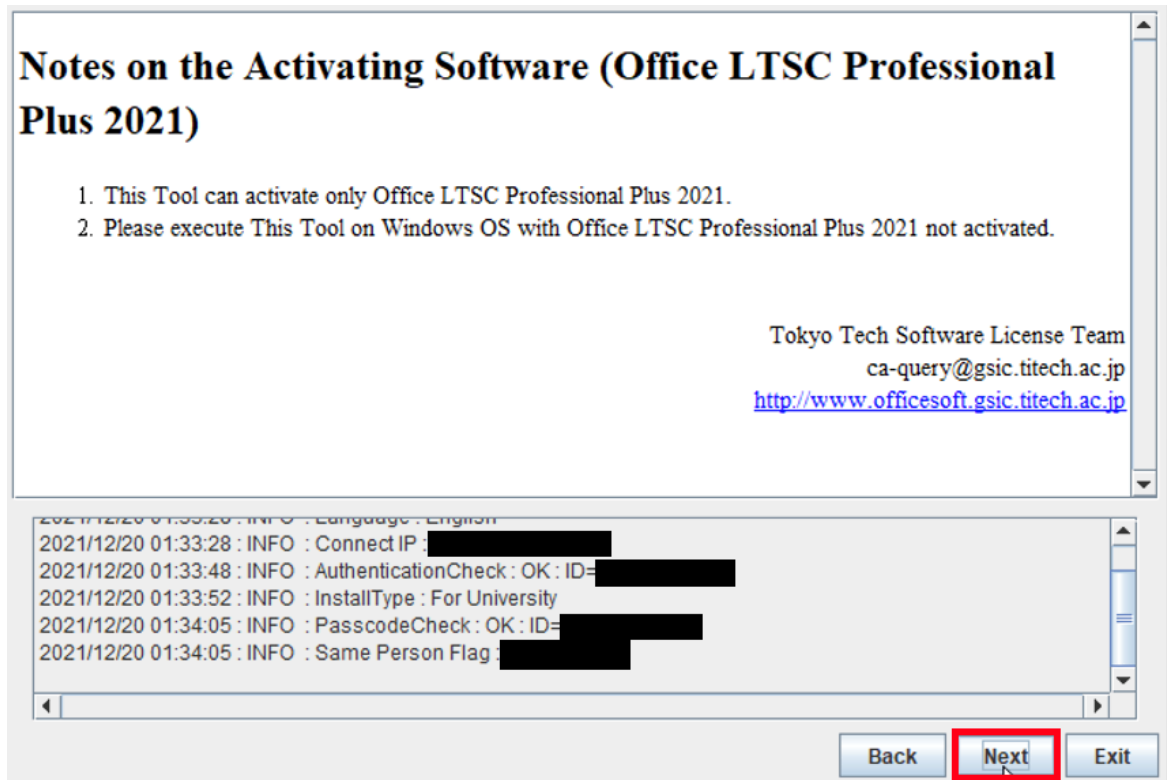| Check	OSName	Language	Explain	File
☐	Windows		Microsoft Office 2016 : Activation Tool	1MB
☐	Windows		Windows 10 / 11 Education : Activation Tool	1MB
☐	Windows		Windows 8.1 Enterprise : Activation Tool	1MB
☐	Windows		Adobe Creative Cloud ENT : Shared Device License : CC2021 : 64bit/x64	885M
☐	Windows		Sophos Anti-Virus Software : University-owned PC	825K
☐	Windows		Sophos Anti-Virus Software : Individually-owned PC : 2021	809K
☑	Windows		Microsoft Office LTSC 2021 : Activation Tool	1MB

