

1 Check system requirements

Go to the following page and make sure that the university-owned PC on which you want to install Office Standard 2019 for Mac meets system requirements.

What's new for admins in Office for Mac

<https://docs.microsoft.com/en-us/DeployOffice/mac/what-s-new-for-admins-in-office-for-mac>

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

5 Install Office Standard 2019 for Mac

5.1

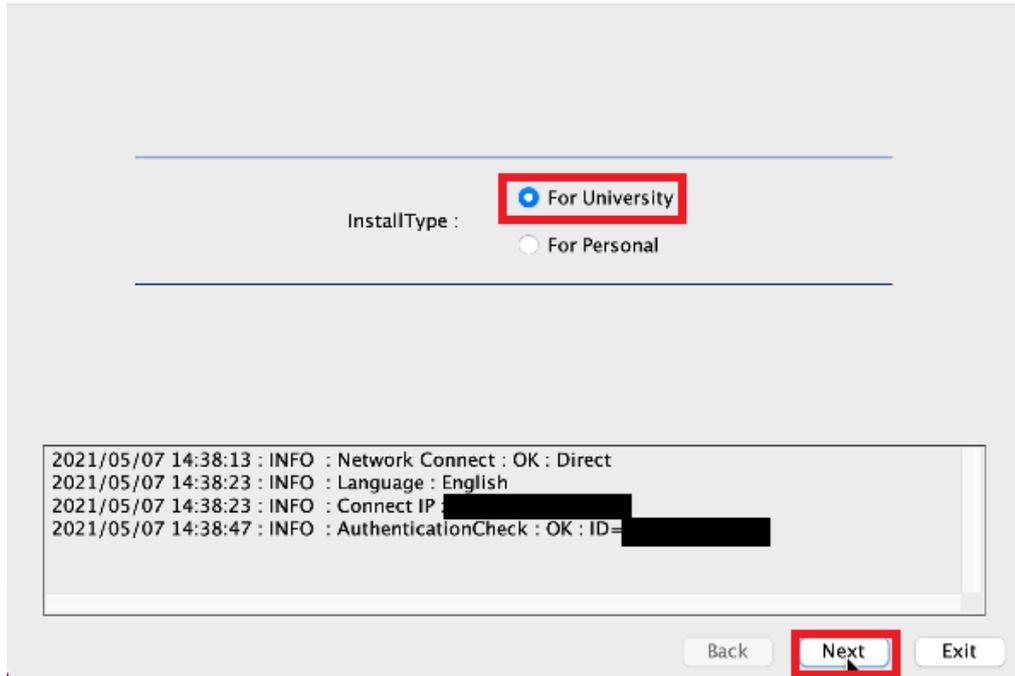
Follow steps in the following page.

