How to install Office LTSC Standard for Mac 2021 on university-owned PC

1 Check system requirements

Go to the following page and make sure that the university-owned PC on which you want to install Office LTSC Standard for Mac 2021 meets system requirements.

Overview of Office for Mac (for admins and IT Pros)

https://docs.microsoft.com/en-us/deployoffice/mac/overview

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 macOS

Go to the following page and download TTInstaller for macOS.

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

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

5 Install Office LTSC Standard for Mac 2021

5.1

Follow steps in the following page.

How to execute TTInstaller for macOS (Common steps)

http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_macOS_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[i] which was obtained at "3 Obtain a Passcode", and click [Next].

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[i] 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 the Explain column of which is "Microsoft Office LTSC for Mac Standard 2021 (MultiLanguage)", and click [Next].

5.5

Click [Next].

5.6

Check [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).
2. 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.

2024/04/05 17:36:26 : INFO : Connect IP :
2024/04/05 17:36:41 : INFO : AuthenticationCheck : OK : ID=
2024/04/05 17:36:45 : INFO : InstallType : For University
2024/04/05 17:36:54 : INFO : PasscodeCheck : OK : ID=
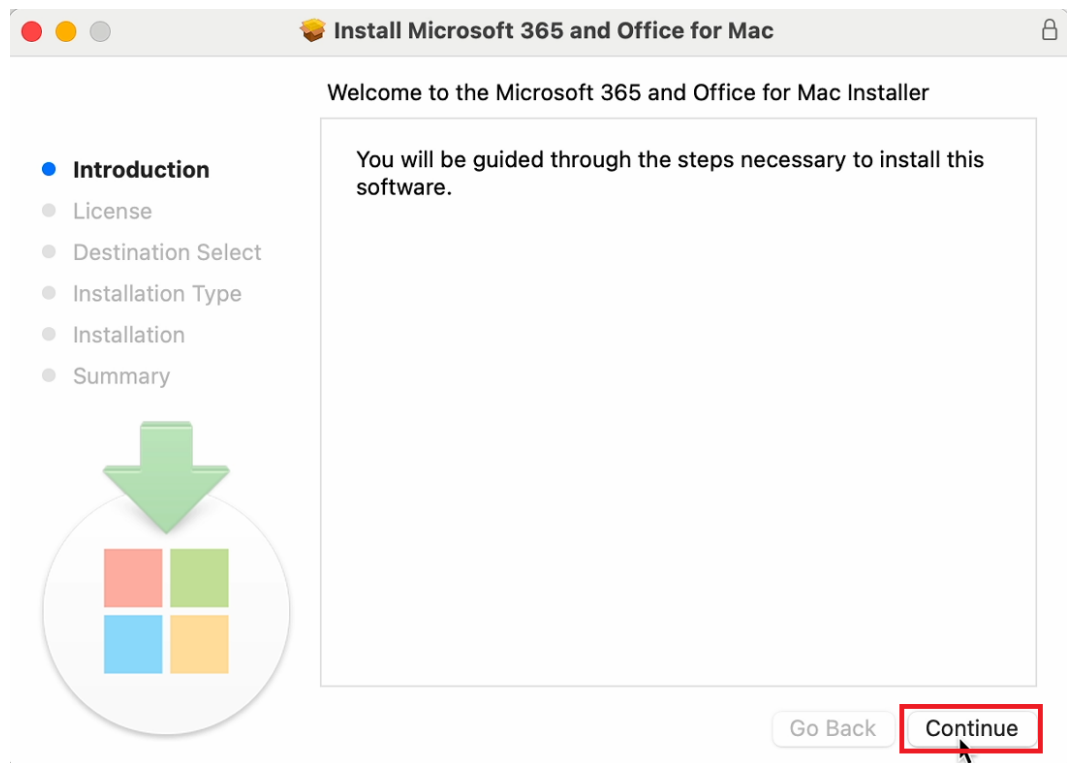2024/04/05 17:36:54 : INFO : Same Person Flag : True

Back   Next   Exit

5.7

Click [Continue].

🗔 Install Microsoft 365 and Office for Mac

Welcome to the Microsoft 365 and Office for Mac Installer

● **Introduction**
● License
● Destination Select
● Installation Type
● Installation
● Summary

