

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 Professional Plus 2019 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 Office Professional Plus 2019<sup>1</sup>

5.1

Follow steps in the following page.

How to execute TTInstaller for Windows (Common steps)

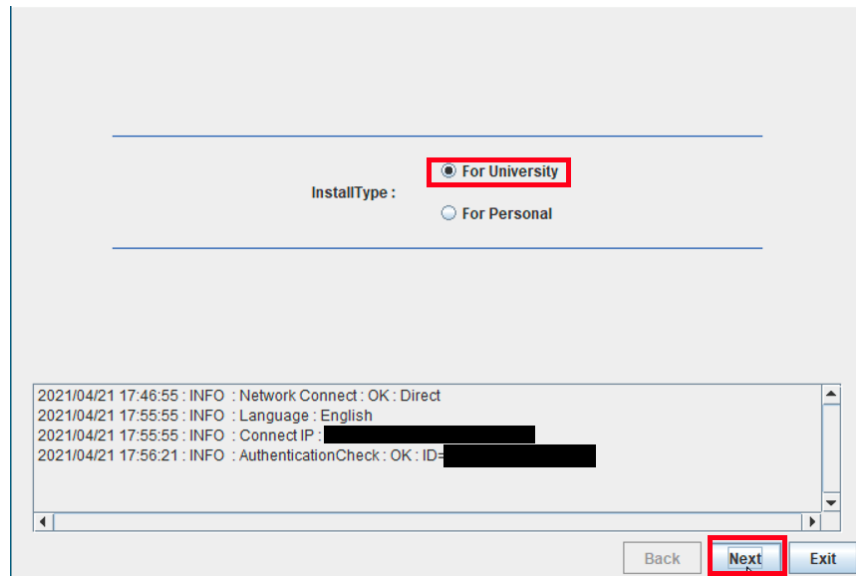
[http://www.officesoft.gsic.titech.ac.jp/pdf/How\\_to\\_execute\\_TTInstaller\\_for\\_Windows.pdf](http://www.officesoft.gsic.titech.ac.jp/pdf/How_to_execute_TTInstaller_for_Windows.pdf)

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<sup>1</sup> Before you follow this operation, you need to get the university-owned PC on which you want to install Office Professional Plus 2019 to the Internet.

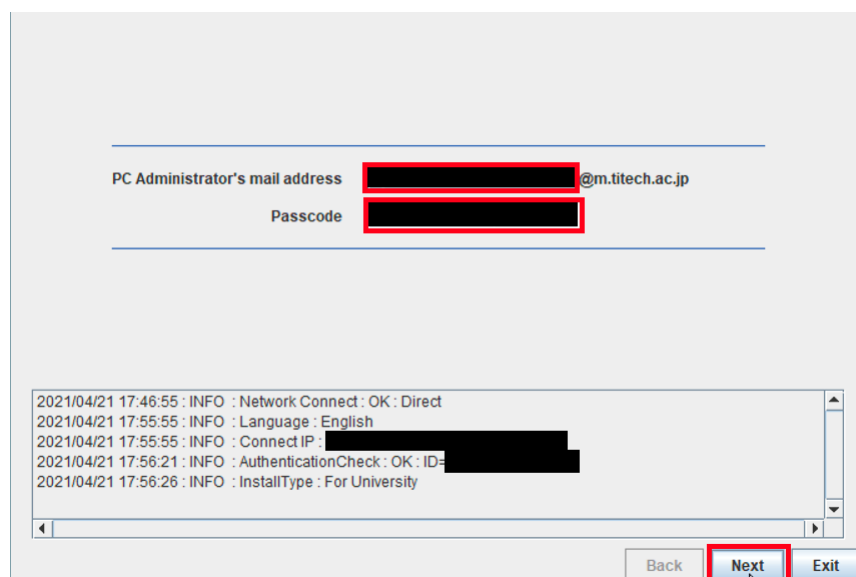
## 5.2

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 Passcode<sup>2</sup> which was obtained at “3 Obtain a Passcode”, and click [Next].



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<sup>2</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 Office Professional Plus 2019, the Explain column of the row is "Microsoft Office 2019 : 32bit". If you want to install the 64-bit version of Office Professional Plus 2019, the Explain column of the row is "Microsoft Office 2019 : 64bit".<sup>3</sup>

Check	OSName	Language	Explain	FileSize	
<input checked="" type="checkbox"/>	Windows	English	Microsoft Office 2019 : 32bit	2MB	Mic
<input type="checkbox"/>	Windows	English	Microsoft Office 2019 : 64bit	2MB	Mic
<input 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	Windows 10 Education : 32bit : ISO file	3.28GB	Mic
<input type="checkbox"/>	Windows	English	Windows 10 Education : 64bit : ISO file	4.73GB	Mic
<input type="checkbox"/>	Windows	English	Windows 8.1 Enterprise : 32bit : ISO file	2.51GB	Mic

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

2021/04/21 17:55:55 : INFO : Language : English  
 2021/04/21 17:55:55 : INFO : Connect IP :   
 2021/04/21 17:56:21 : INFO : AuthenticationCheck : OK : ID=   
 2021/04/21 17:56:26 : INFO : InstallType : For University  
 2021/04/21 17:56:47 : INFO : PasscodeCheck : OK : ID=   
 2021/04/21 17:56:47 : INFO : Same Person Flag

Back Next Exit

## 5.5

Click [Next].

<sup>3</sup> If you have 32-bit Windows, you can only install 32-bit Office. If you have 64-bit Windows, you can install 32-bit Office or 64-bit Office.

