

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 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 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 2024ⁱ

5.1

Follow steps in the following page.

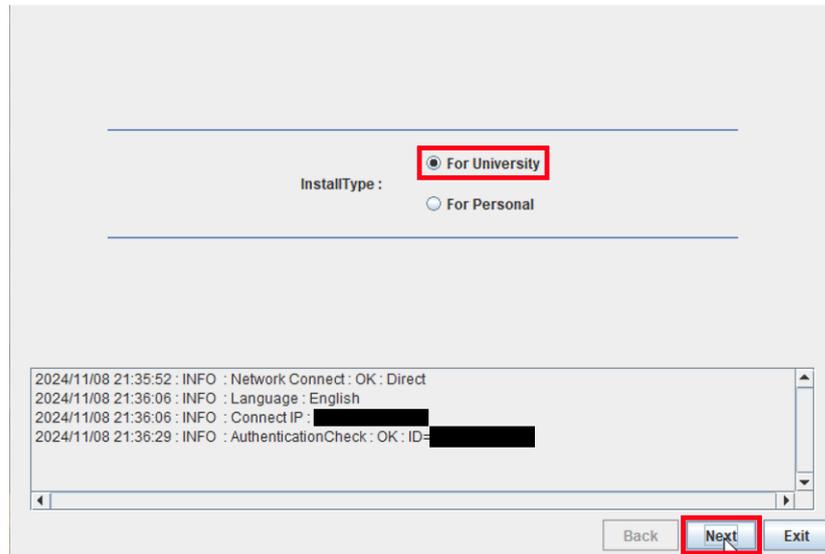
How to execute TTInstaller for Windows (Common steps)

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.

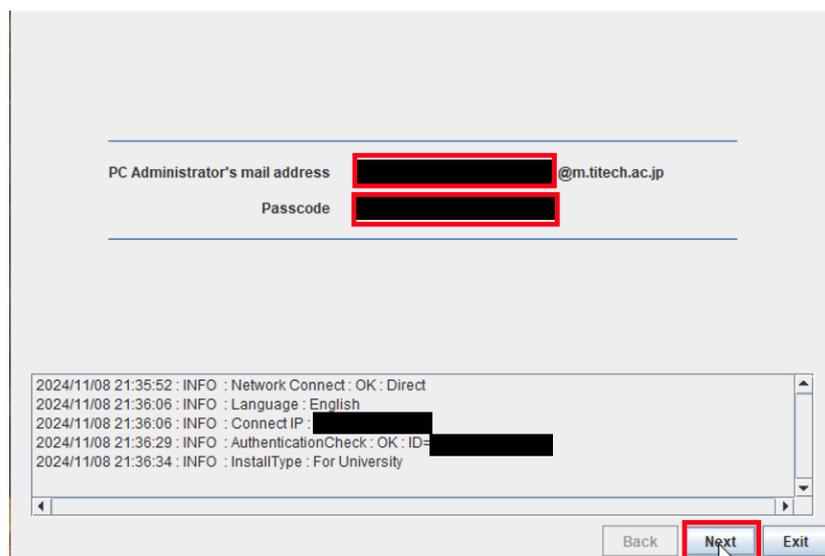
5.2

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 Passcodeⁱⁱ which was obtained at “3 Obtain a Passcode”, and click [Next].