You will be guided through the steps necessary to install this software.
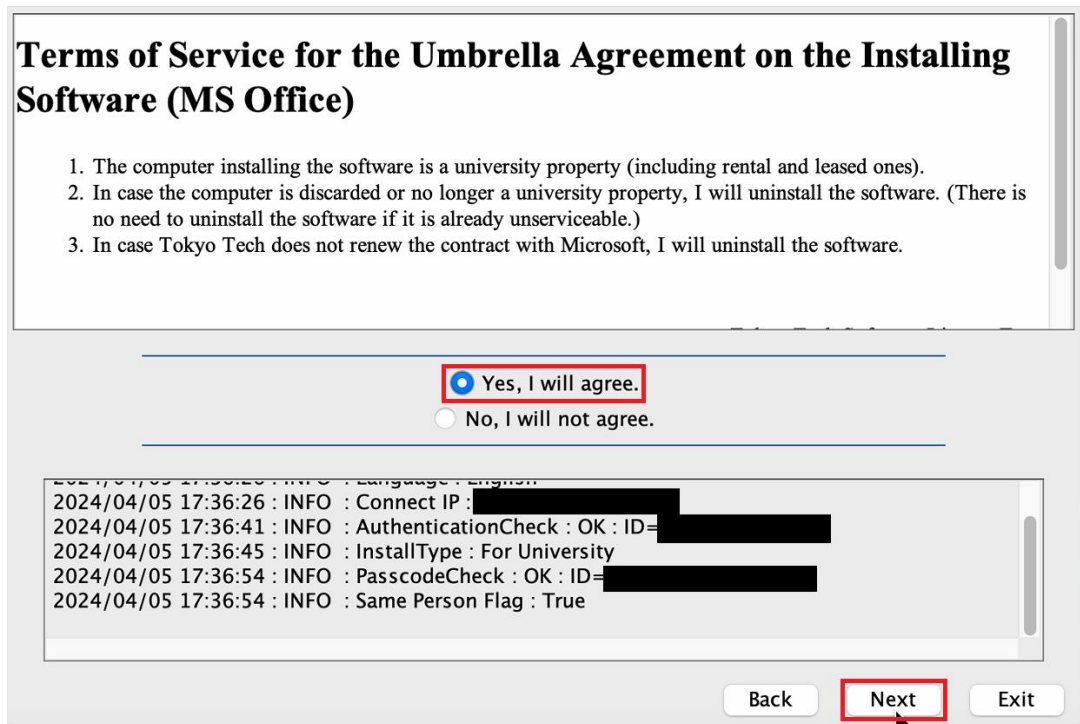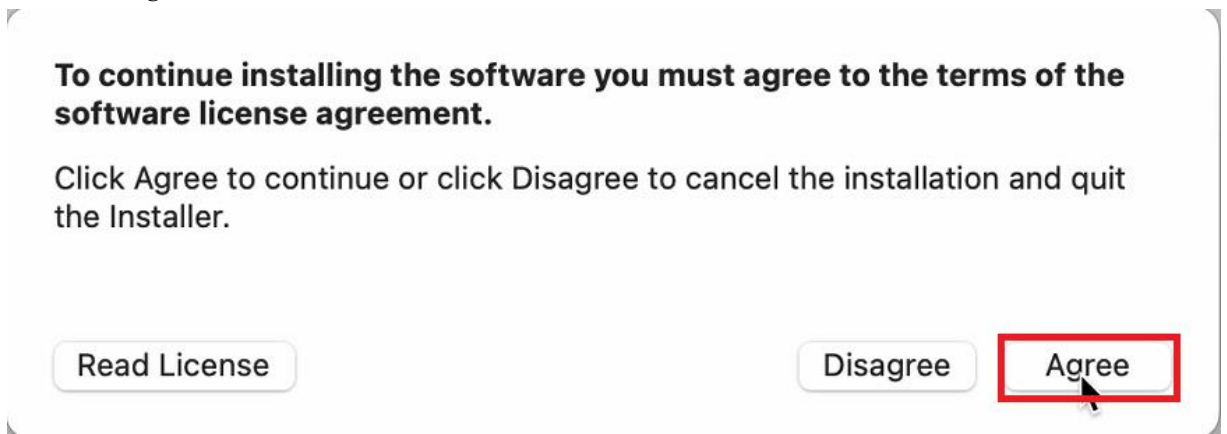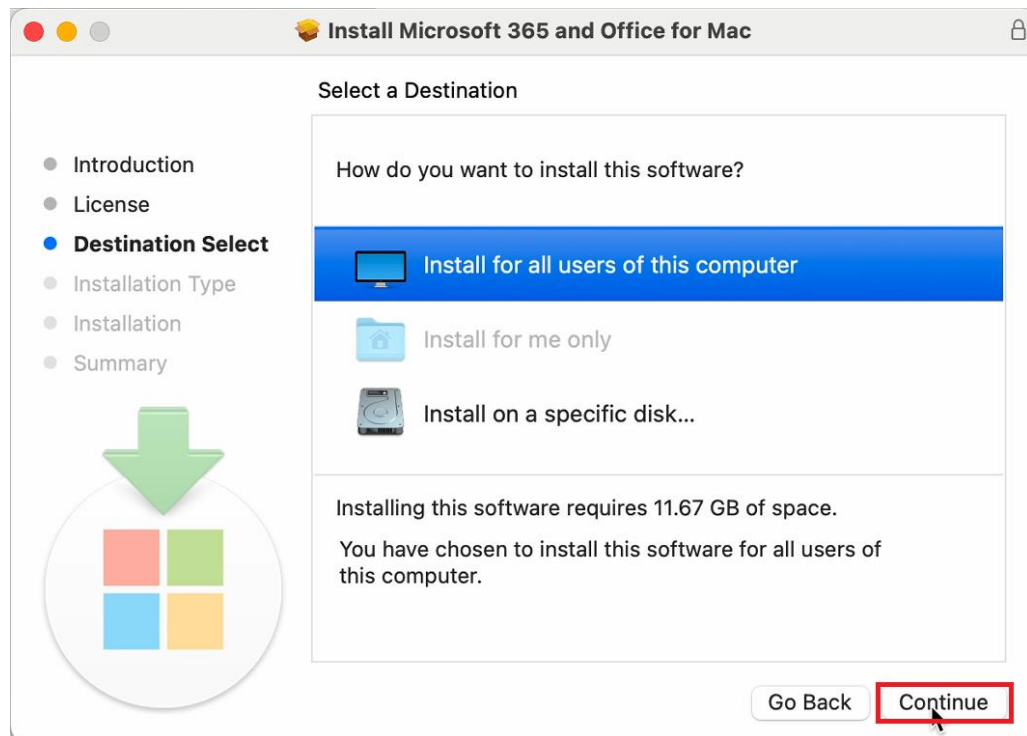
Go Back   Continue

