How to install Office LTSC Professional Plus 2024 on university-owned PC

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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 Office LTSC Professional Plus 2024 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 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 Office LTSC Professional Plus 2024ⁱ

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

ⁱ Before you follow this operation, you need to get the university-owned PC on which you want to install Office LTSC Professional Plus 2024 to the Internet.

mmon_steps_en.pdf

5.2

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

	InstallType :	For University For Personal		
2024/11/08 2024/11/08 2024/11/08 2024/11/08	21:35:52 : INFO : Network Connect : OK : Dii 21:36:06 : INFO : Language : English 21:36:06 : INFO : Connect IP : 21:36:29 : INFO : AuthenticationCheck : OK :	rect		<u> </u>
•			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 Passcodeⁱⁱ which wa s obtained at "3 Obtain a Passcode", and click [Next].

	DC Administrator's mail addrose		@m titach ac in	
	PC Administrator's mail address Passcode		@m.utecn.ac.jp	
024/11/0	8 21:35:52 : INFO : Network Connec	t : OK : Direct		
024/11/0	8 21:36:06 : INFO : Language : Engl	ish		
004/44/0	8 21:36:06 : INFO : Connect IP :			
024/11/0	0.04.00.00.00.00.00.00.00.00.00.00.00.00	and a Old a ID		

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.

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 20 24, the Explain column of the row is "Microsoft Office LTSC 2024 : 32bit". If you want to install the 64-bit version of Office LTSC Professional Plus 20 24, the Explain column of the row is "Microsoft Office LTSC 2024 : 64bit".ⁱⁱⁱ

Check	OSName	Language	Explain	File			
	Windows	English	Microsoft Office LTSC 2024 : 32bit	змв			
	Windows	English	Microsoft Office LTSC 2024 : 64bit	ЗМВ			
•	1						
For Client : Common For Client : Japanese For Client : English							
2024/11/08 21:36:06 : INFO : Connect IP : 2024/11/08 21:36:29 : INFO : AuthenticationCheck : OK : ID=							
2024/ 2024/	2024/11/08 21:36:34 : INFO : InstallType : For University 2024/11/08 21:36:42 : INFO : PasscodeCheck : OK : ID= 2024/11/08 21:36:42 : INFO : Same Person Flag :						
•			Back	► Exit			

5.4

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

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

Click [Next].

5.5

 Please install Microsoft Office, and execute this TTIn 	istaller with the option of "Office ActivationTool"
on this computer.	
2. The performance may become unstable if you use ma	any Microsoft Office at the same time.
 Please back up your Outlook data files if you are usin Please undets your computer by "Microsoft Undets". 	g Microsoft Office Outlook.
4. Flease update your computer by Microsoft Opdate	and instantient.
	Tokyo Tech Software License Tean
	ca-querv@gsic.titech.ac.jt
	http://www.officesoft.gsic.titech.ac.jp
.024/11/00 21.50.00 .1141 0 . Language . English	
2024/11/08 21:36:06 : INFO : Connect IP :	
2024/11/08 21:36:29 : INFO : AuthenticationCheck : OK : ID=	
2024/11/08 21:36:34 : INFO : InstallType : For University	
2024/11/08 21:36:42 : INFO : PasscodeCheck : OK : ID=	
004/44/00 04/00 40 JNEO JOSERA DARA FLAR	
2024/11/08 21:36:42 : INFO : Same Person Flag	

5.6

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

consetty (including control and logged ones)
ersity property I will uninstall the software (There
rviceable.)
Microsoft, I will uninstall the software.
agree.

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

	The installer has finished.		
2024/11/00	21.51.51.11410.11450000000.000.		
2024/11/08	21:37:57 : INFO : Download : OK :		
2024/11/08	21:37:57 : INFO : UnCompress : Staff :		
2024/11/08	21.37.37 HNEO : Uncompress : OK : 21:27:57 : INEO : Install : Start :		
2024/11/08	21:41:57 : INFO : Install : OK :		
2024/11/00	21.41.07.11410.1110.011.011.		-
4	JII.		•
		Back Next	Exit

6 Execute Microsoft Office LTSC 2024 : Activation Tool $^{\rm iv}$

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		
2024/11/08 2024/11/08 2024/11/08 2024/11/08	3 21:44:23 : INFO : Network Connect : OK : Di 3 21:44:40 : INFO : Language : English 3 21:44:40 : INFO : Connect IP : 3 21:45:00 : INFO : AuthenticationCheck : OK :	rect ID=		
•			Back	Next Exit

^{iv} Before you follow this operation, you need to get the university-owned PC on which Office LTSC Professional Plus 2024 was installed at "5 Install Office LTSC Professional Plus 2024" 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^v which wa s obtained at "3 Obtain a Passcode", and click [Next].