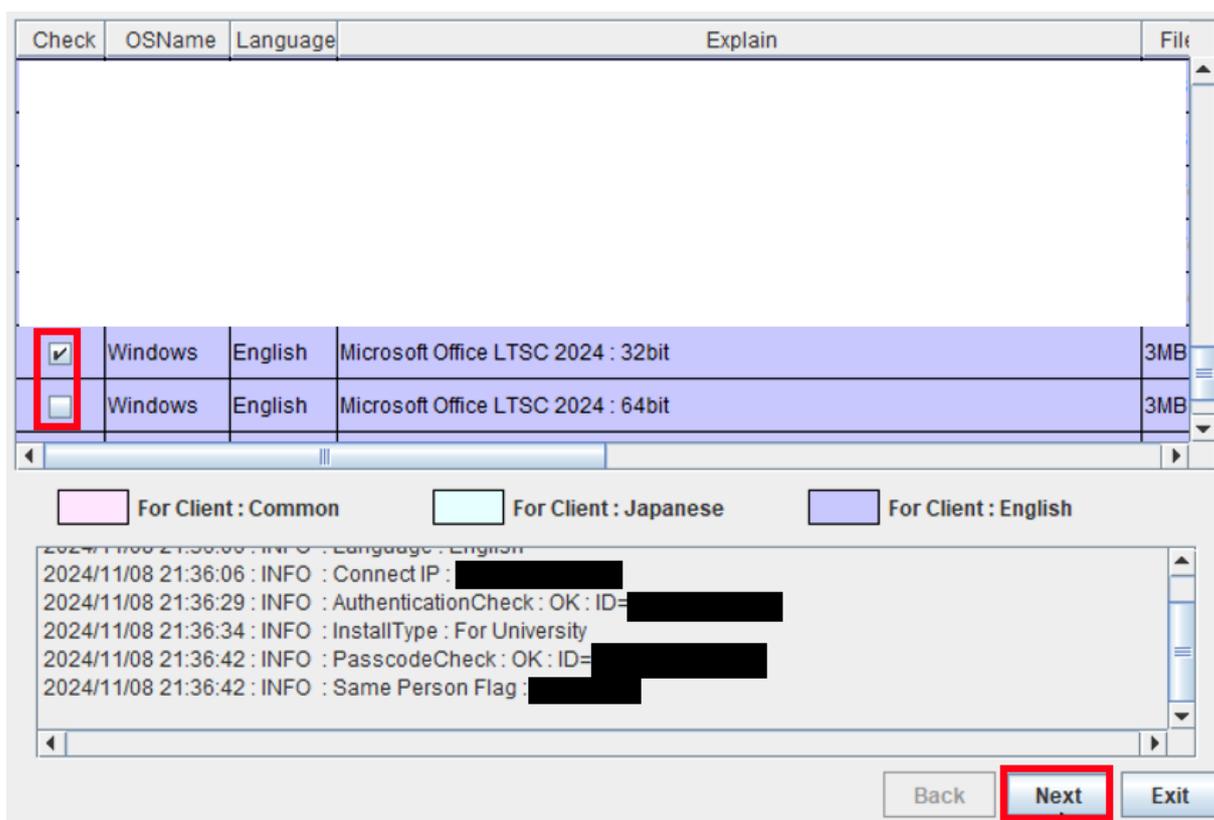


ⁱⁱ If the Passcode which was obtained at “3 Obtain a Passcode” is invalid, follow the operation “3 Obtain a Passcode” again and type it.

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 2024, 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 2024, the Explain column of the row is "Microsoft Office LTSC 2024 : 64bit".ⁱⁱⁱ



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

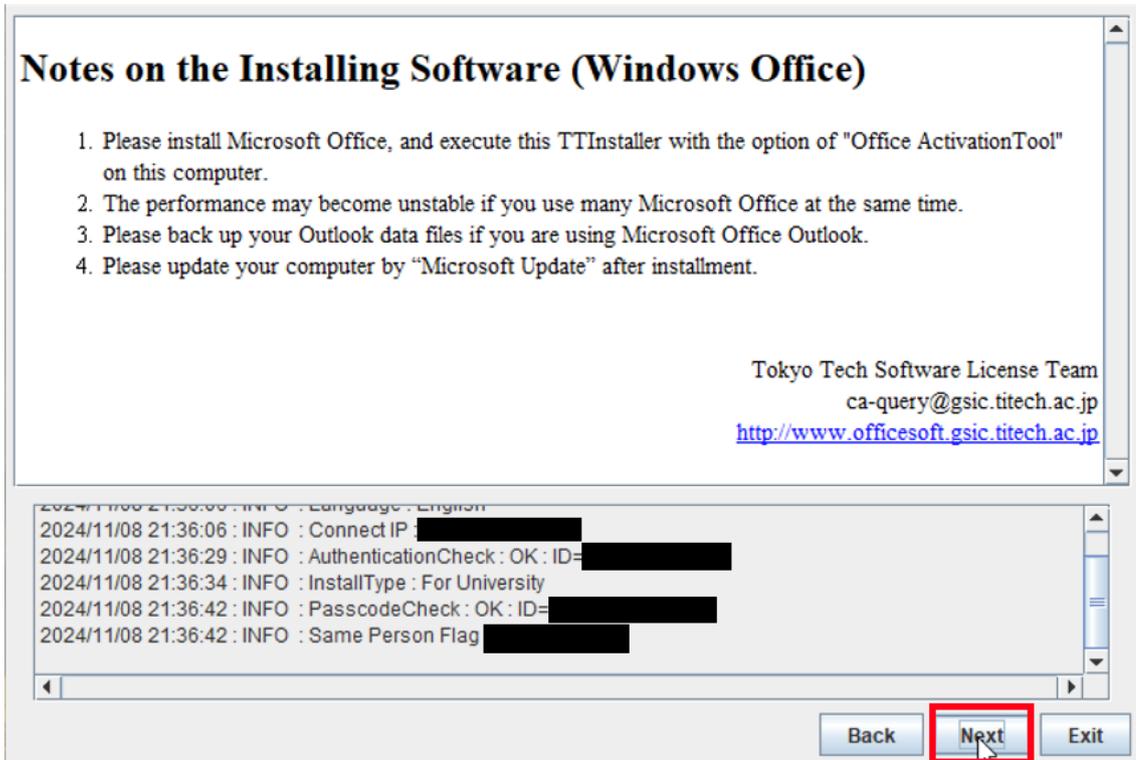
<https://support.office.com/ja-jp/article/choose-between-the-64-bit-or-32-bit-version-of-office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261>