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

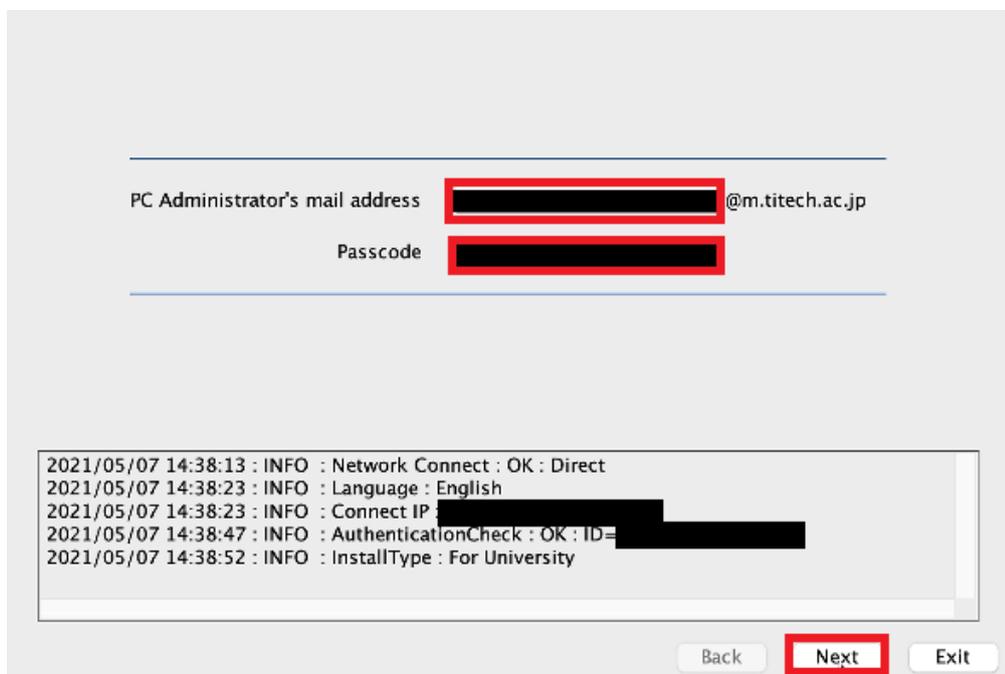
5.2

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



### 5.3

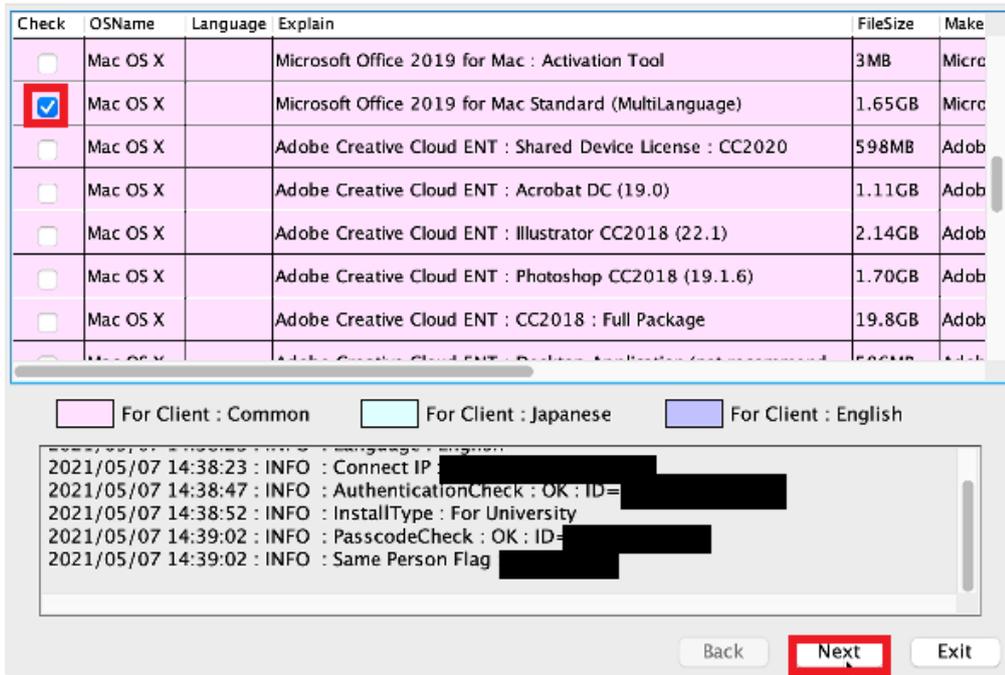
Type the mail address of The Tokyo Tech Mail System of PC Administrator who was decided at “2 Decide who to be PC Administrator” and the Passcode<sup>1</sup> which was obtained at “3 Obtain a Passcode”, and click [Next].



<sup>1</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.

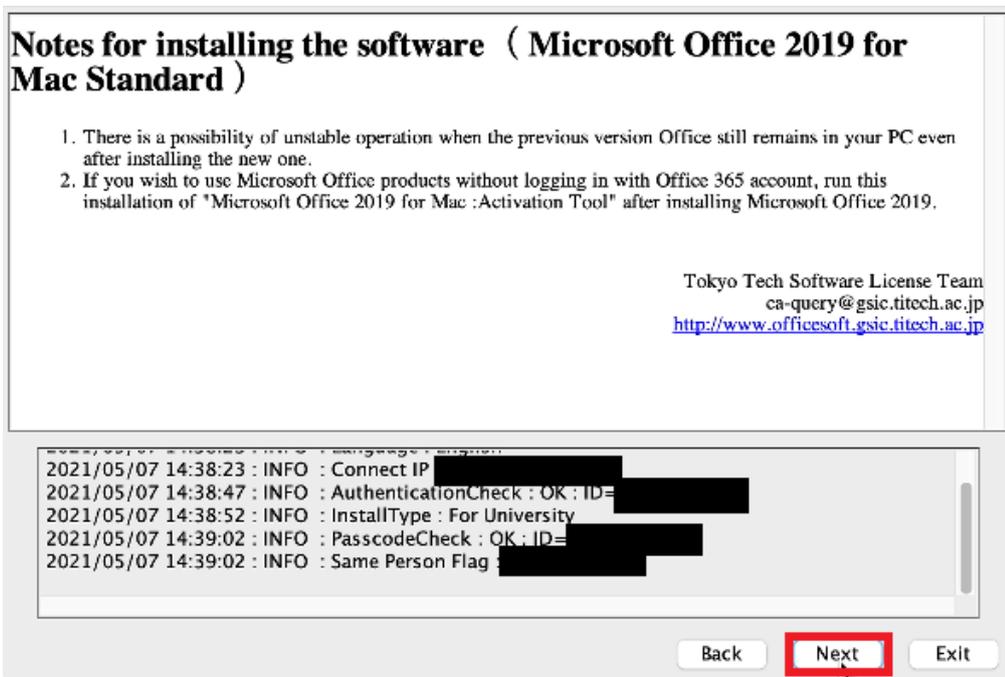
5.4

Check the row the Explain column of which is “Microsoft Office 2019 for Mac Standard (MultiLanguage)”, and click [Next].



5.5

Click [Next].