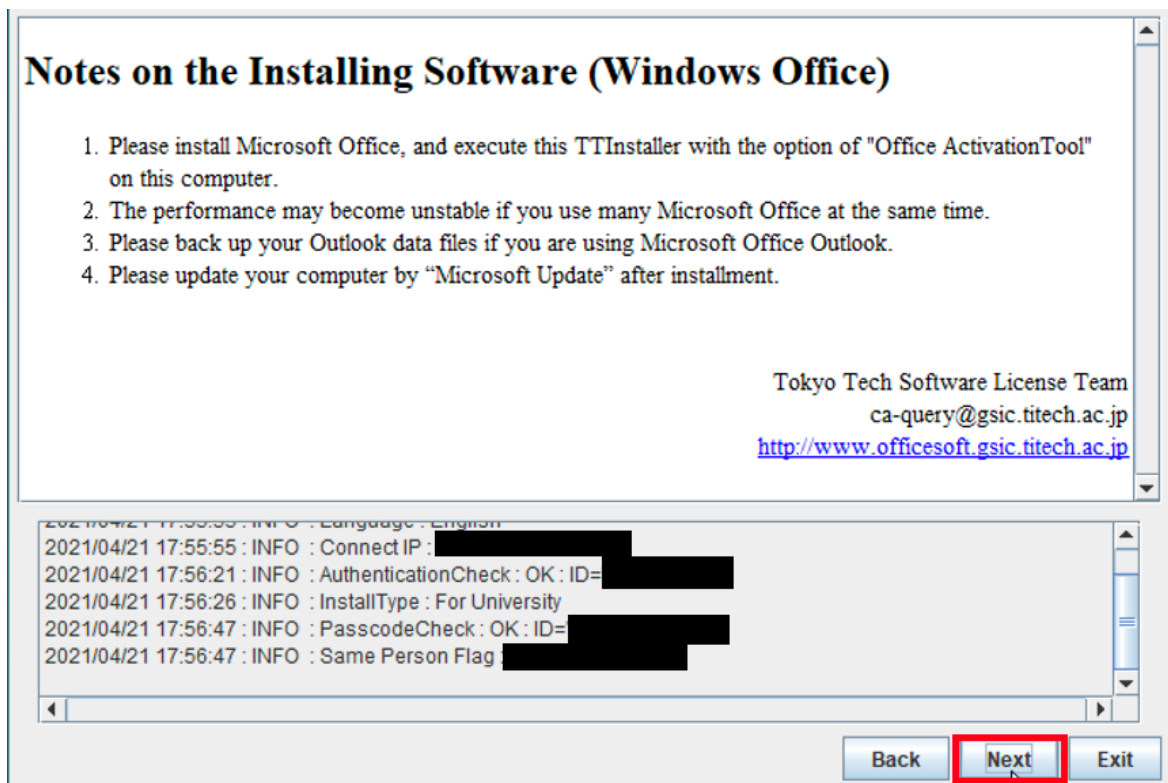
<Reference>

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>

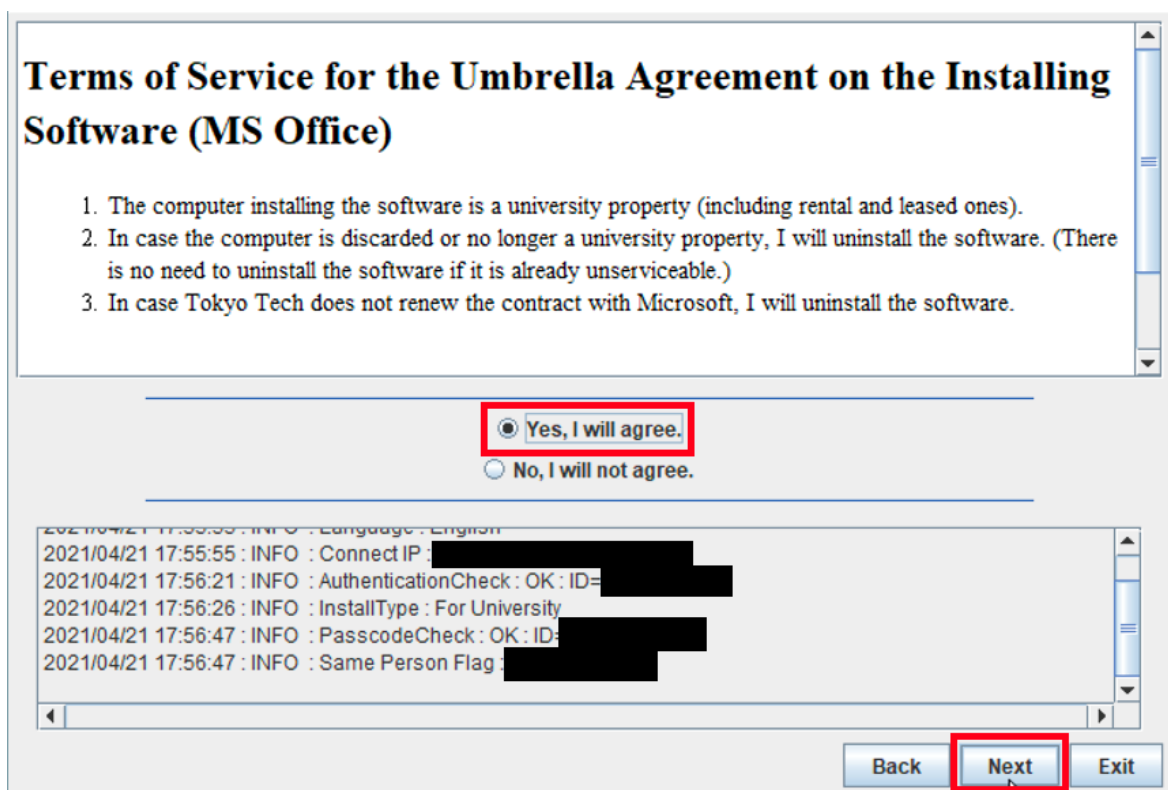
Choose between the 64-bit or 32-bit version of Office