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

```
2021/12/20 01:33:20 : INFO : Language : English
2021/12/20 01:33:28 : INFO : Connect IP : [REDACTED]
2021/12/20 01:33:48 : INFO : AuthenticationCheck : OK : ID=[REDACTED]
2021/12/20 01:33:52 : INFO : InstallType : For University
2021/12/20 01:34:05 : INFO : PasscodeCheck : OK : ID=[REDACTED]
2021/12/20 01:34:05 : INFO : Same Person Flag : [REDACTED]
```
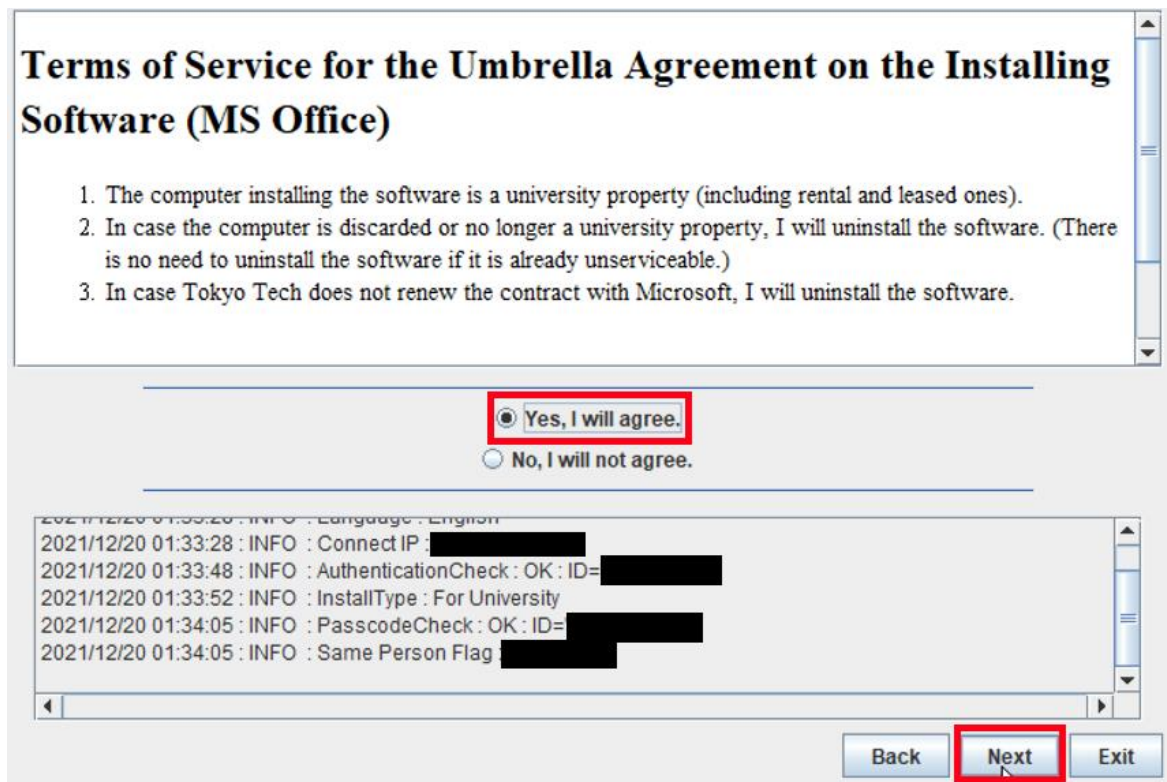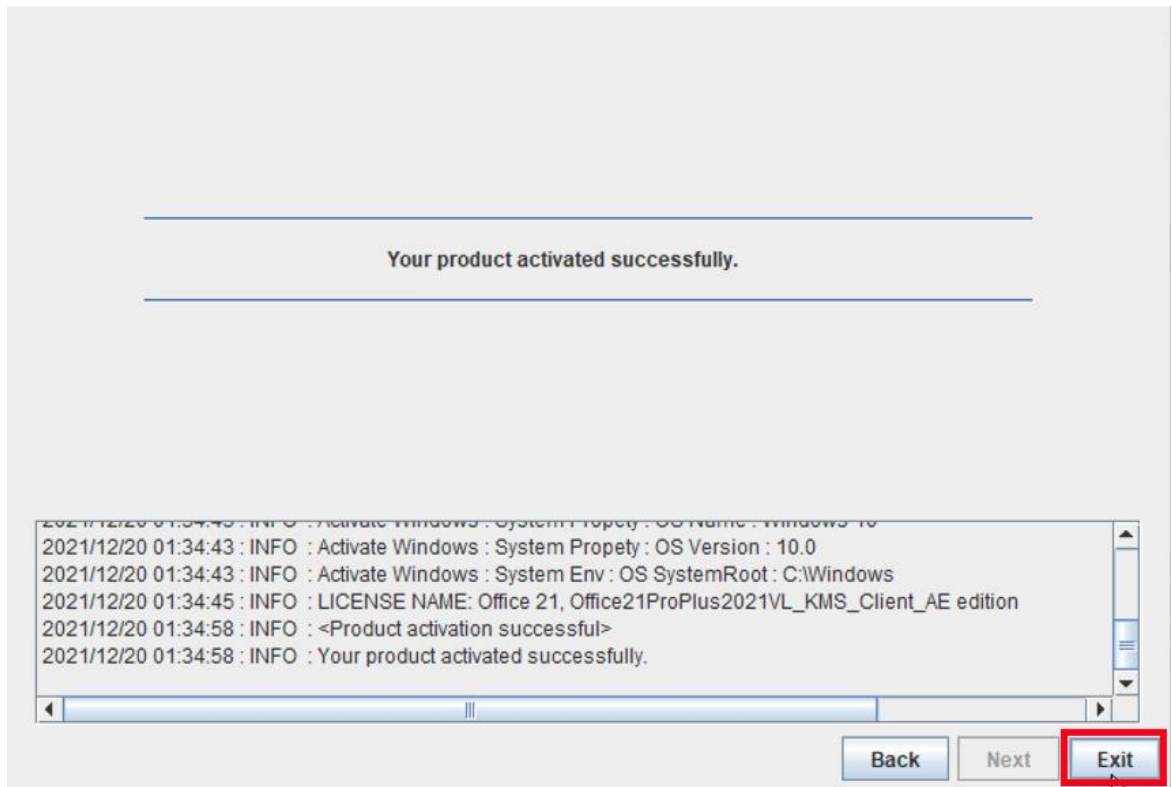
Back   Next   Exit