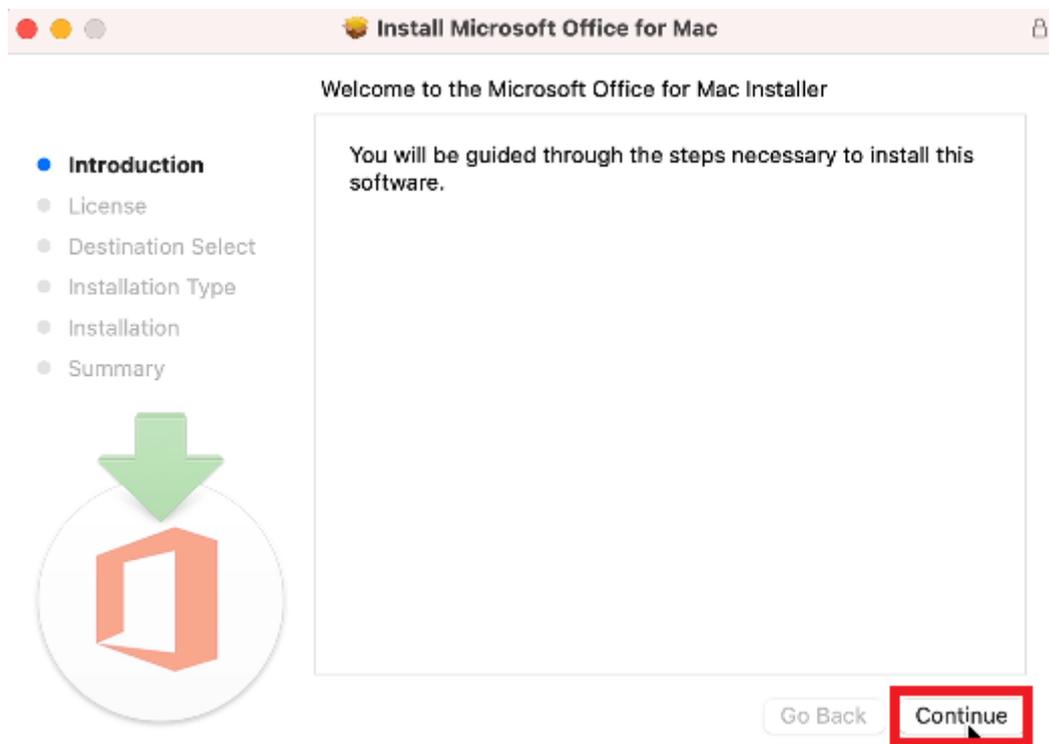
5.6

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



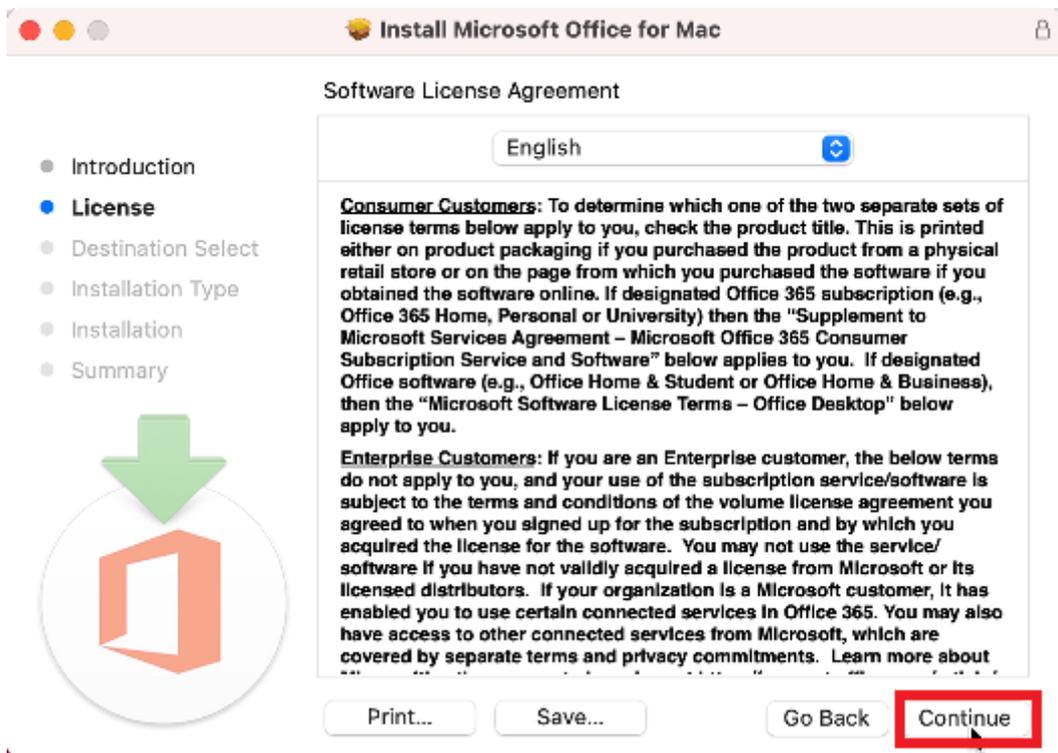
5.7

Click [Continue].



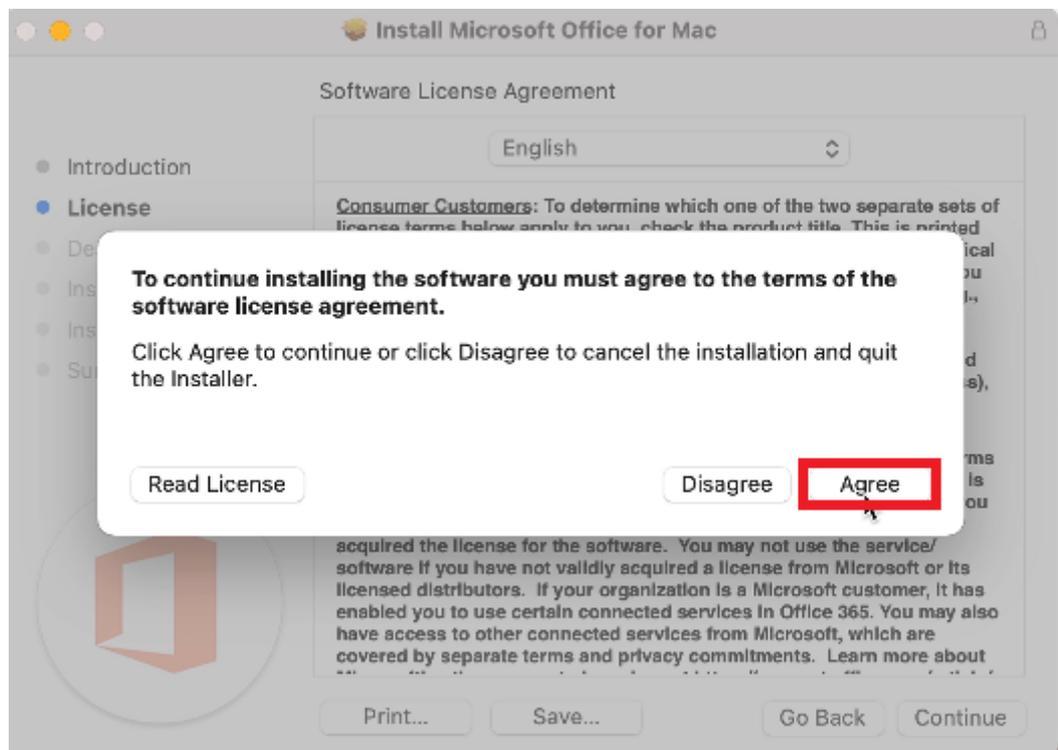
5.8

Click [Continue].