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



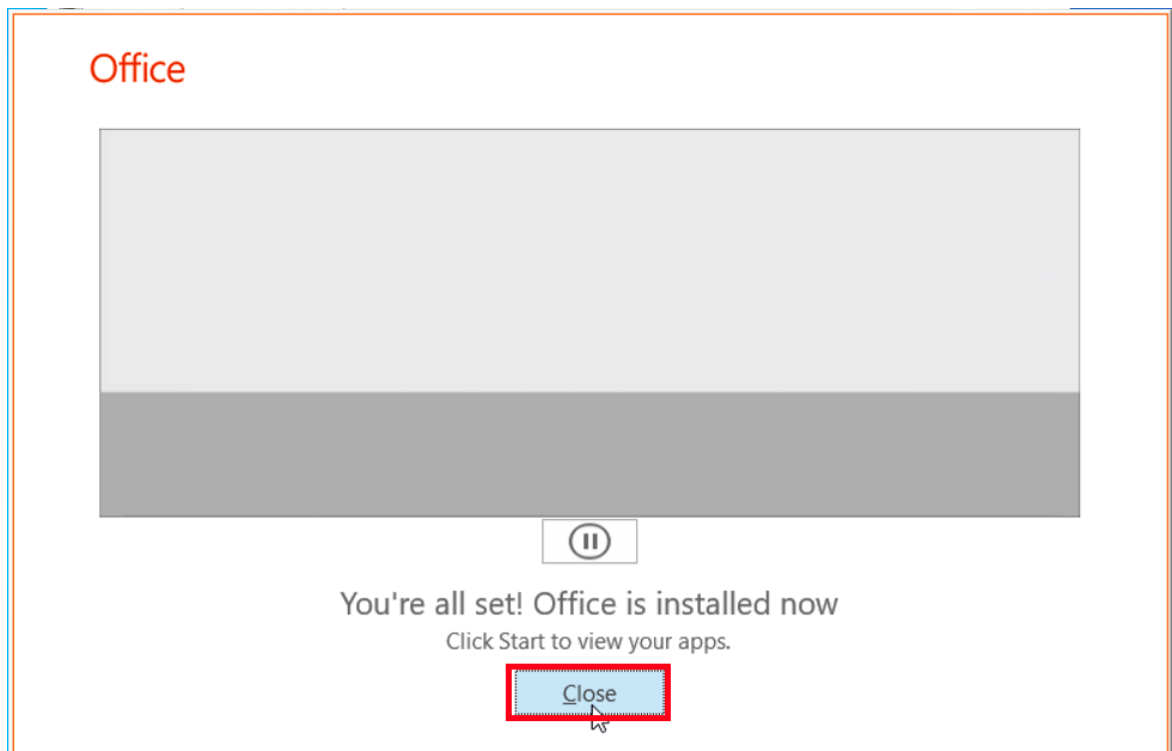
5.6

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



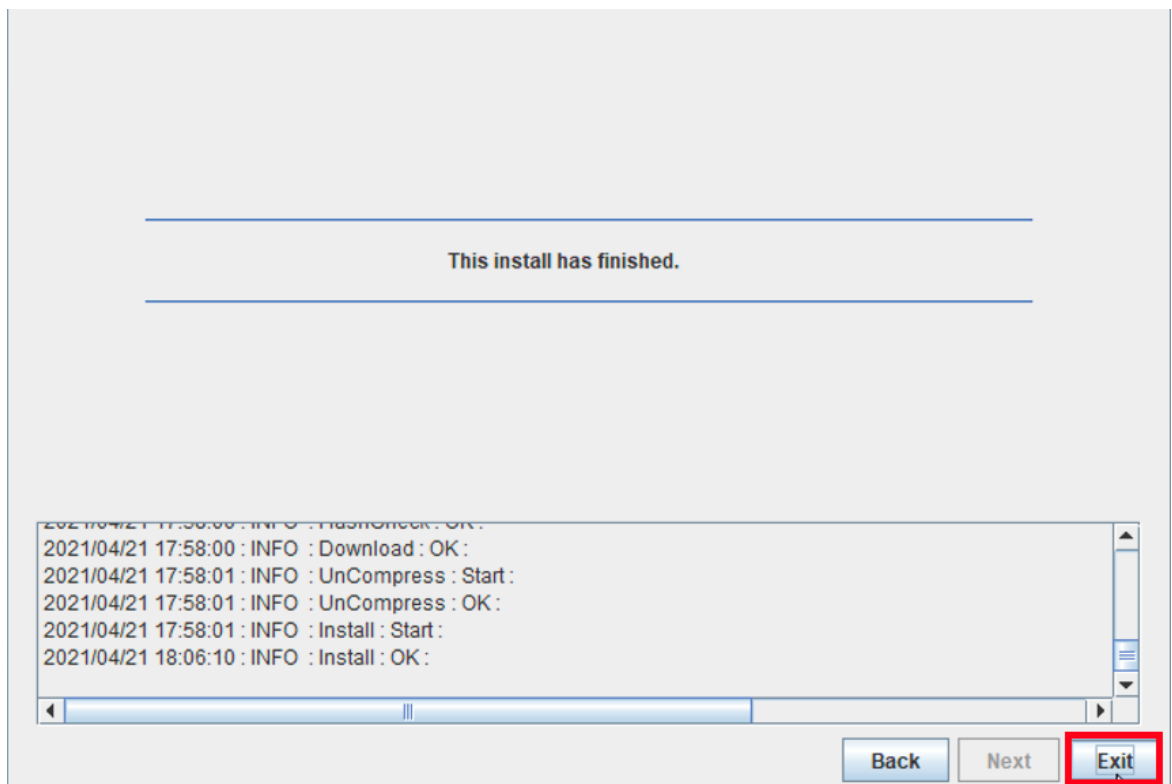
5.7

Click [Close].