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>

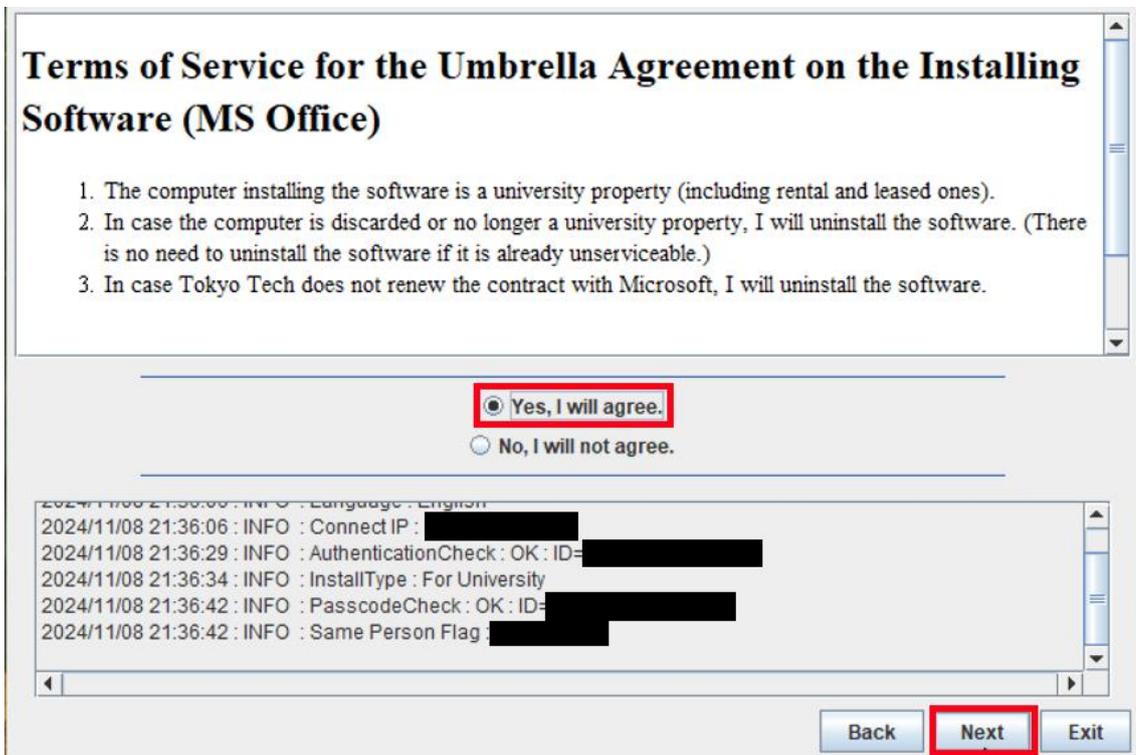
5.5

Click [Next].



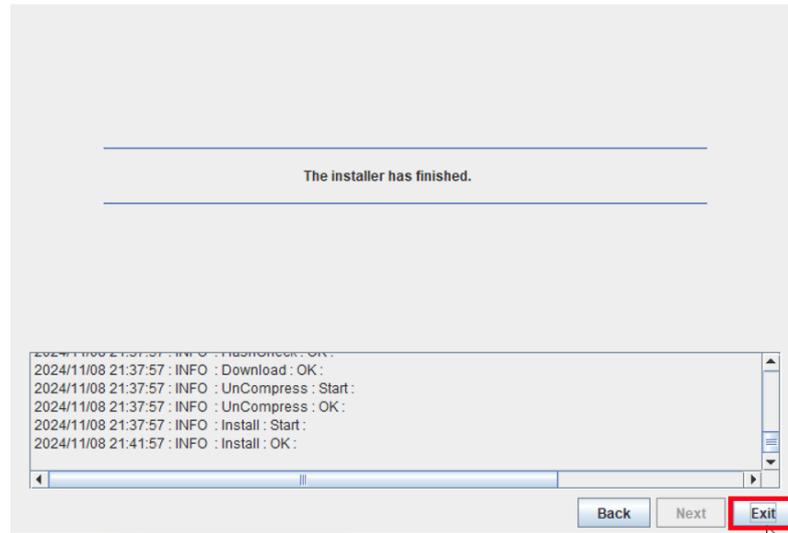
5.6

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



5.7

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



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

6.1

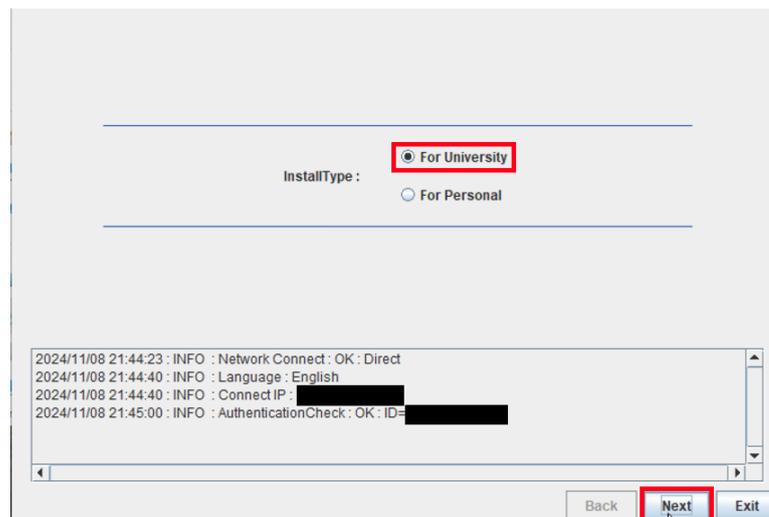
Follow steps in the following page.