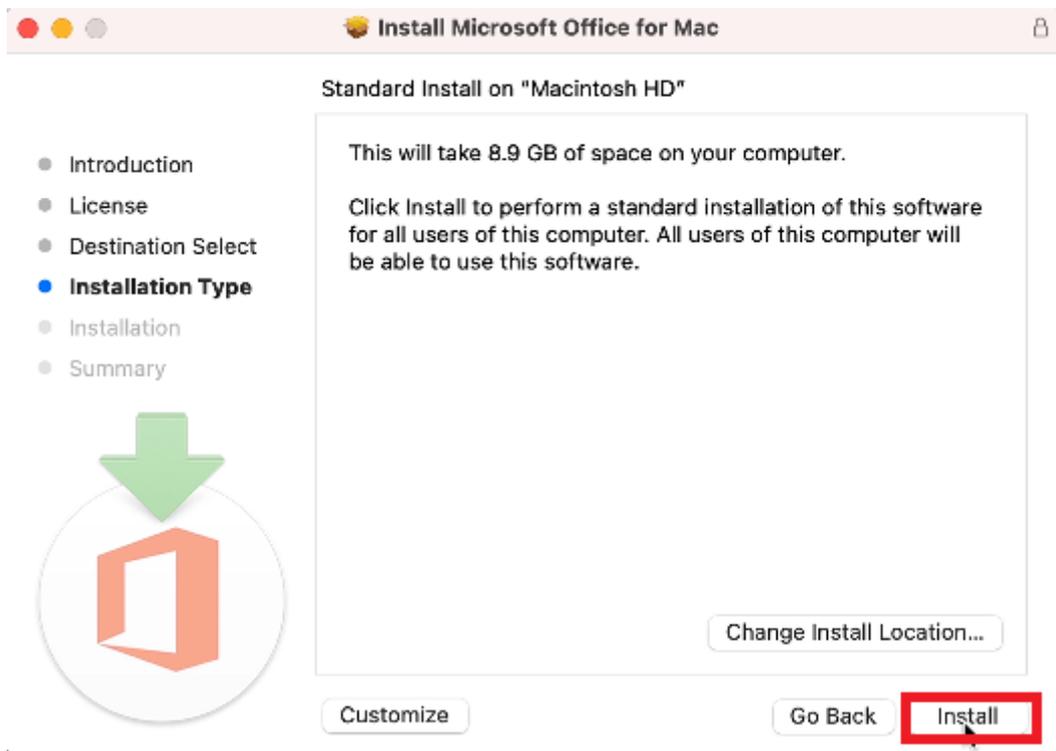
5.9

Click [Agree].



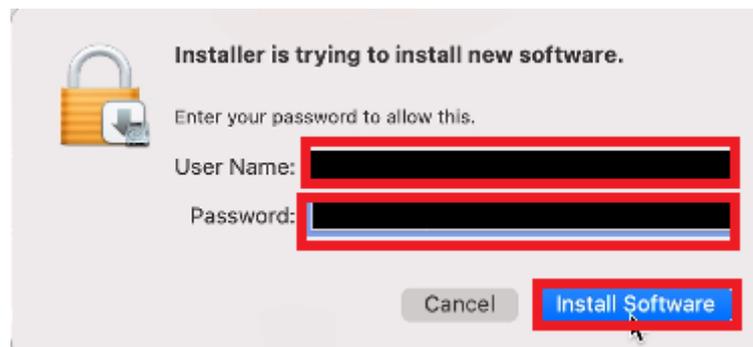
5.10

Click [Install].



5.11

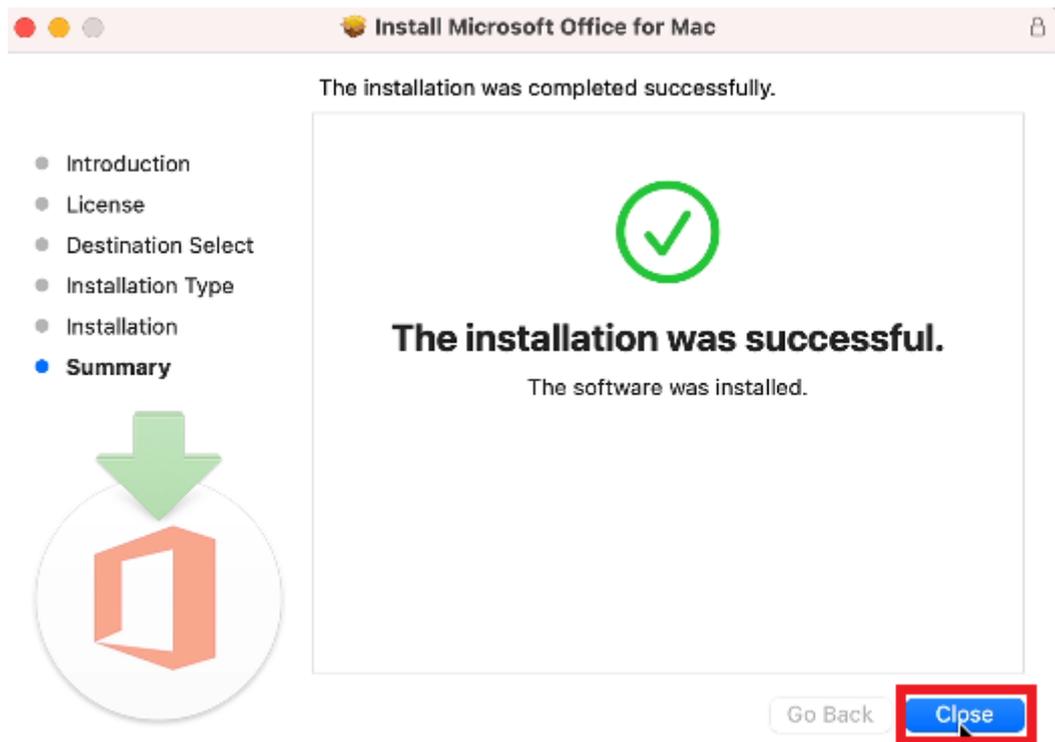
If you receive the message: *Installer is trying to install new software.*, type administrator<sup>2</sup> name and password, and click [Install Software].