5.8

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



## 6 Execute Microsoft Office 2019 : Activation Tool<sup>4</sup>

### 6.1

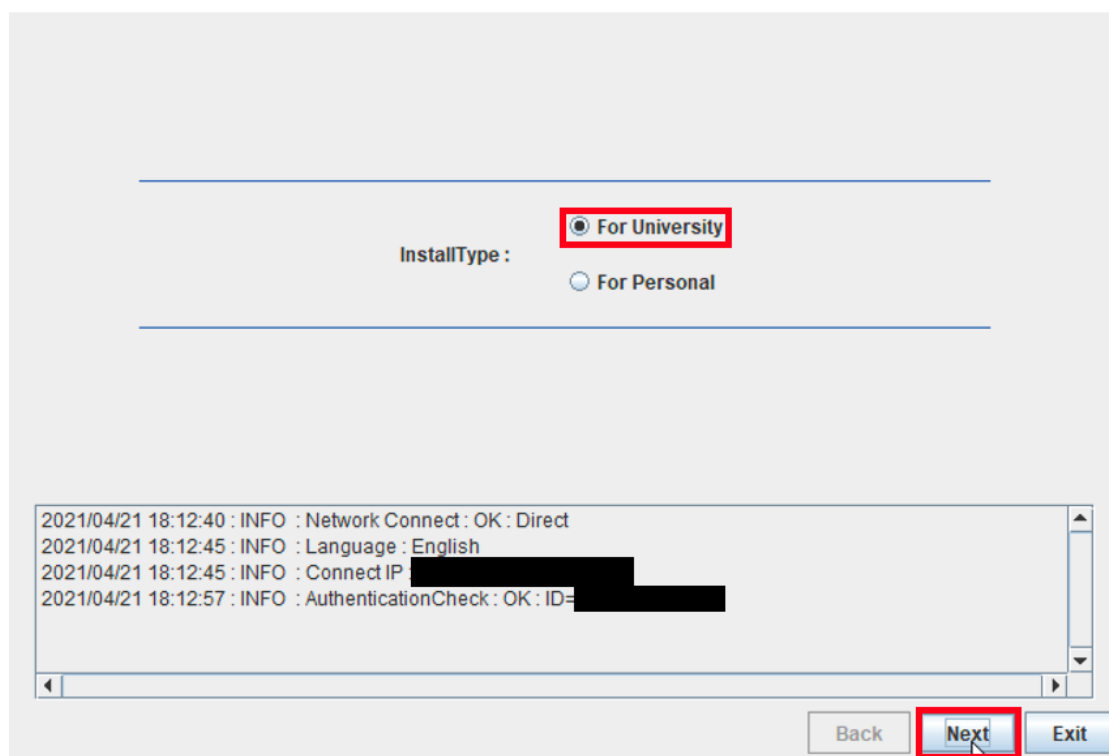
Follow steps in the following page.

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].



### 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>5</sup> which was obtained at “3 Obtain a Passcode”, and click [Next].

<sup>4</sup> Before you follow this operation, you need to get the university-owned PC on which Office Professional Plus 2019 was installed at “5 Install Office Professional Plus 2019” to the Internet. You need to follow this operation on it.

<sup>5</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.

PC Administrator's mail address @m.titech.ac.jp

Passcode

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2021/04/21 18:12:40 : INFO : Network Connect : OK : Direct
2021/04/21 18:12:45 : INFO : Language : English
2021/04/21 18:12:45 : INFO : Connect IP : 
2021/04/21 18:12:57 : INFO : AuthenticationCheck : OK : ID=
2021/04/21 18:13:05 : INFO : InstallType : For University

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Back **Next** Exit

6.4

Check the row the Explain column of which is “Microsoft Office 2019 : Activation Tool”, and click [Next].

Check	OSName	Language	Explain	FileSize	
<input checked="" type="checkbox"/>	Windows		Microsoft Office 2019 : Activation Tool	1MB	Mic
<input type="checkbox"/>	Windows		Microsoft Office 2016 : Activation Tool	1MB	Mic
<input type="checkbox"/>	Windows		Windows 10 Education : Activation Tool	1MB	Mic
<input type="checkbox"/>	Windows		Windows 8.1 Enterprise : Activation Tool	1MB	Mic
<input type="checkbox"/>	Windows		Adobe Creative Cloud ENT : 64bit : Shared Device License : CC2020	844MB	Ad
<input type="checkbox"/>	Windows		Adobe Creative Cloud ENT : Acrobat DC (19.0)	1.80GB	Ad
<input type="checkbox"/>	Windows		Adobe Creative Cloud ENT : 32bit : Illustrator CC2018 (22.1)	2.13GB	Ad