5.8

Click［Continue］.
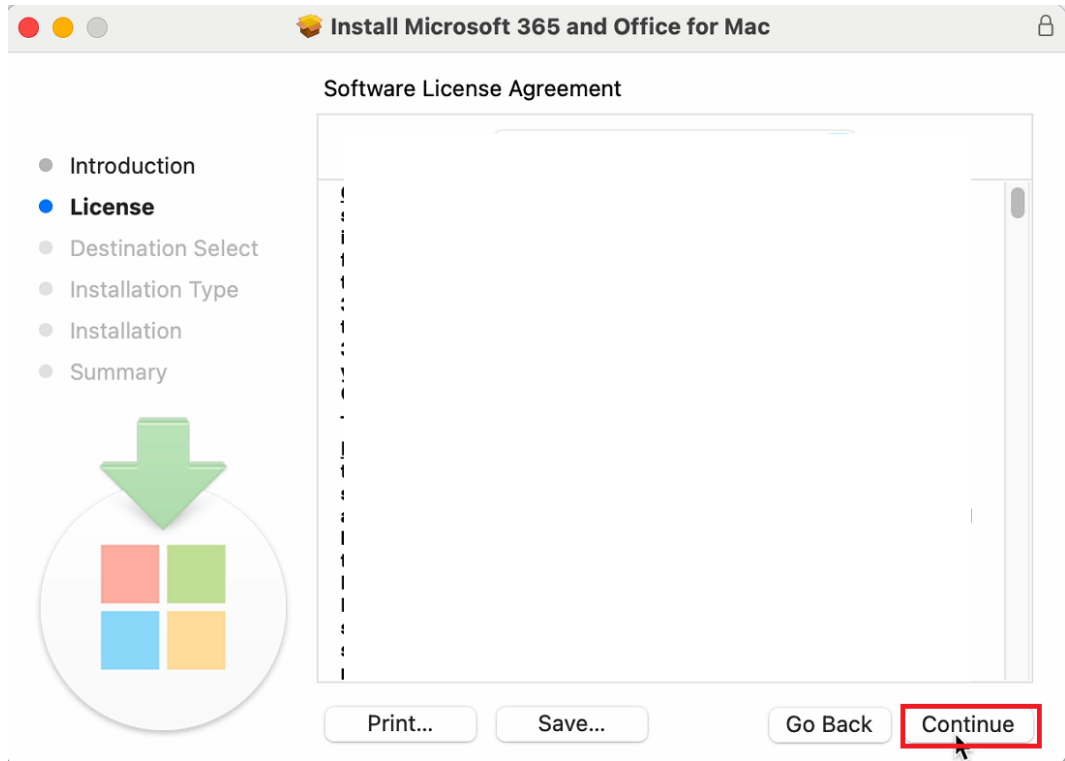
5.9

Click［Agree］.
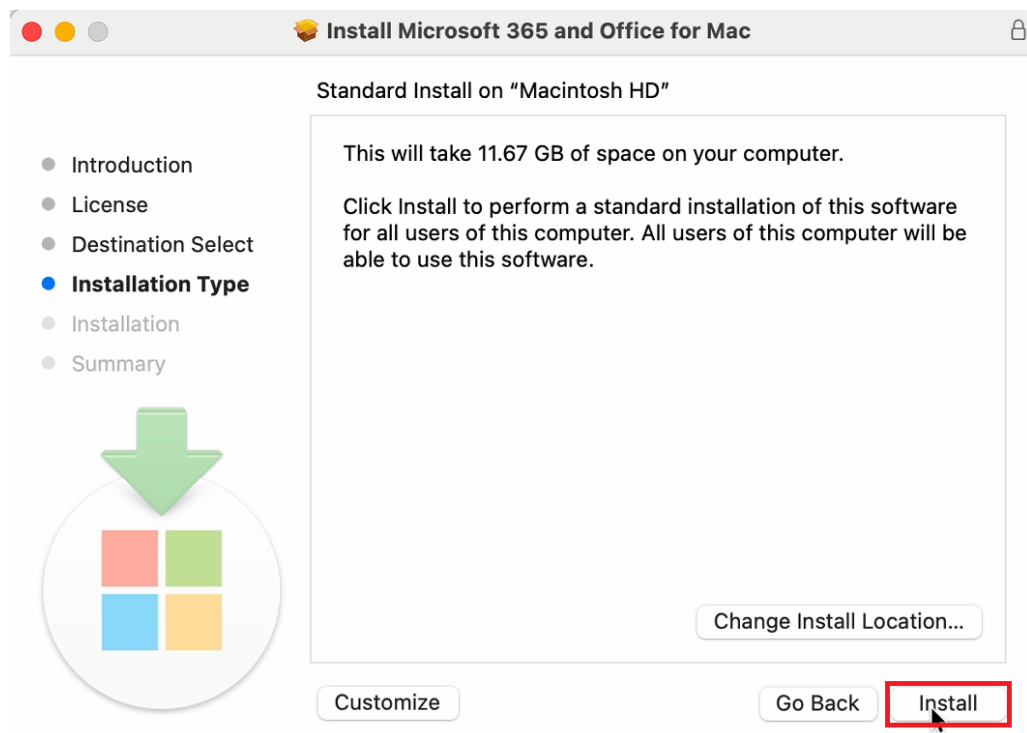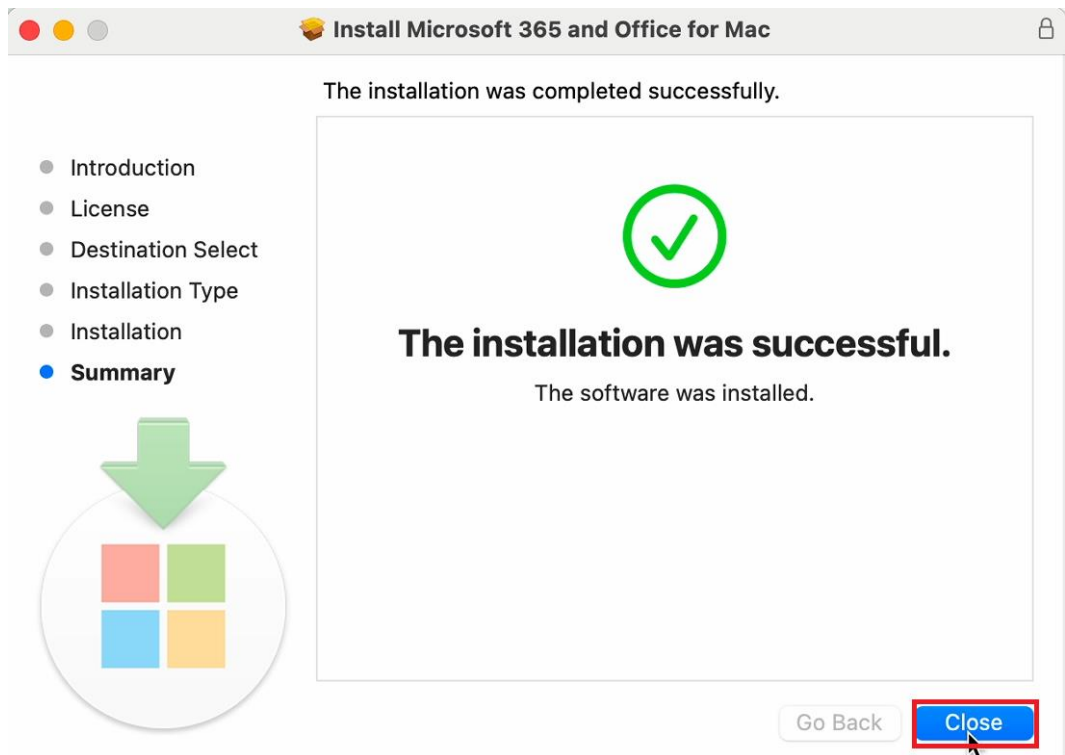
5.10

Click［Continue］.

5.11

Click［Install］.

5.12

If you receive the message:*Installer is trying to install new software.*, type administratorii name and password, and click [Install Software].
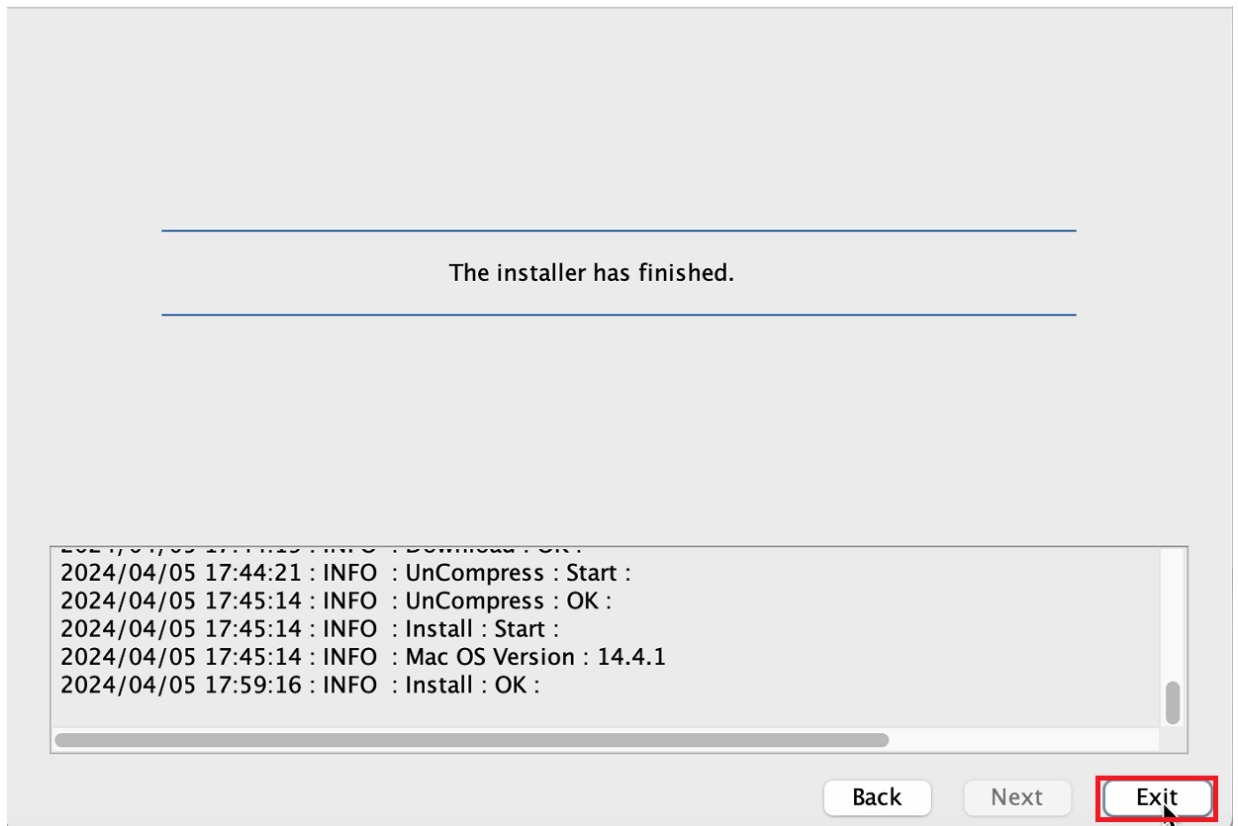