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 2021.

＜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/can-t-find-office-applications-in-windows-10-windows-8-or-windows-7-907ce545-6ae8-459b-8d9d-de6764a635d6
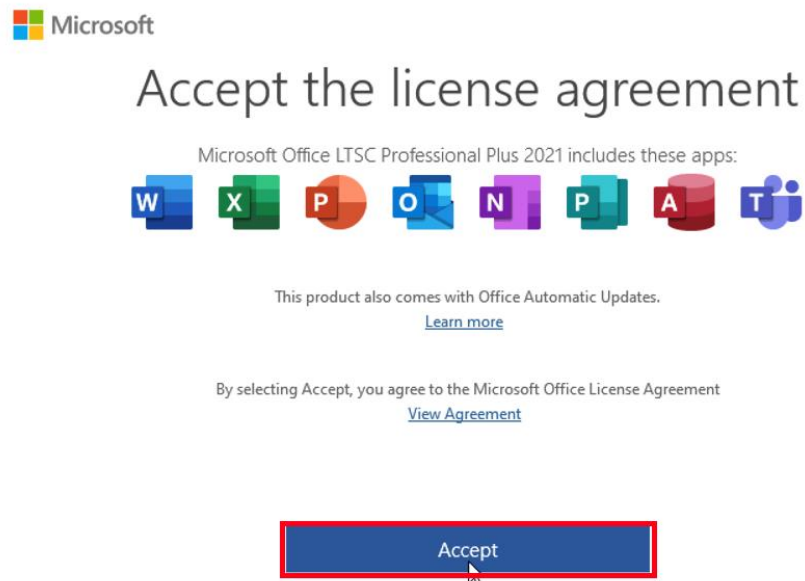
Can't find Office applications in Windows 10, Windows 8, or Windows 7?