PC Administrator's mail addre Passco	ss de	@m.titech.ac.jp	
024/11/08 21:44:23 - INEO - Network Con	nect · OK · Direct		
024/11/08 21:44:40 : INFO : Language : I 024/11/08 21:44:40 : INFO : Connect IP : 024/11/08 21:45:00 : INFO : Authenticatic	English	-	
.024/11/08 21:45:06 : INFO : InstallType :	For University		
		Back	Next Exi

6.4

Check the row the Explain column of which is "Microsoft Office LTSC 2024 : Activation Tool", and click [Next].

Check	OSName	Language	Explain	File			
	Windows		Microsoft Office LTSC 2024 : Activation Tool	1MB			
4							
	For Clien	t : Common	For Client : Japanese For Client : English				
2024/11/08 21:44:40 : INFO : Connect IP : 2024/11/08 21:45:00 : INFO : AuthenticationCheck : OK : ID= 2024/11/08 21:45:06 : INFO : InstallType : For University 2024/11/08 21:45:16 : INFO : PasscodeCheck : OK : ID= 2024/11/08 21:45:16 : INFO : Same Person Flag							
4							
			Back Next	Exit			

^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.

Click [Next].

6.5



6.6

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

Terms of Service for the Umbrella Agreement on the Installing Software (MS Office)

- 1. The computer installing the software is a university property (including rental and leased ones).
- In case the computer is discarded or no longer a university property, I will uninstall the software. (There is no need to uninstall the software if it is already unserviceable.)

•

3. In case Tokyo Tech does not renew the contract with Microsoft, I will uninstall the software.

Yes, I will agree. No, I will not agree. 2024/11/00/21.44.40.114/0 . Canguage спулал ٠ 2024/11/08 21:44:40 : INFO : Connect IP : 2024/11/08 21:45:00 : INFO : AuthenticationCheck : OK : ID= 2024/11/08 21:45:06 : INFO : InstallType : For University 2024/11/08 21:45:16 : INFO : PasscodeCheck : OK : ID= 2024/11/08 21:45:16 : INFO : Same Person Flag : Ŧ • ٠ Back Next Exit

How to install Office LTSC Professional Plus 2024 on university-owned PC

After seeing the message: Your product activated successfully, click [Exit]. Your product activated successfully. noo 21.40.00 . INFO ... Marca ... Marca ... Oyotenin Topety ... Oo Marine ... Minaon . 2024/11/08 21:46:03 : INFO : Activate Windows : System Propety : OS Version : 10.0 2024/11/08 21:46:03 : INFO : Activate Windows : System Env : OS SystemRoot : C:WINDOWS 2024/11/08 21:46:05 : INFO : LICENSE NAME: Office 24, Office 24ProPlus2024VL_KMS_Client_AE edition 2024/11/08 21:46:18 : INFO : < Product activation successful> 2024/11/08 21:46:18 : INFO : Your product activated successfully. -4 111 . Next Back Exit

6.8

6.7

Start Word.

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

Word を初めて使用する方へ

https://support.microsoft.com/ja-jp/office/cace0fd8-eed9-4aa2-b3c6-07d39895886c Word for new users

https://support.microsoft.com/en-us/office/cace0fd8-eed9-4aa2-b3c6-07d39895886c

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



6.10

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

Microsoft

Your privacy matters

Thanks for using Office. Your organization has given you the ability to use optional cloud-backed experiences. You get to decide whether you use these experiences. To provide optional connected experiences, Office collects required service data. Learn more

These optional cloud-backed services are provided to you under the Microsoft Services Agreement. <u>Microsoft Services Agreement</u>

To adjust your optional connected experiences, go to: <u>File > Account > Account Privacy</u>

6.11

Click	[Account].										
	word Word					Sign in	~	?	-	٥	×
	ம் Home	Good eve ~ New	ening								
	New	Blank document Welcome to Word Single spaced (blani				plank) Bold modern r		m resume			
								More	e template	s →	
	Open	<u>Recent</u> Pi You haven't oper	nned ned any documents rec	ently. Click Open to browse for a d	ocument.			More of	locumen	s →	
	Account S Feedback										
	Options										

6.12

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

6.13

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