5.13

Click [Close].

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ii administrator https://support.apple.com/guide/mac-help/aside/gloscddf7f3c

5.14

Click［Exit］.

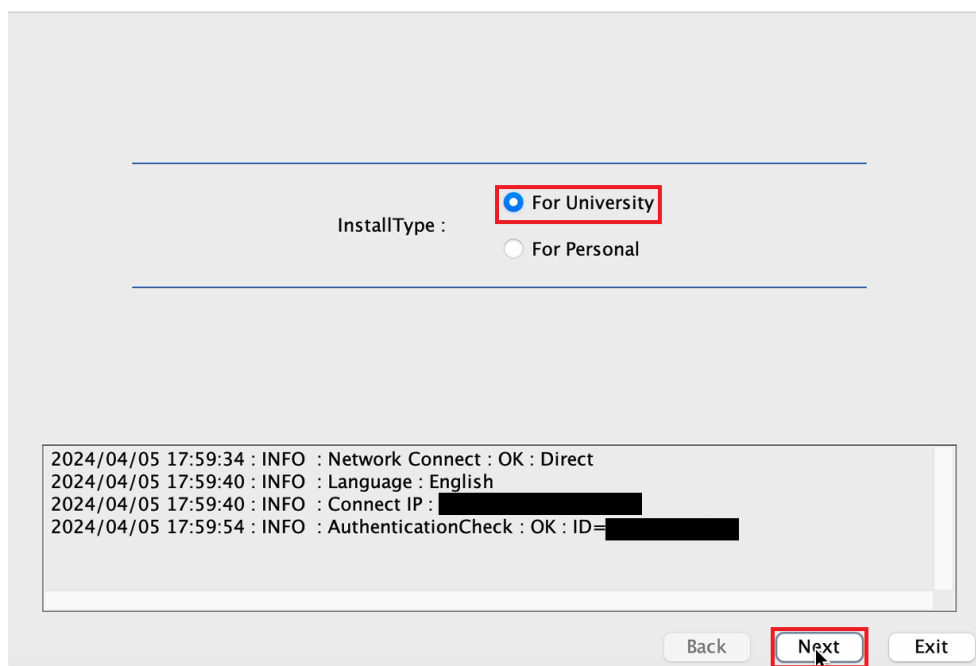6   Execute Microsoft Office LTSC for Mac 2021：Activation Tool

6.1

Follow steps in the following page.

How to execute TTInstaller for macOS (Common steps)

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

6.2
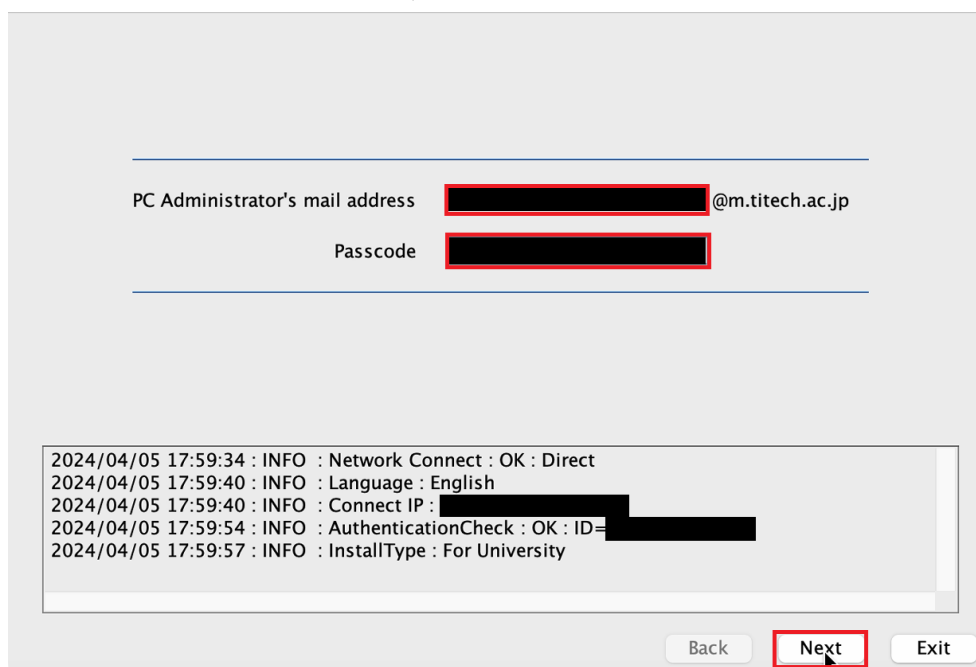
Check [For University], and click [Next].