5.12

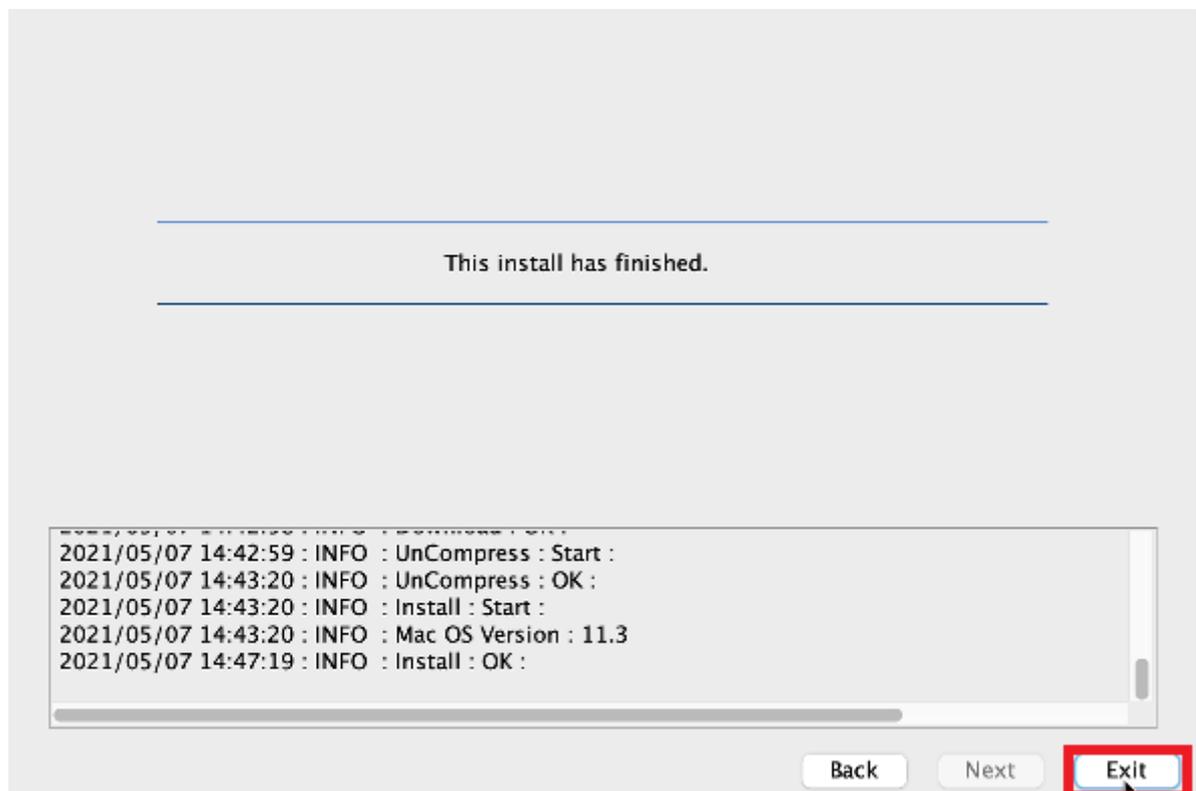
Click [Close].

<sup>2</sup> administrator <https://support.apple.com/guide/mac-help/aside/mchl17f139fc>



5.13

Click [Exit].



6 Execute Microsoft Office 2019 for Mac : Activation Tool

## 6.1

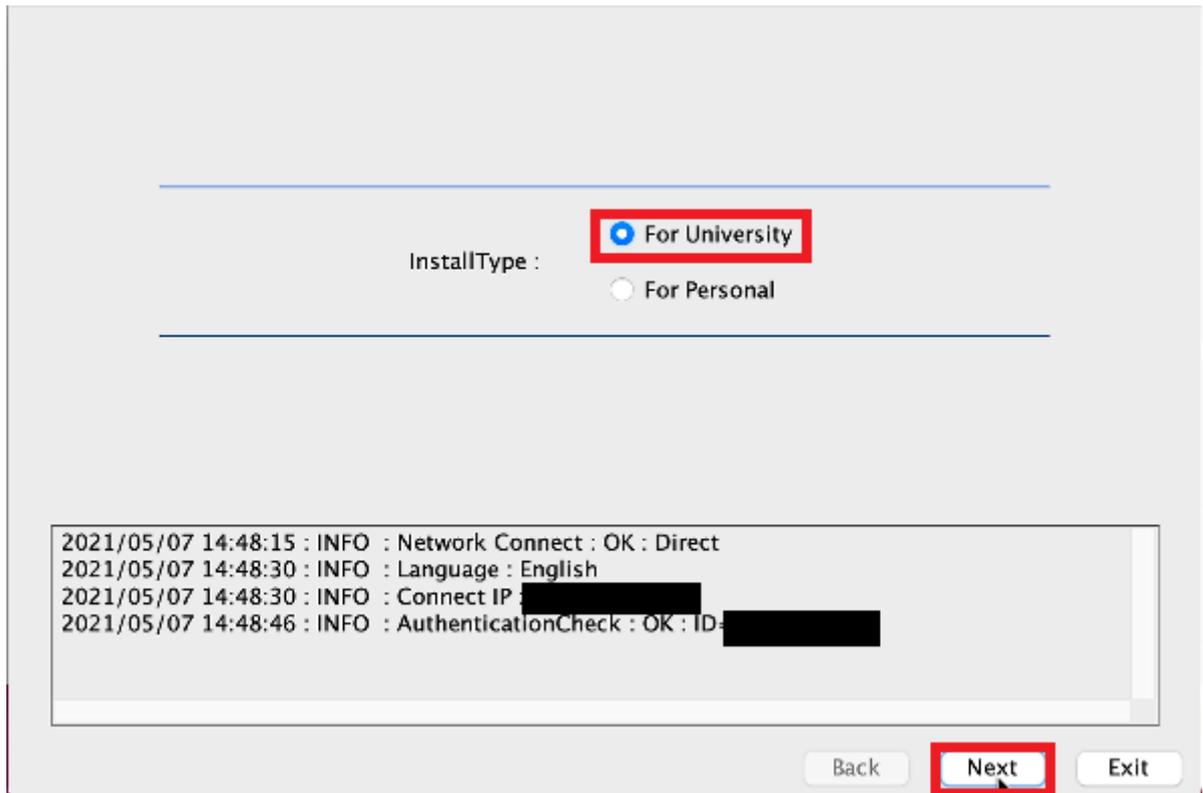
Follow steps in the following page.

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](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].