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

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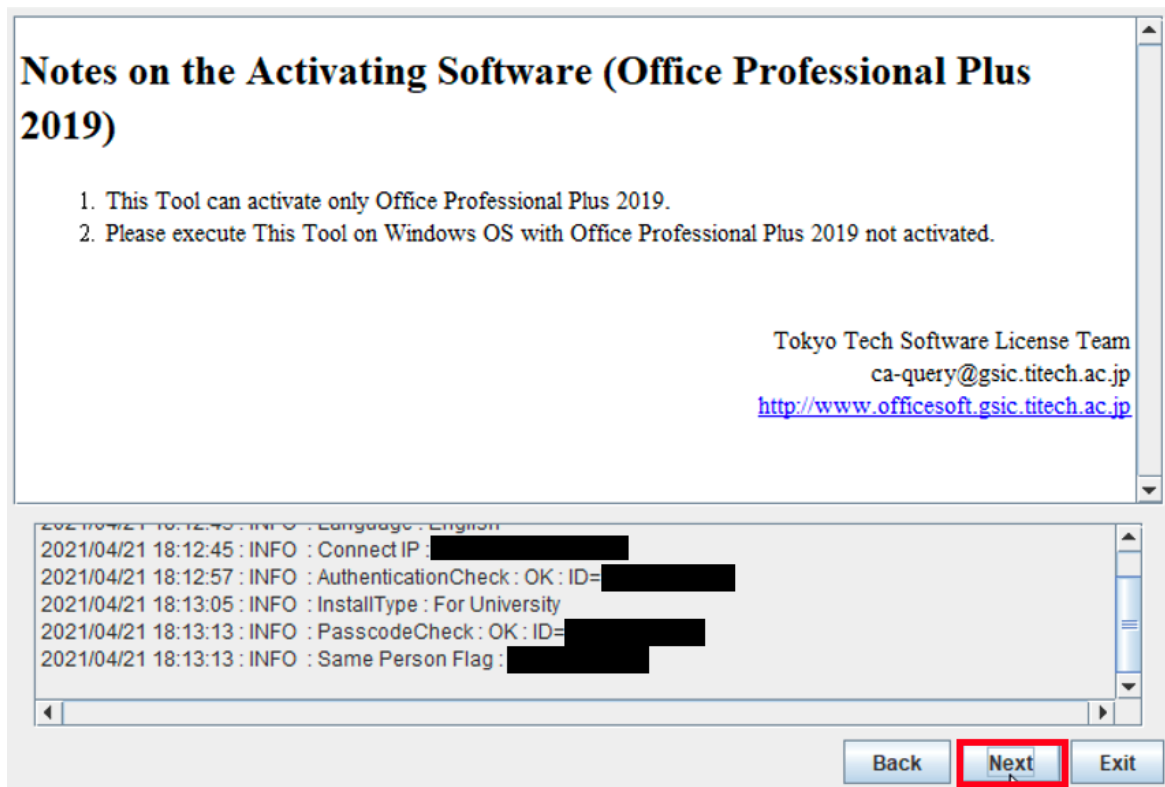
2021/04/21 18:12:45 : INFO : Language : English
2021/04/21 18:12:45 : INFO : Connect IP : 
2021/04/21 18:12:57 : INFO : AuthenticationCheck : OK : ID=
2021/04/21 18:13:05 : INFO : InstallType : For University
2021/04/21 18:13:13 : INFO : PasscodeCheck : OK : ID=