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

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

6.4

Check the row the Explain column of which is "Microsoft Office LTSC for Mac 20 21 : Activation Tool", and click [Next].
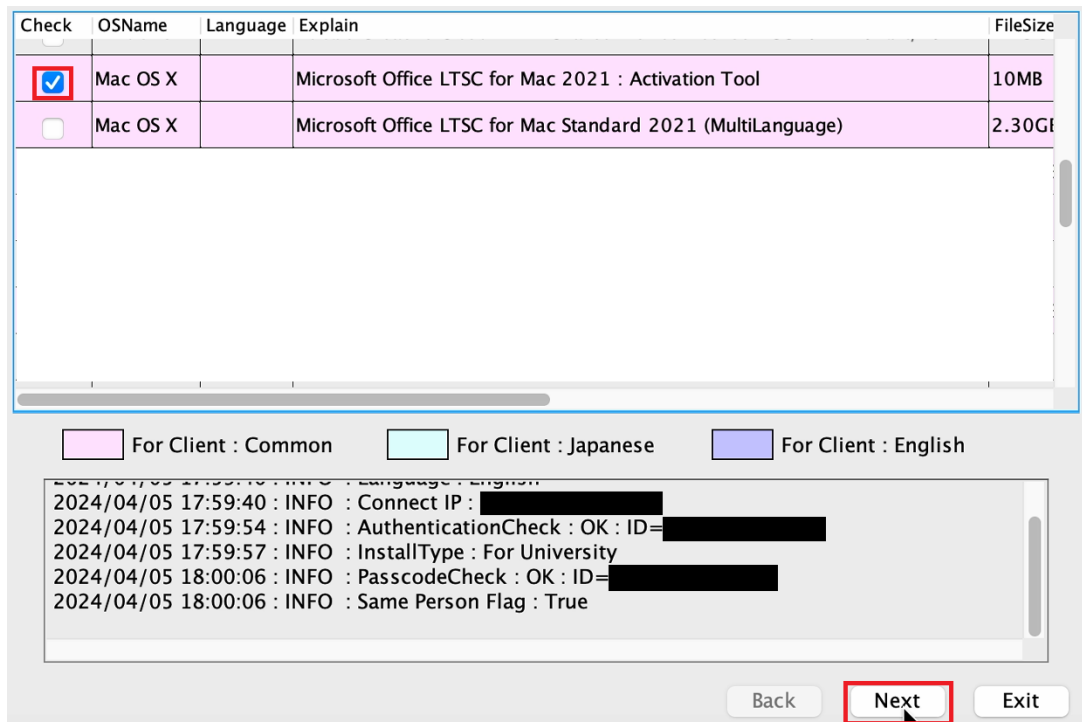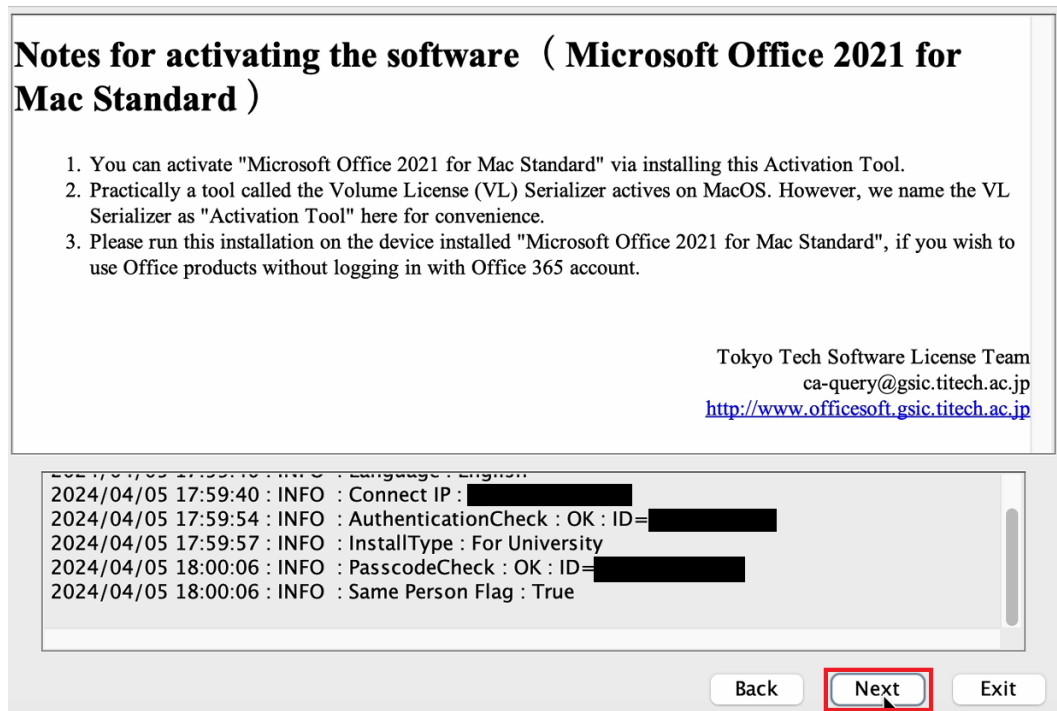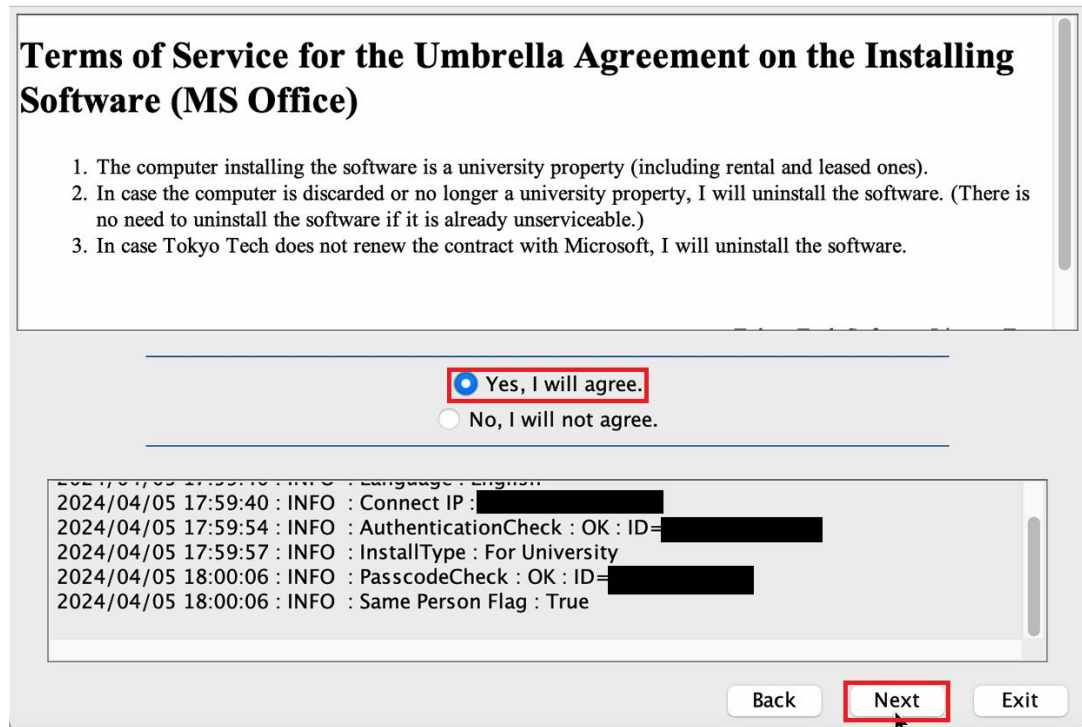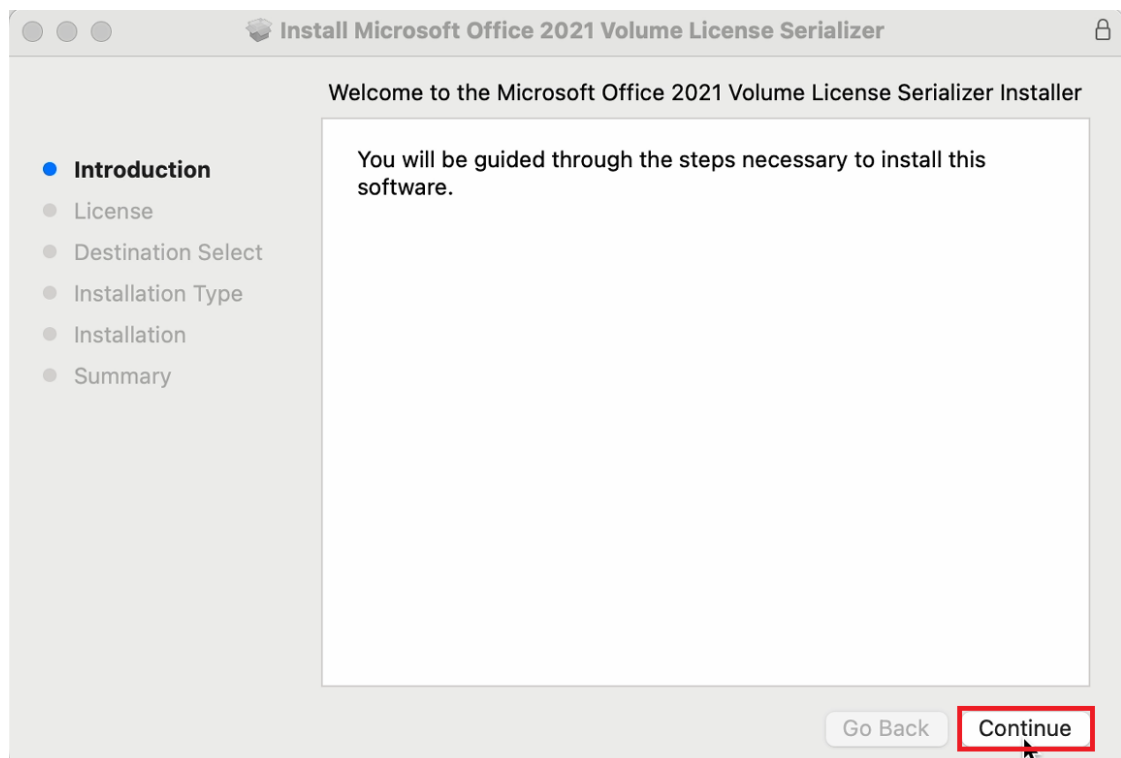