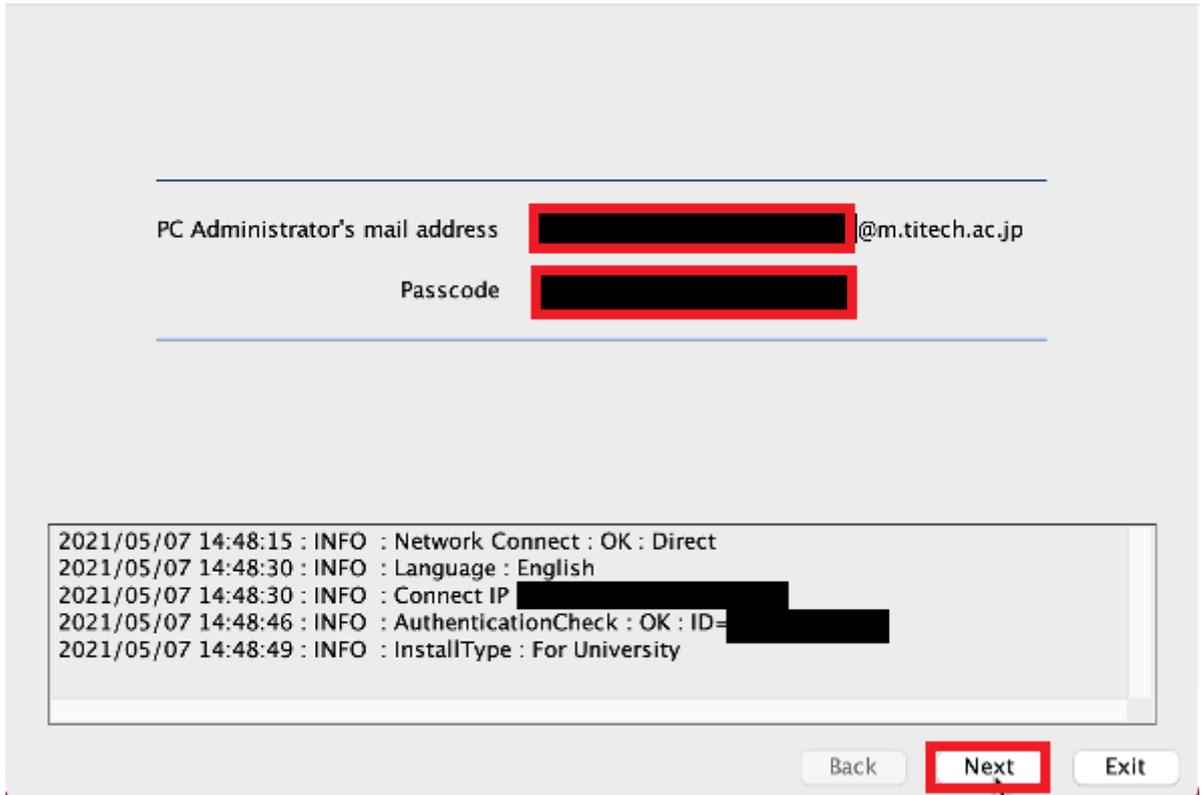


## 6.3

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

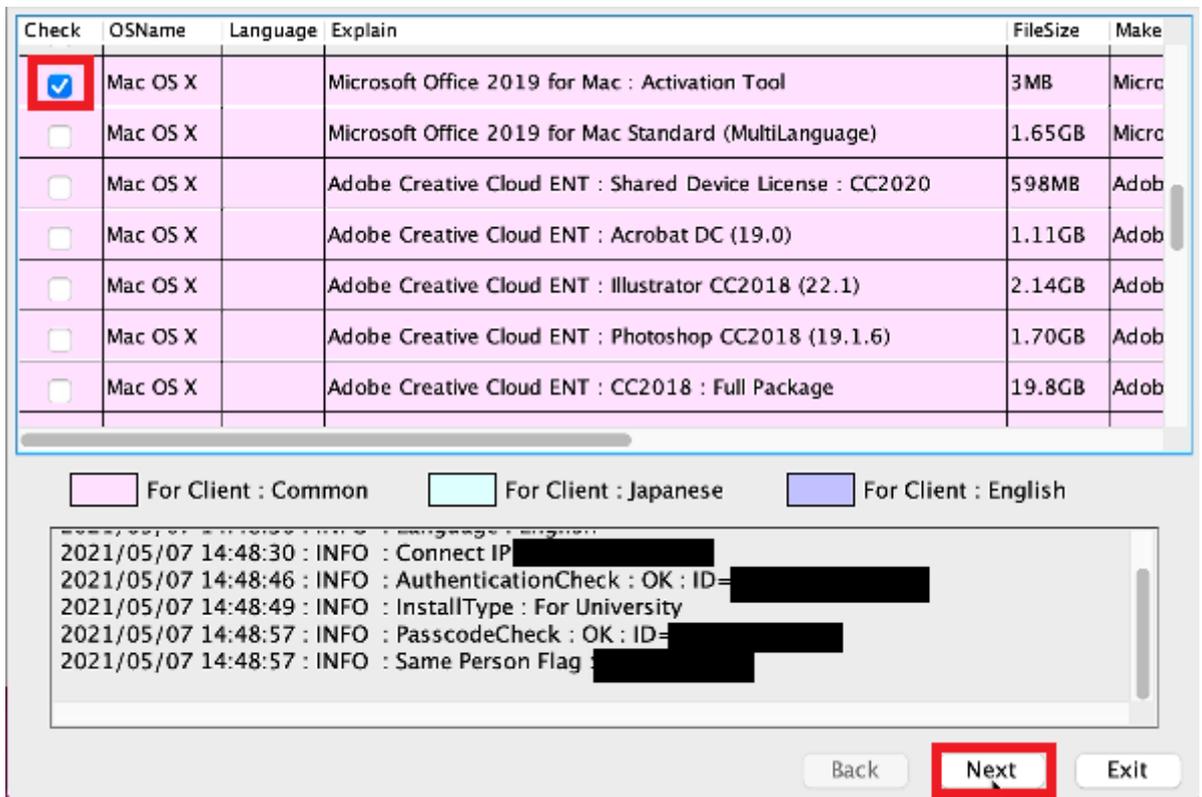
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<sup>3</sup> If the Passcode which was obtained at “3 Obtain a Passcode” is invalid, follow the operation “3 Obtain a Passcode” again and type it.