2021/04/21 18:13:13 : INFO : Same Person Flag : 

```

Back **Next** Exit

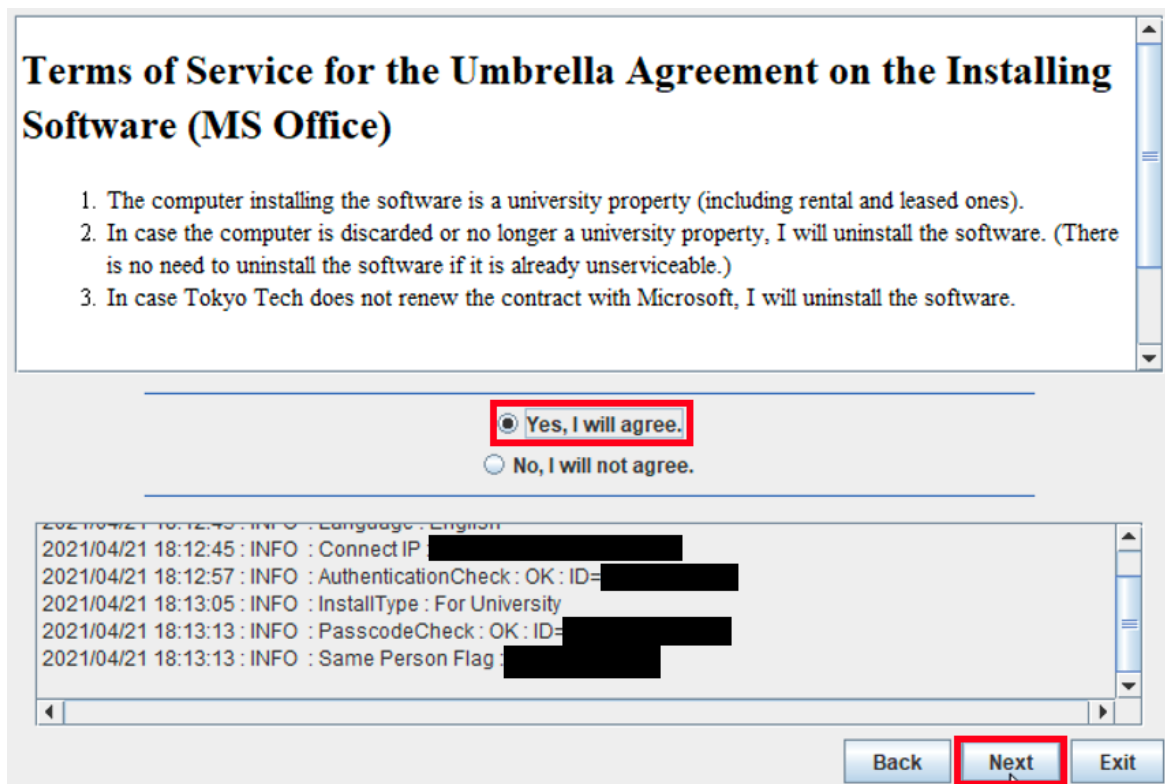
6.5

Click [Next].



6.6

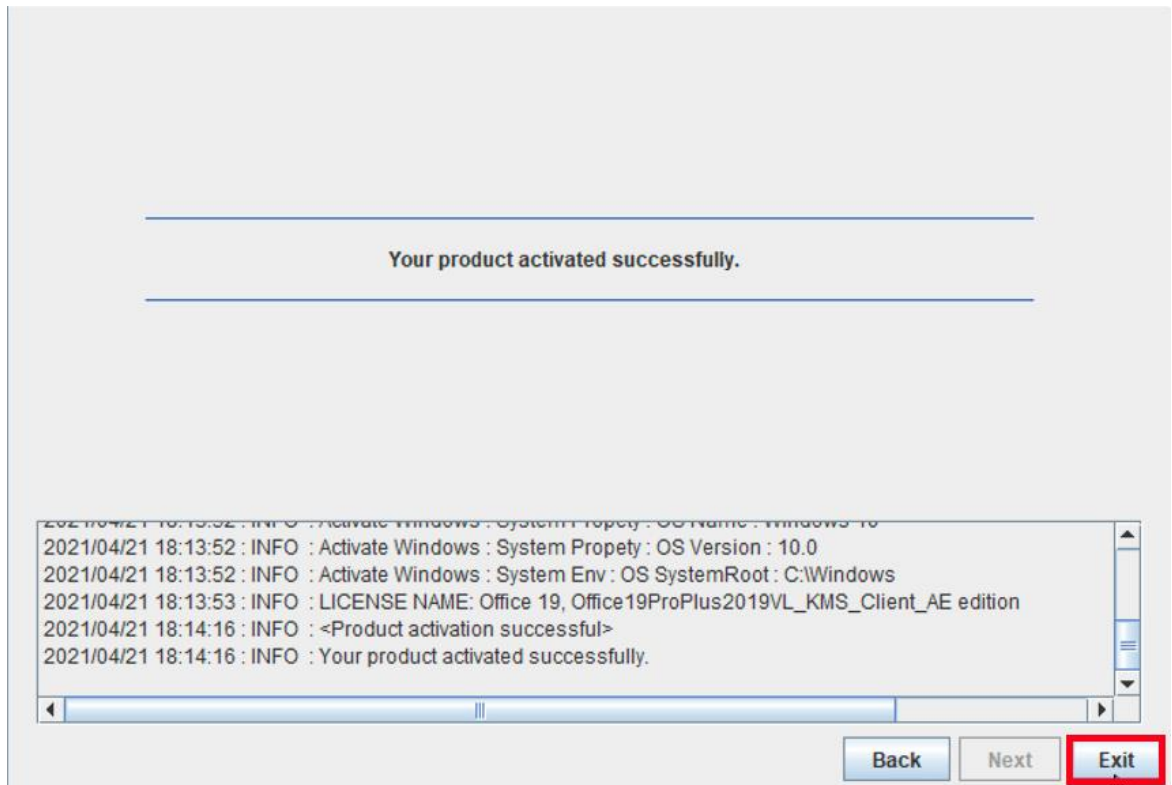
Click [Yes, I will agree.], and click [Next].





6.7

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



6.8

Start Word 2019.

<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