https://support.office.com/en-us/article/can-t-find-office-applications-in-windows-10-windows-8-or-windows-7-907ce545-6ae8-459b-8d9d-de6764a635d6
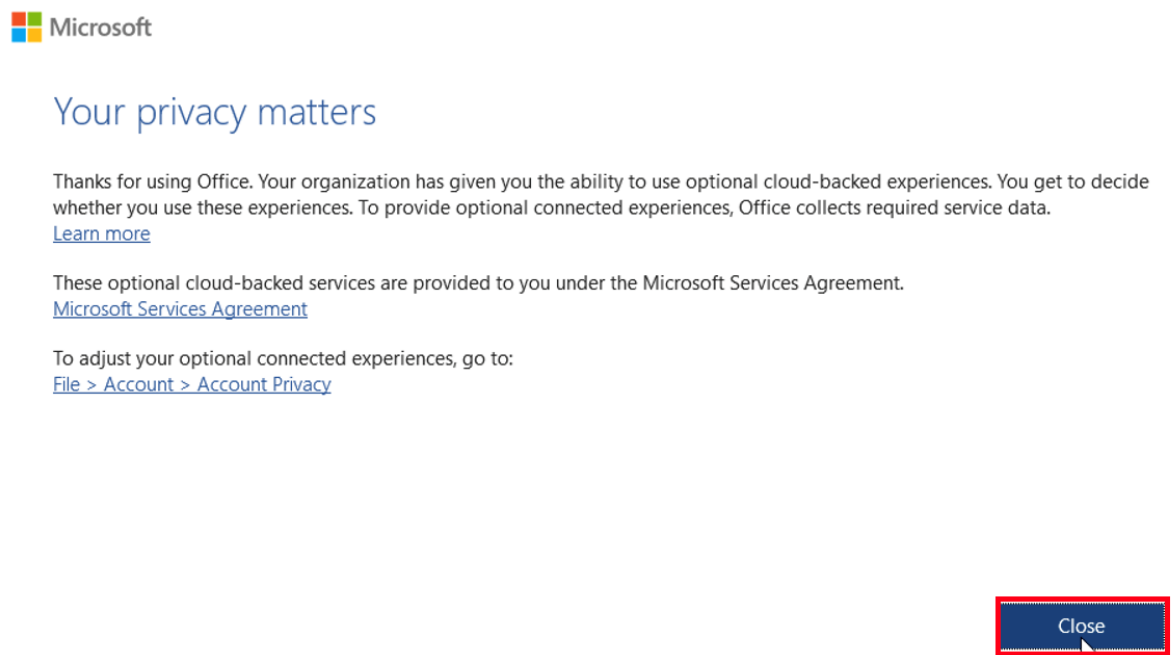
6.9

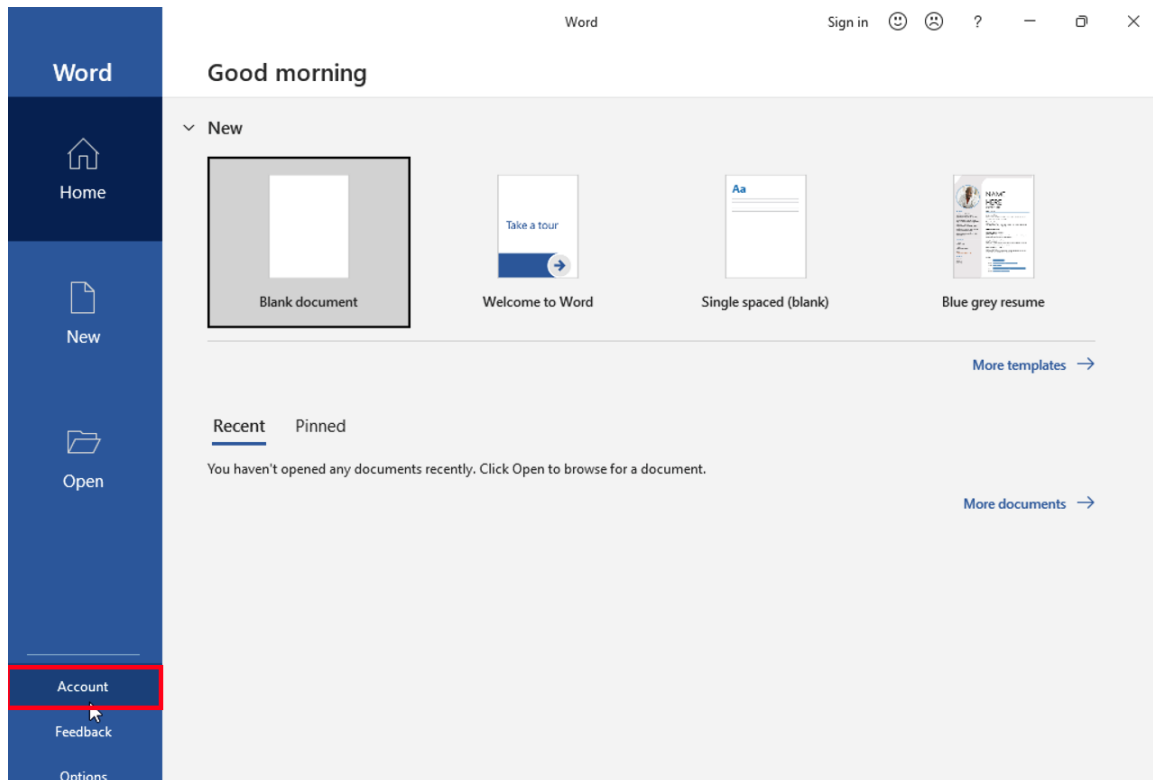If you receive the message: *Accept the license agreement*, click [Accept].