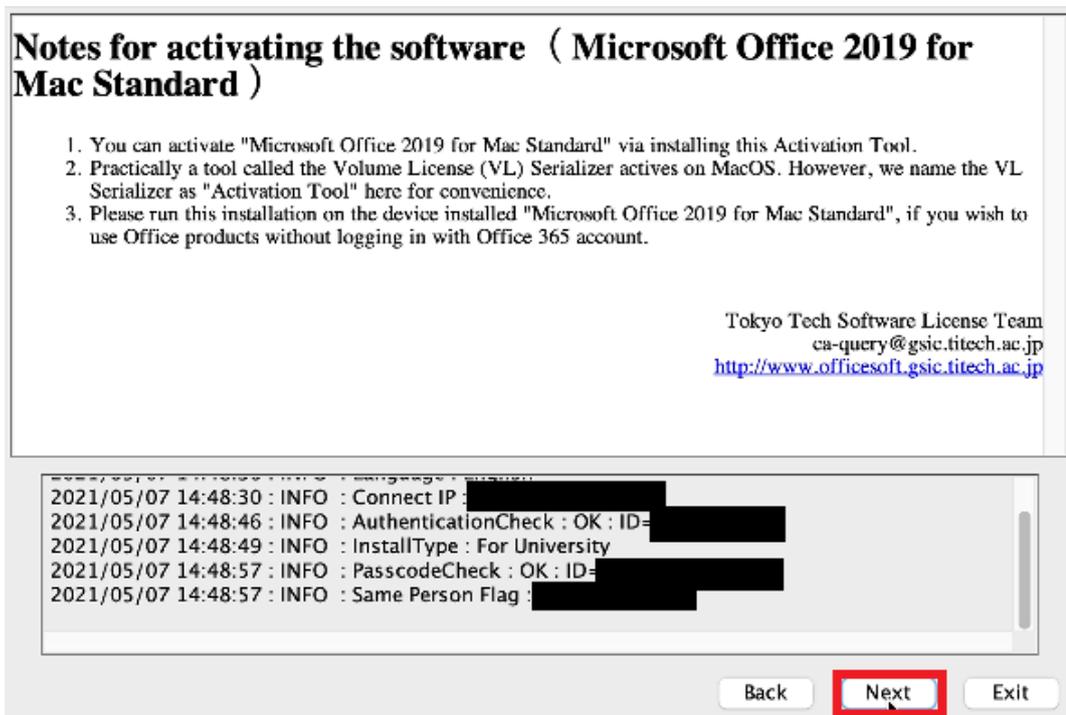
6.4

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



6.5

Click [Next].