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

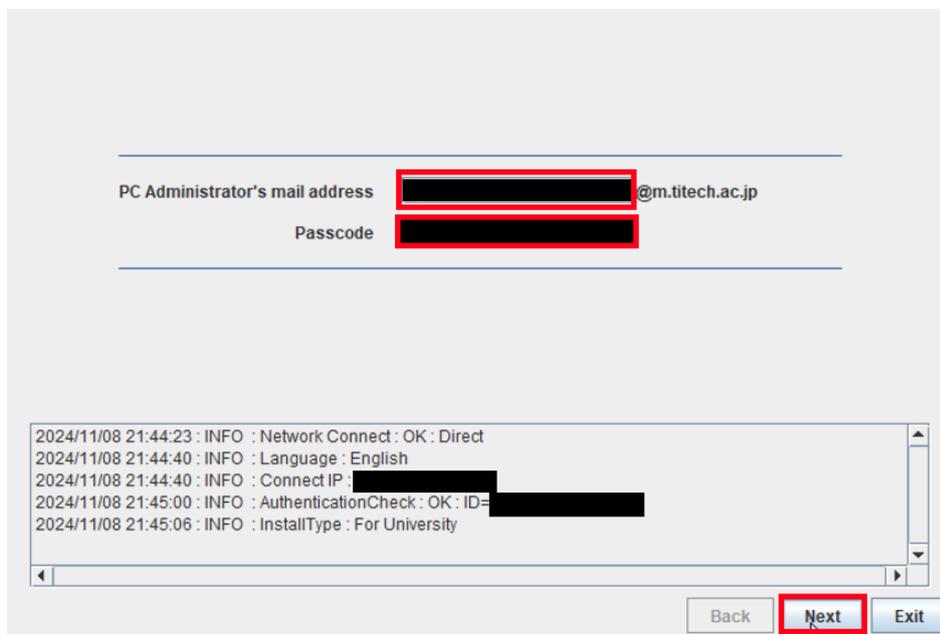
Check [For University], and click [Next].



^{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.

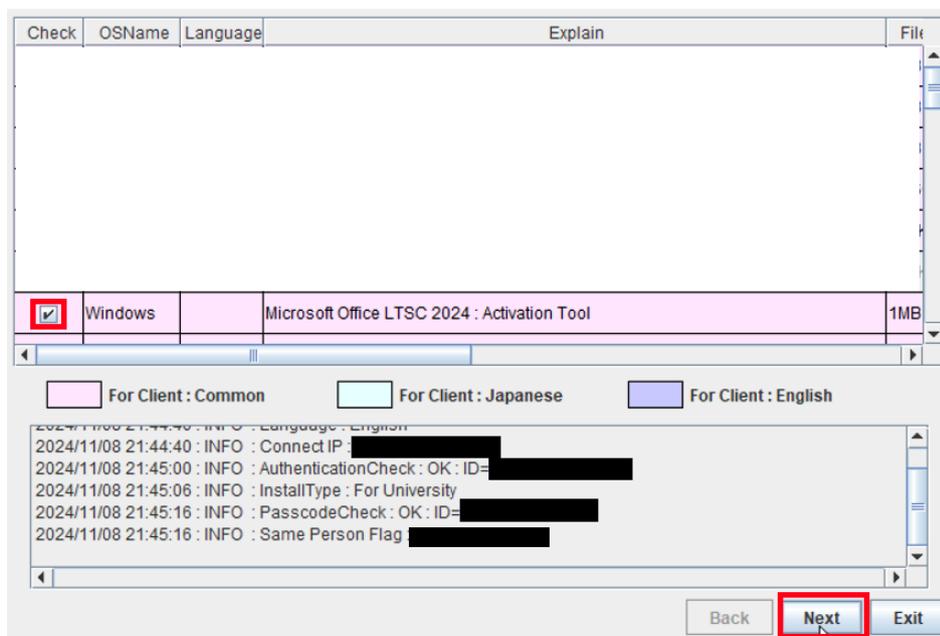
6.3

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 was obtained at “3 Obtain a Passcode”, and click [Next].