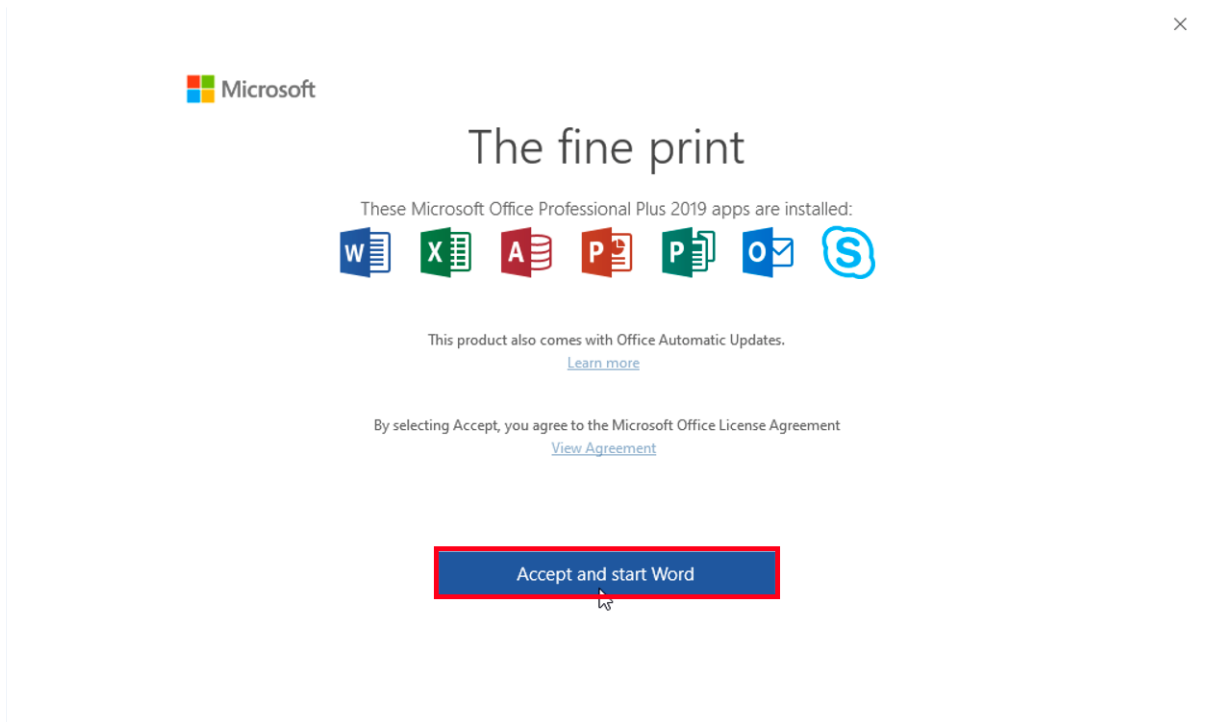
<https://support.office.com/ja-jp/article/can-t-find-office-applications-in-windows-10-windows-8-or-windows-7-907ce545-6ae8-459b-8d9d-de6764a635d6>

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>

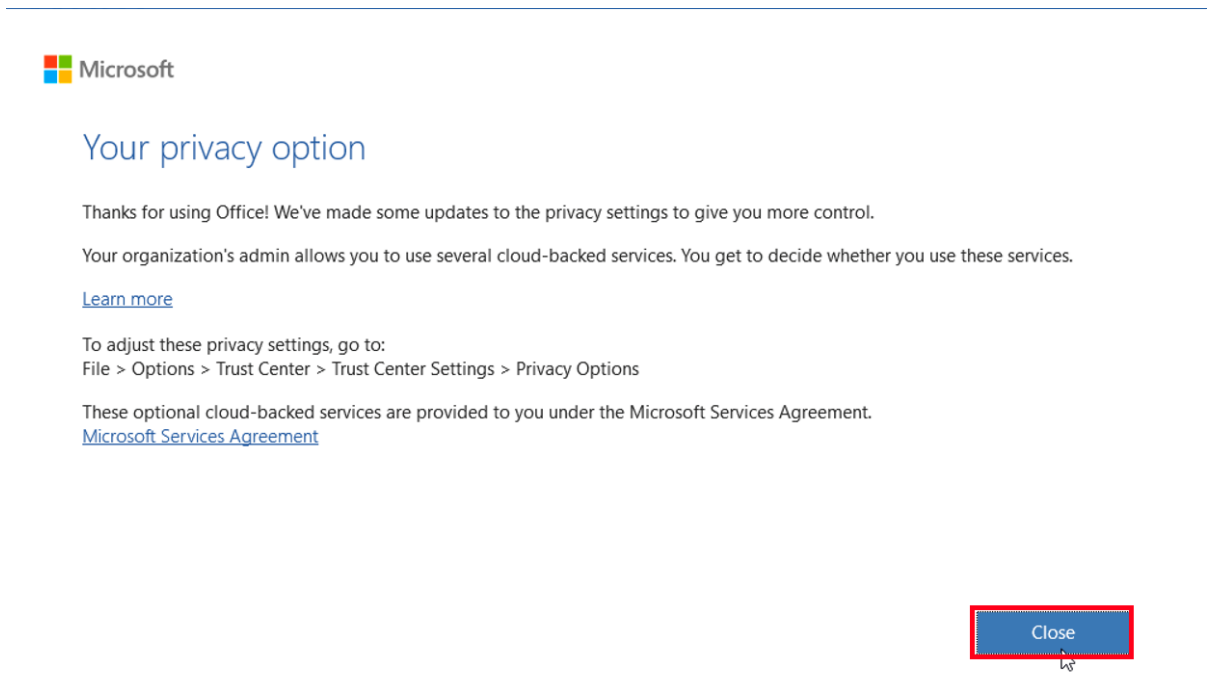
6.9

If you receive the message: *The fine print*, click [Accept and start Word].



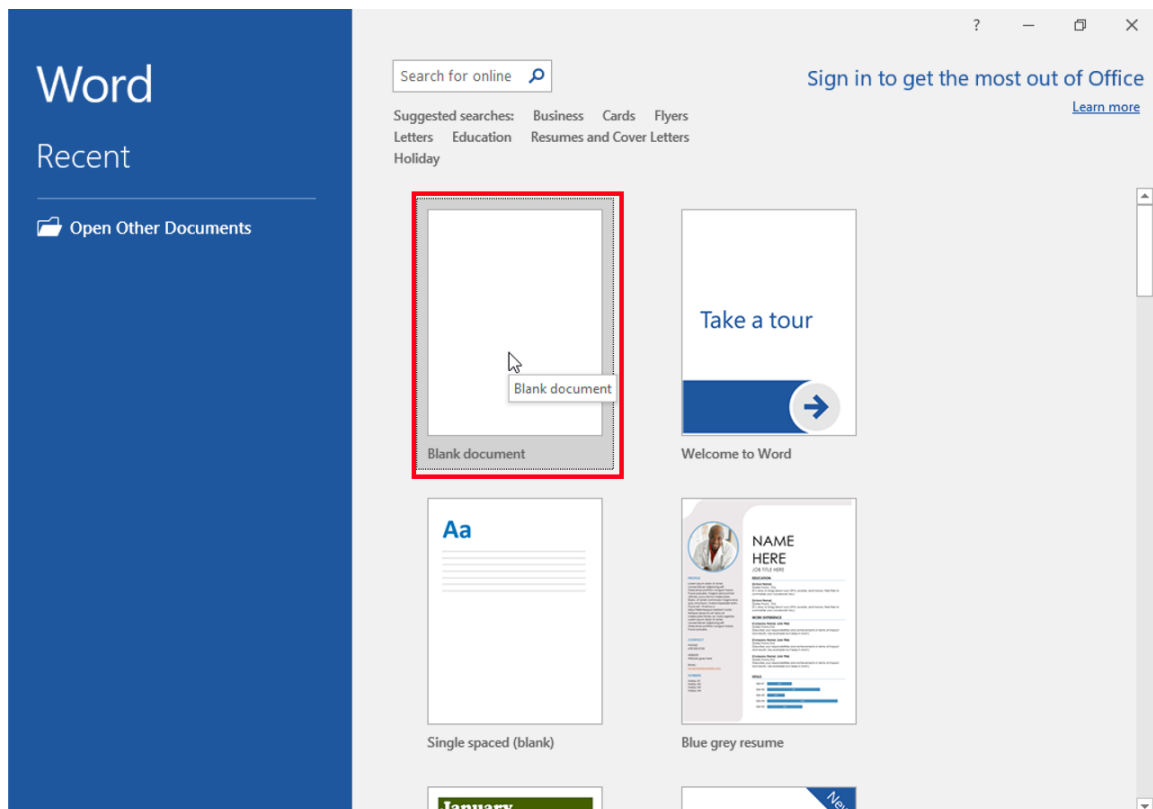