6.5

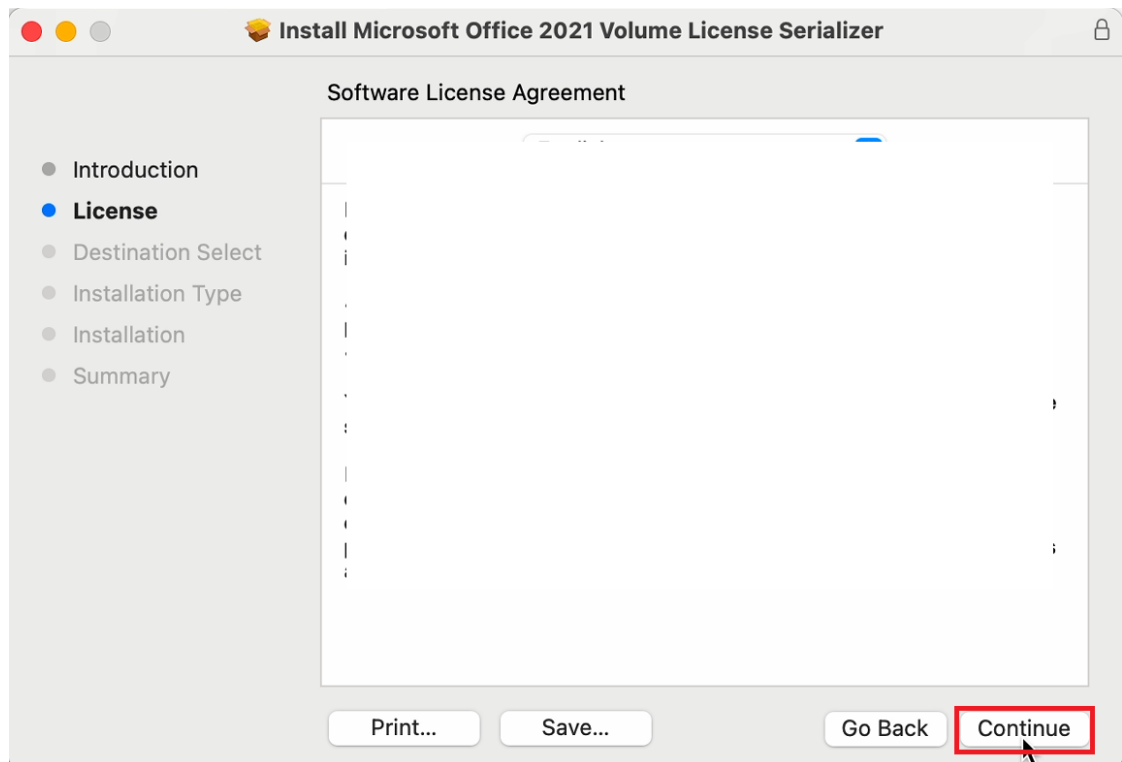Click [Next].

6.6

Check [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).
2. 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.

```
2024/04/05 17:59:40 : INFO  : Connect IP :
2024/04/05 17:59:54 : INFO  : AuthenticationCheck : OK : ID=
2024/04/05 17:59:57 : INFO  : InstallType : For University
2024/04/05 18:00:06 : INFO  : PasscodeCheck : OK : ID=
2024/04/05 18:00:06 : INFO  : Same Person Flag : True
```

Back   Next   Exit

6.7

Click [Continue].

Install Microsoft Office 2021 Volume License Serializer

Welcome to the Microsoft Office 2021 Volume License Serializer Installer

- Introduction
- License
- Destination Select
- Installation Type
- Installation
- Summary