6.4

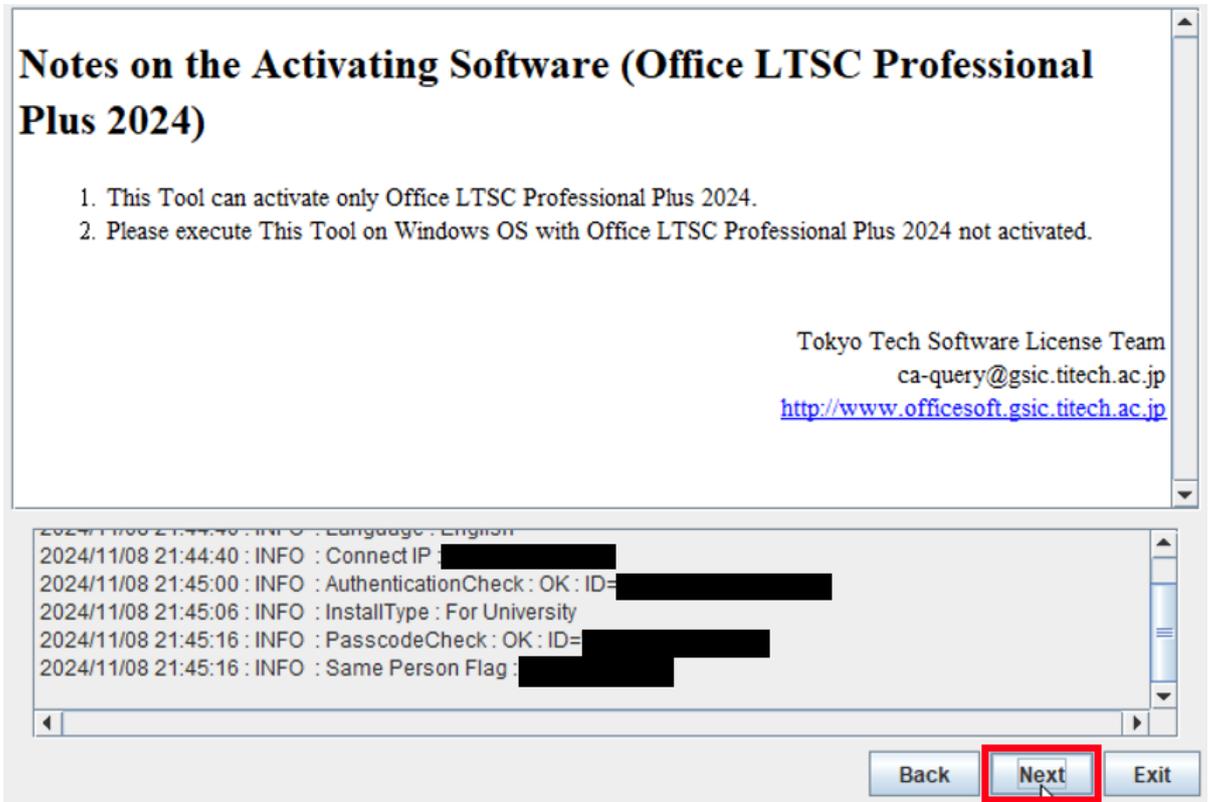
Check the row the Explain column of which is “Microsoft Office LTSC 2024 : Activation Tool”, and click [Next].



^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.