6.10

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



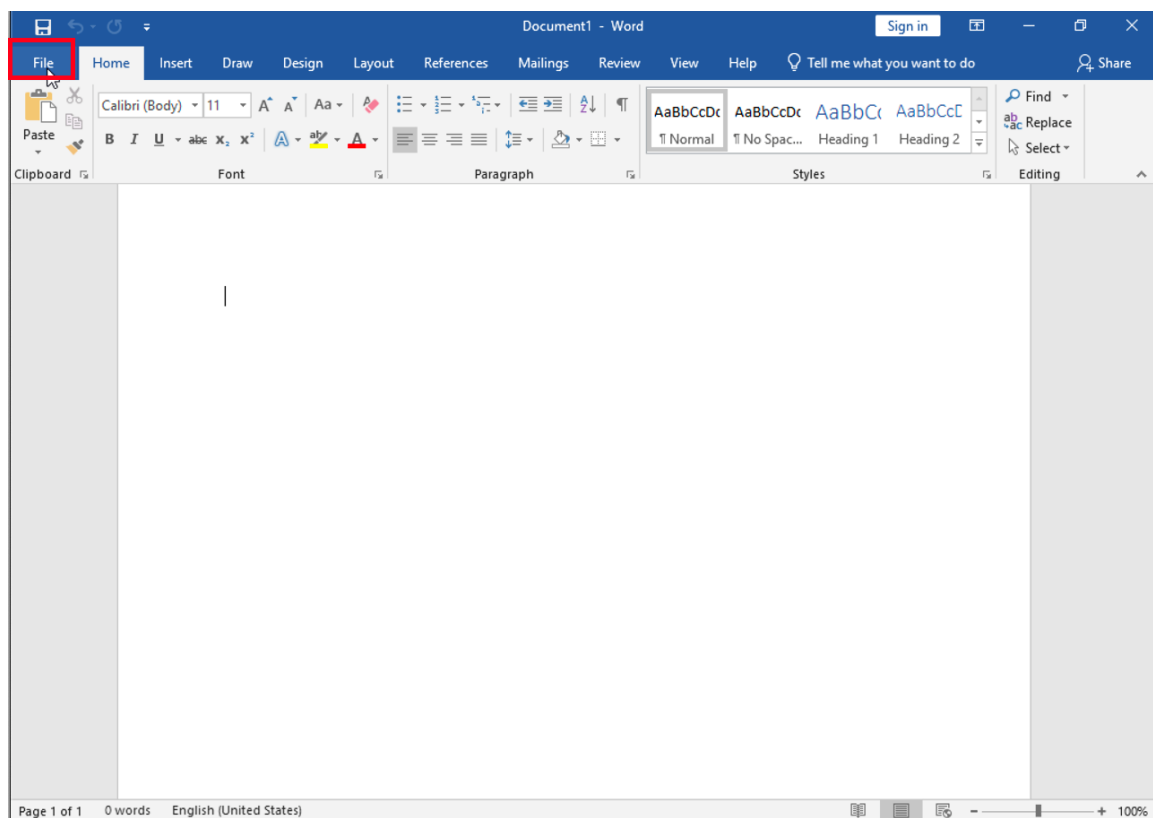
6.11

Click [Blank document].



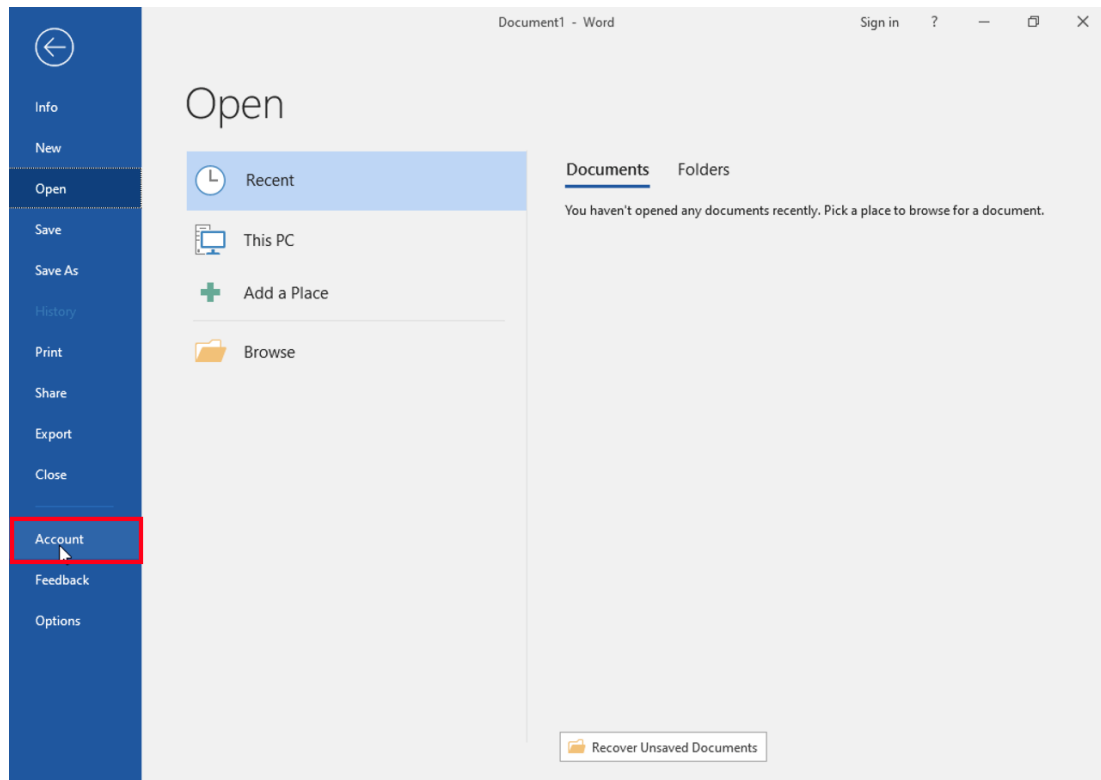
6.12

Click [File].



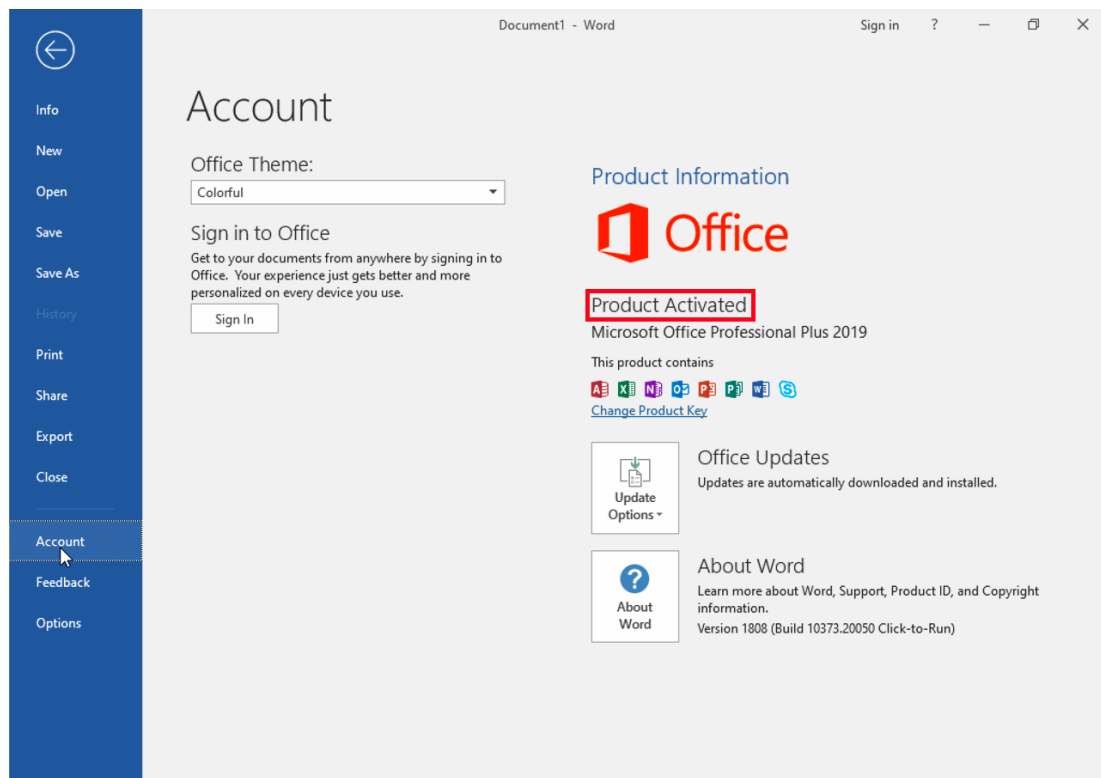
6.13

Click [Account].



6.14

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



#### 6.15

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