You will be guided through the steps necessary to install this software.
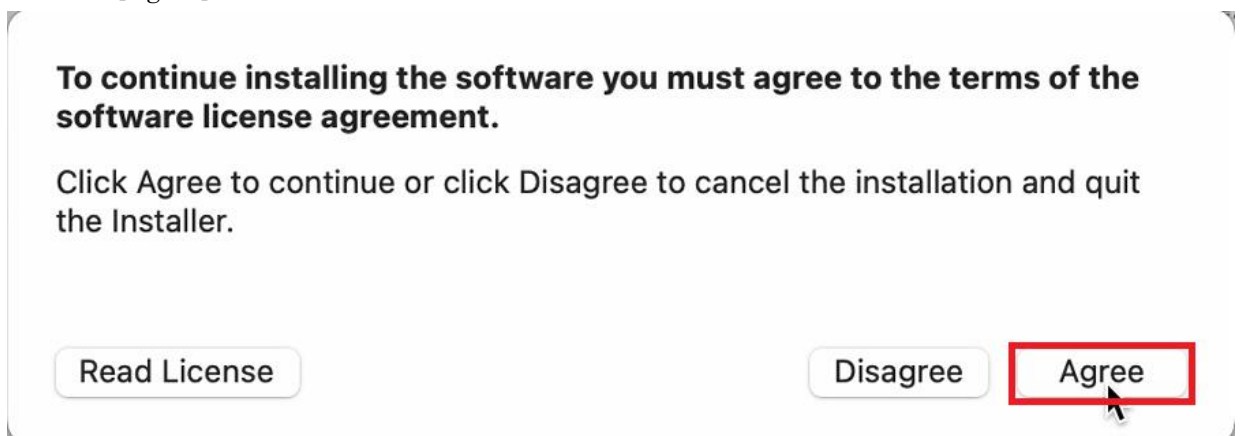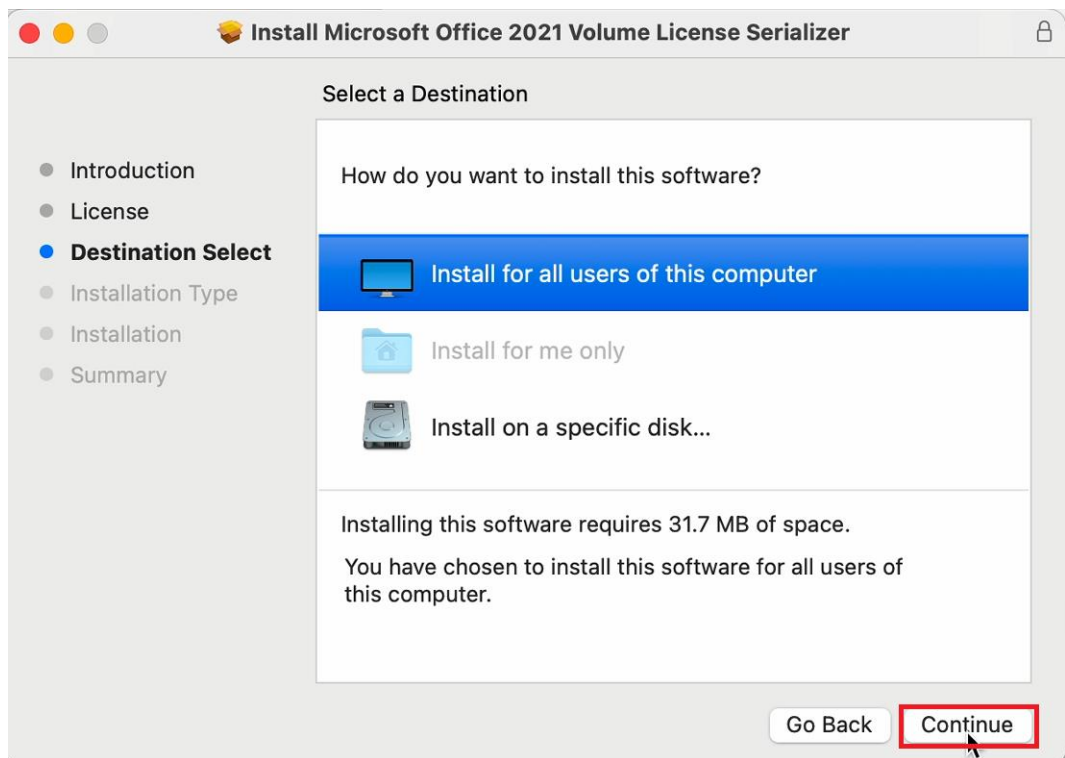
Go Back   Continue
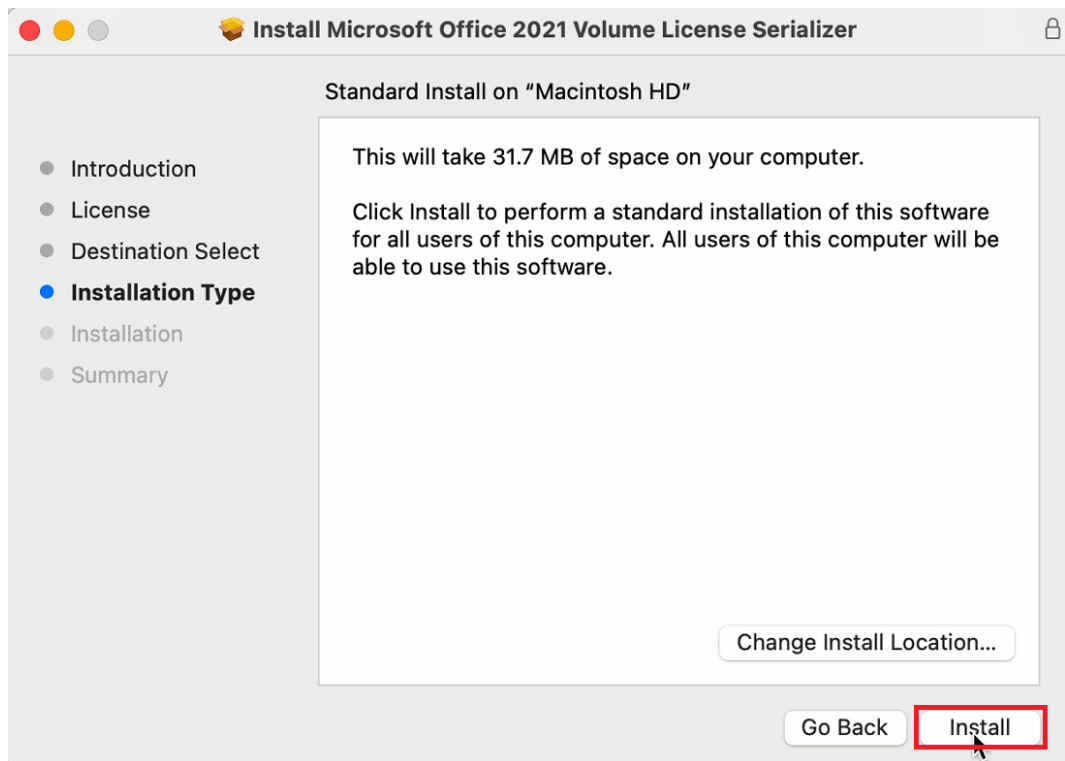
6.8

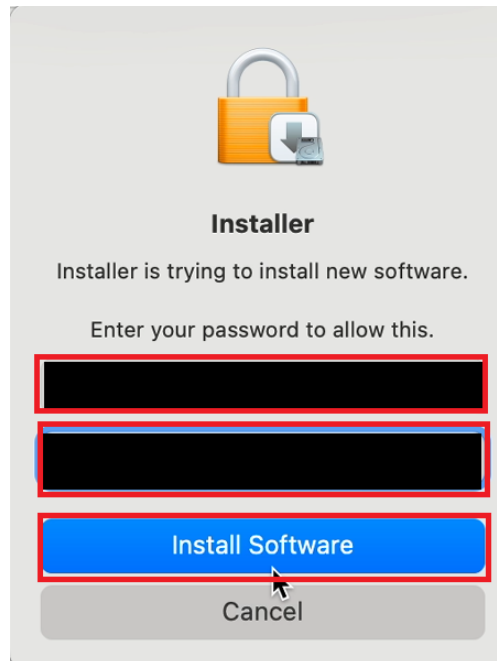Click [Continue].