6.10

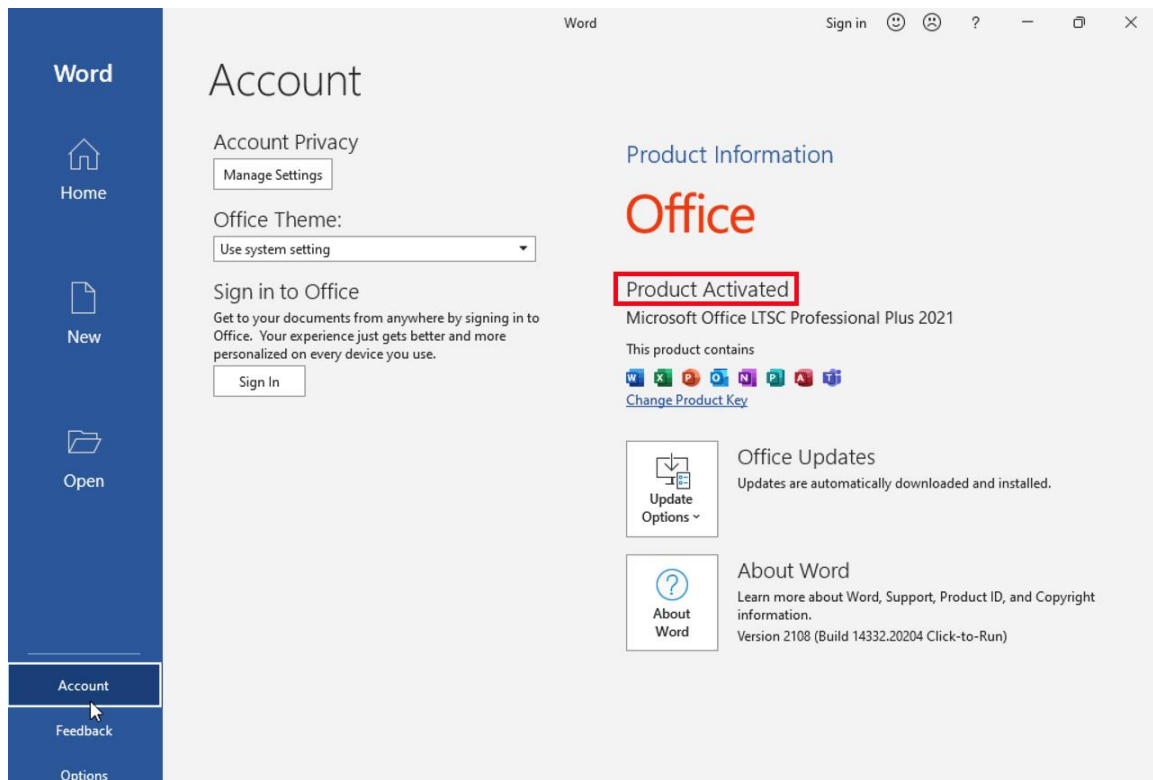If you receive the message: *Your privacy matters*, click [Close].

6.11

Click [Account].

6.12

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

6.13

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