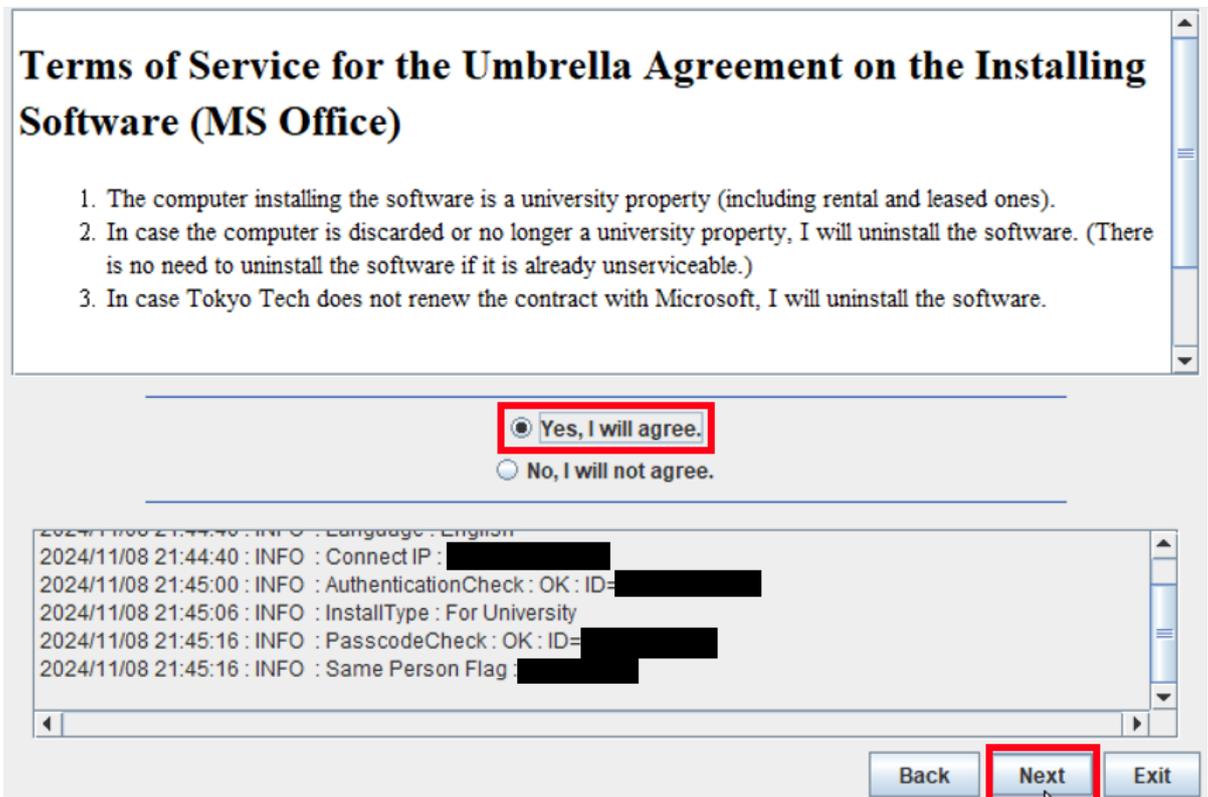
6.5

Click [Next].



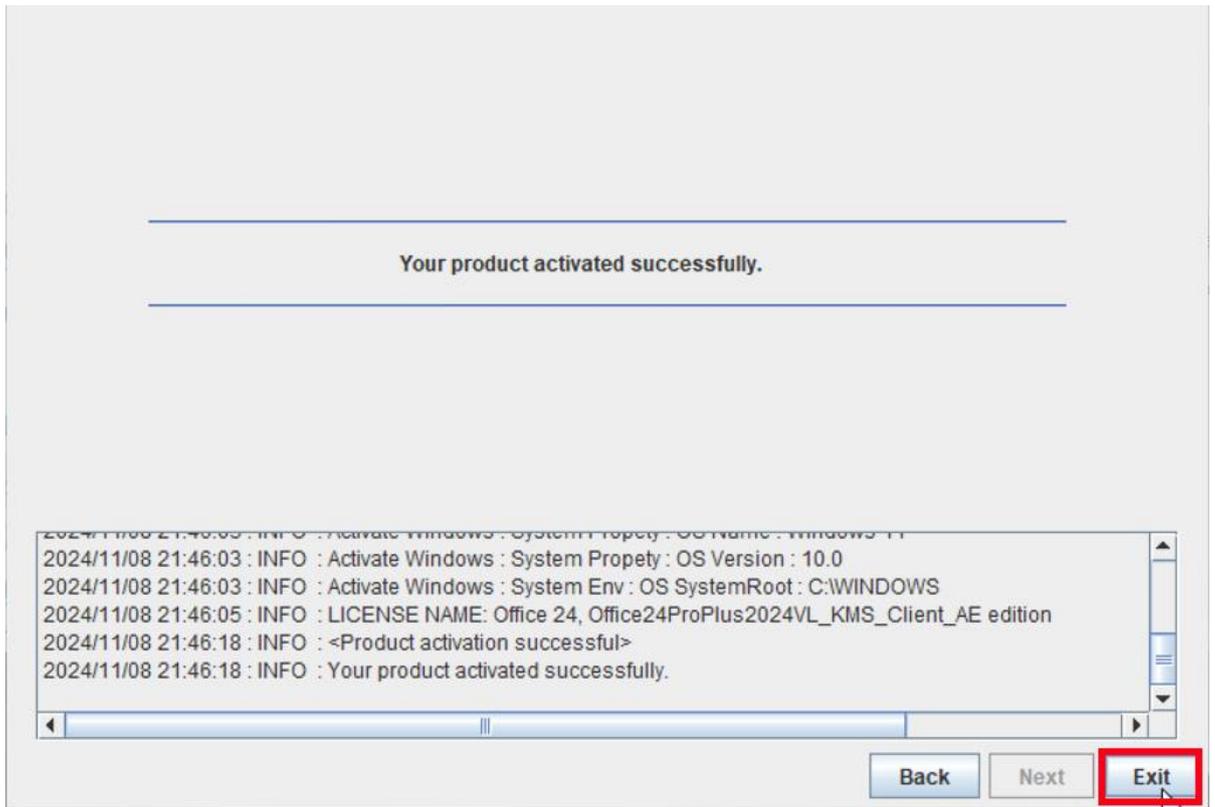
6.6

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



6.7

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



6.8

Start Word.