6.9

Click [Agree].

6.10

Click［Continue］.

6.11

Click［Install］.
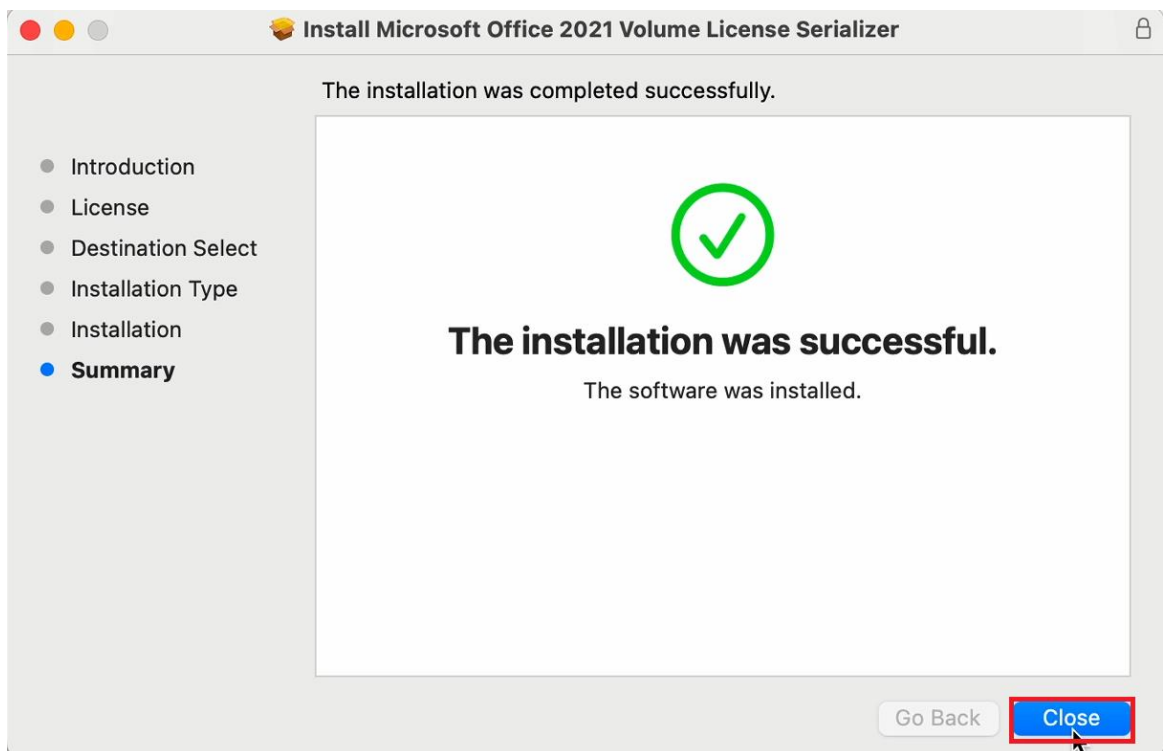
6.12

If you receive the message:*Installer is trying to install new software.*, type administrator[iv] name and password, and click [Install Software].
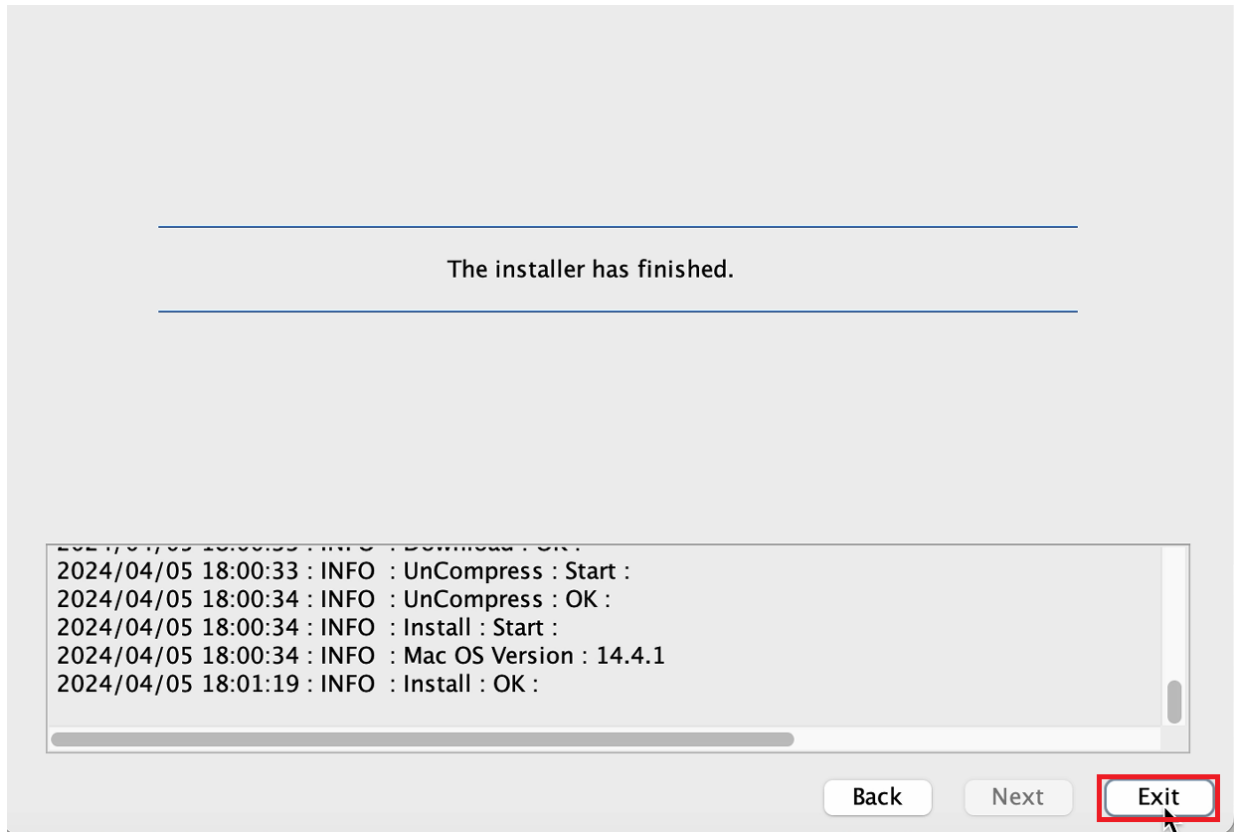

6.13

Click [Close].

[iv] administrator https://support.apple.com/guide/mac-help/aside/gloscddf7f3c

6.14

Click［Exit］.

6.15

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