<Reference>

Word を初めて使用する方へ

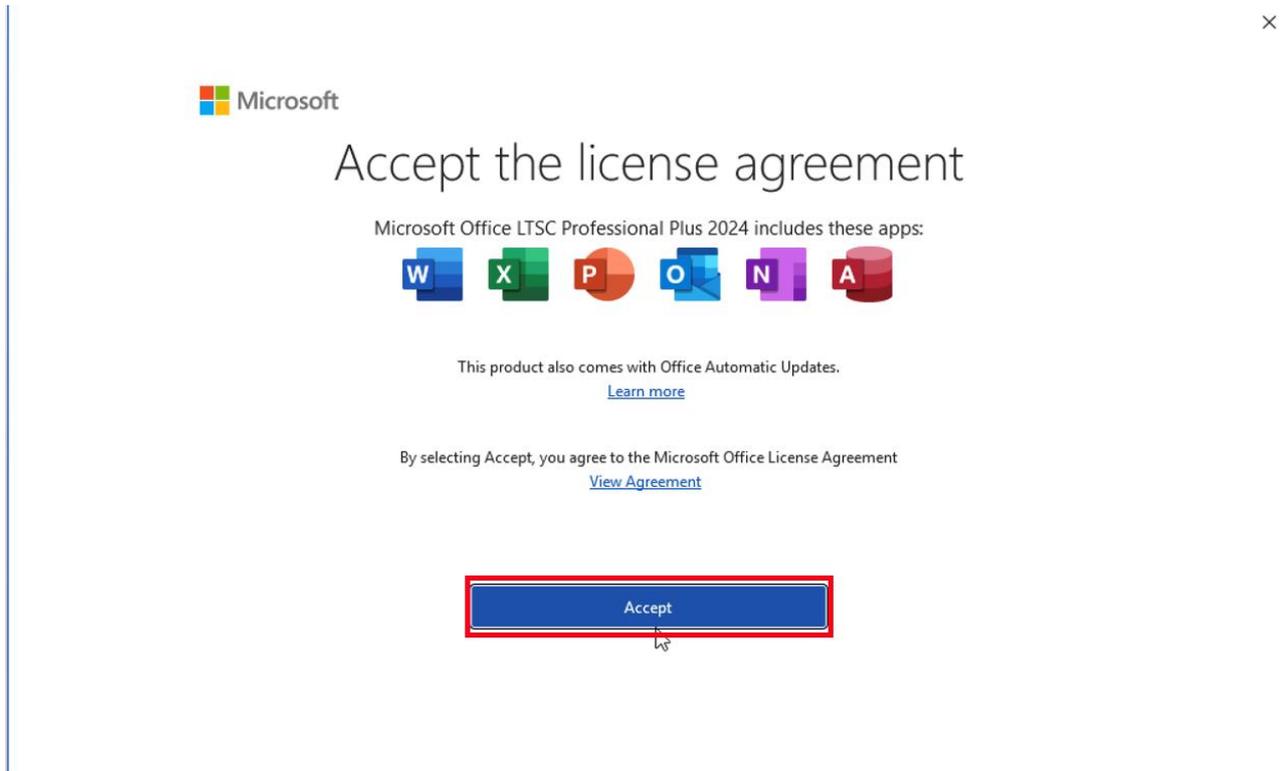
<https://support.microsoft.com/ja-jp/office/cace0fd8-eed9-4aa2-b3c6-07d39895886c>

Word for new users

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

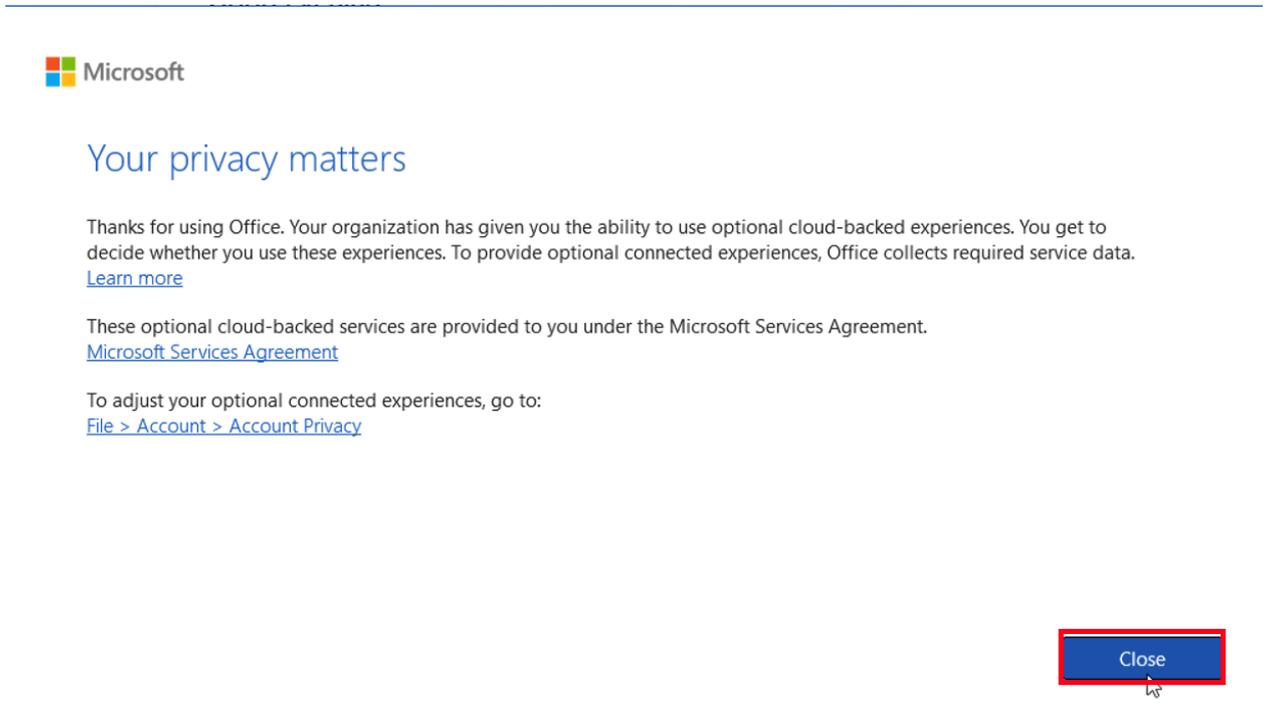
6.9

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



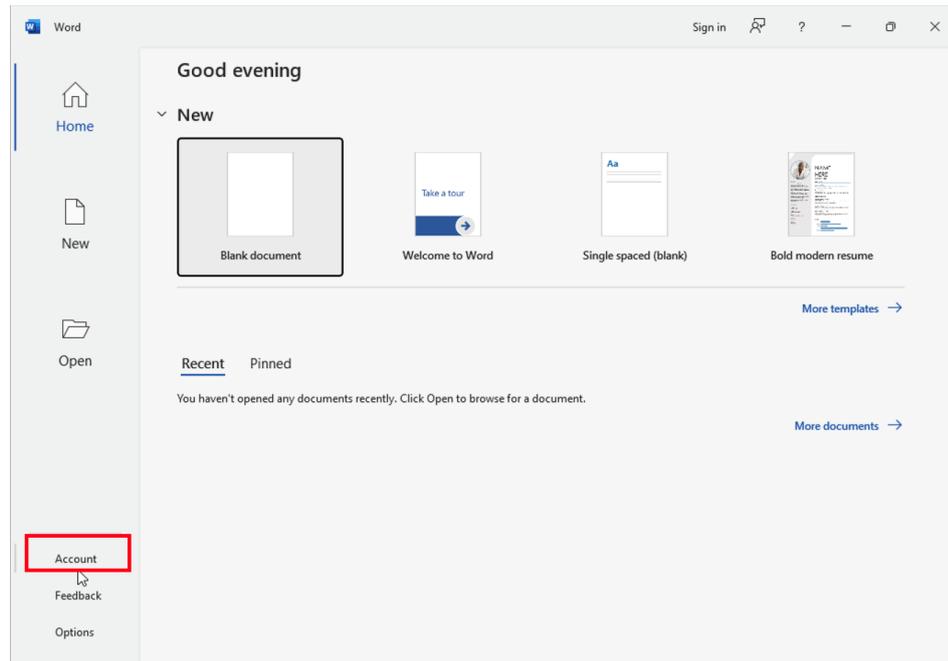
6.10

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



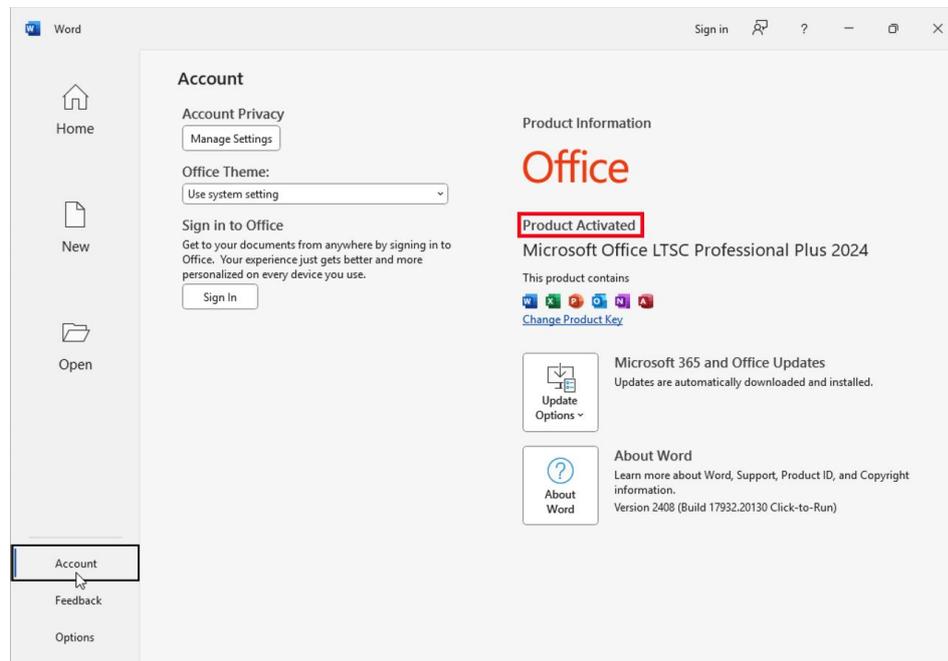
6.11

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”.