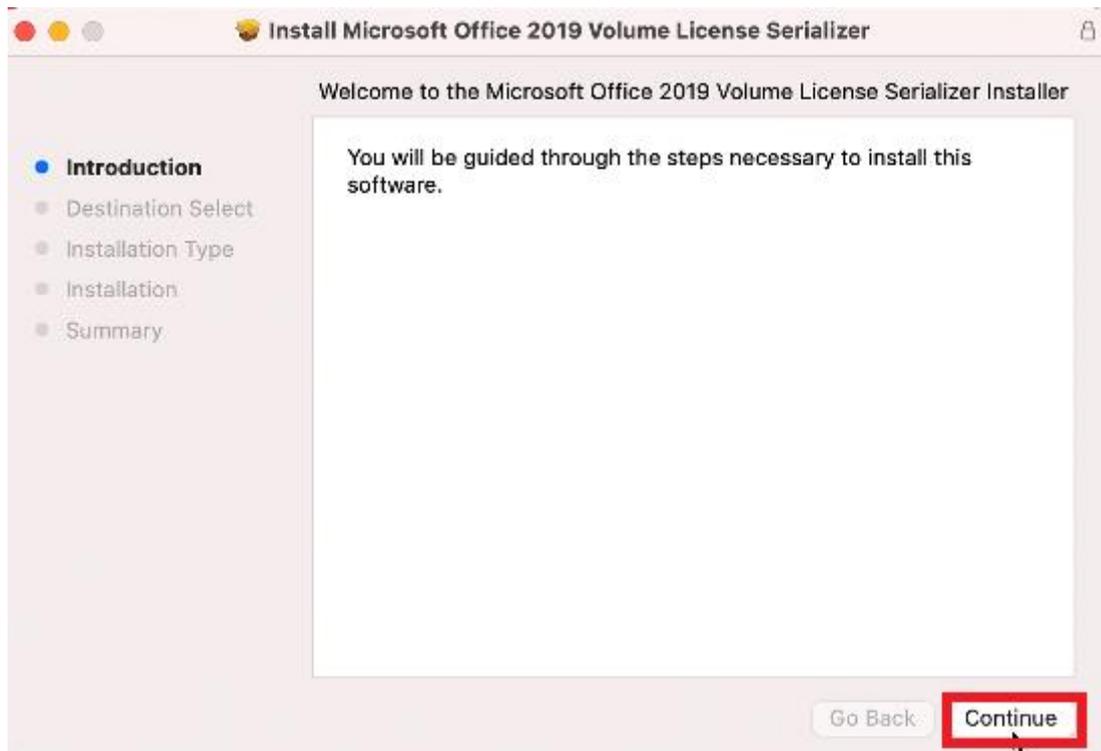
6.6

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



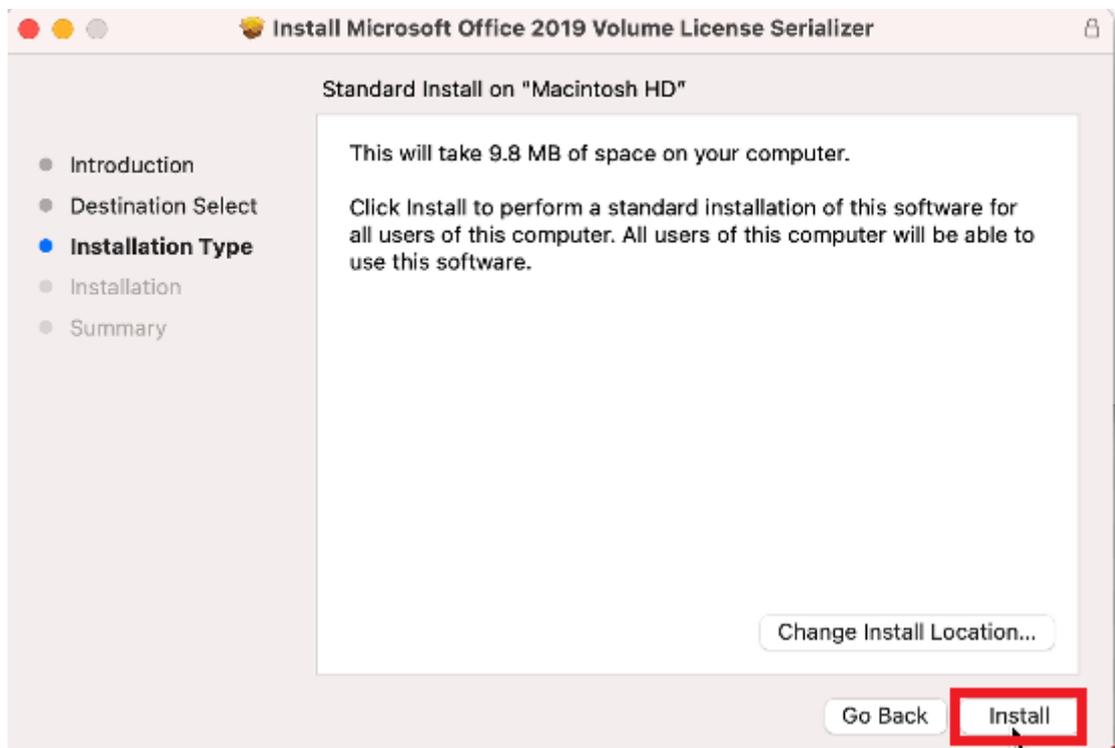
6.7

Click [Continue].



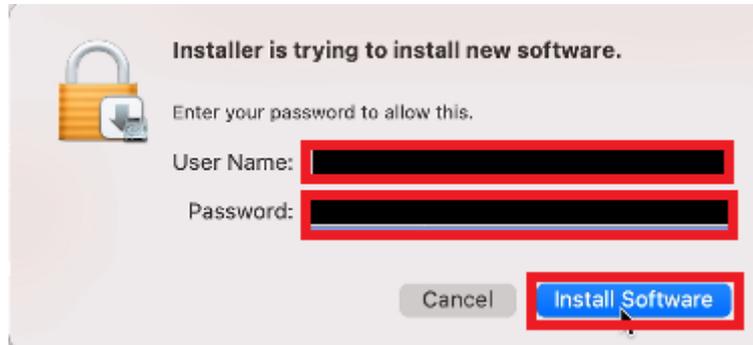
6.8

Click [Install].



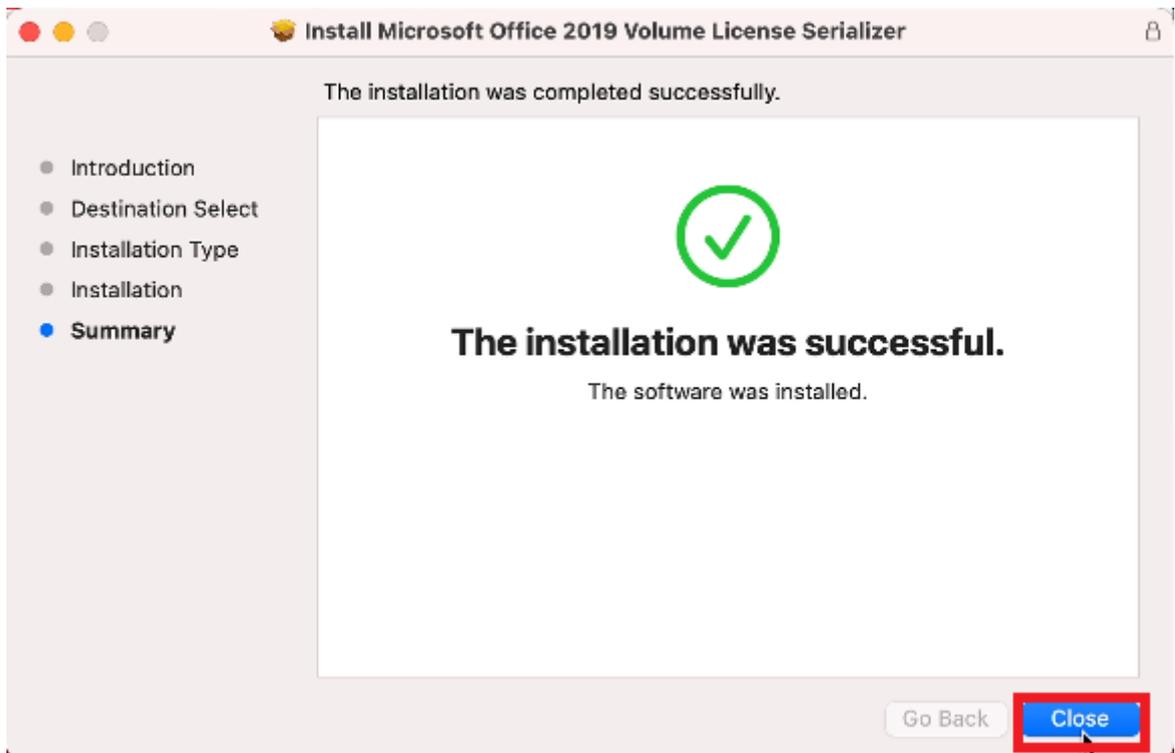
6.9

If you receive the message: *Installer is trying to install new software.*, type administrator<sup>4</sup> name and password, and click [Install Software].



6.10

Click [Close].

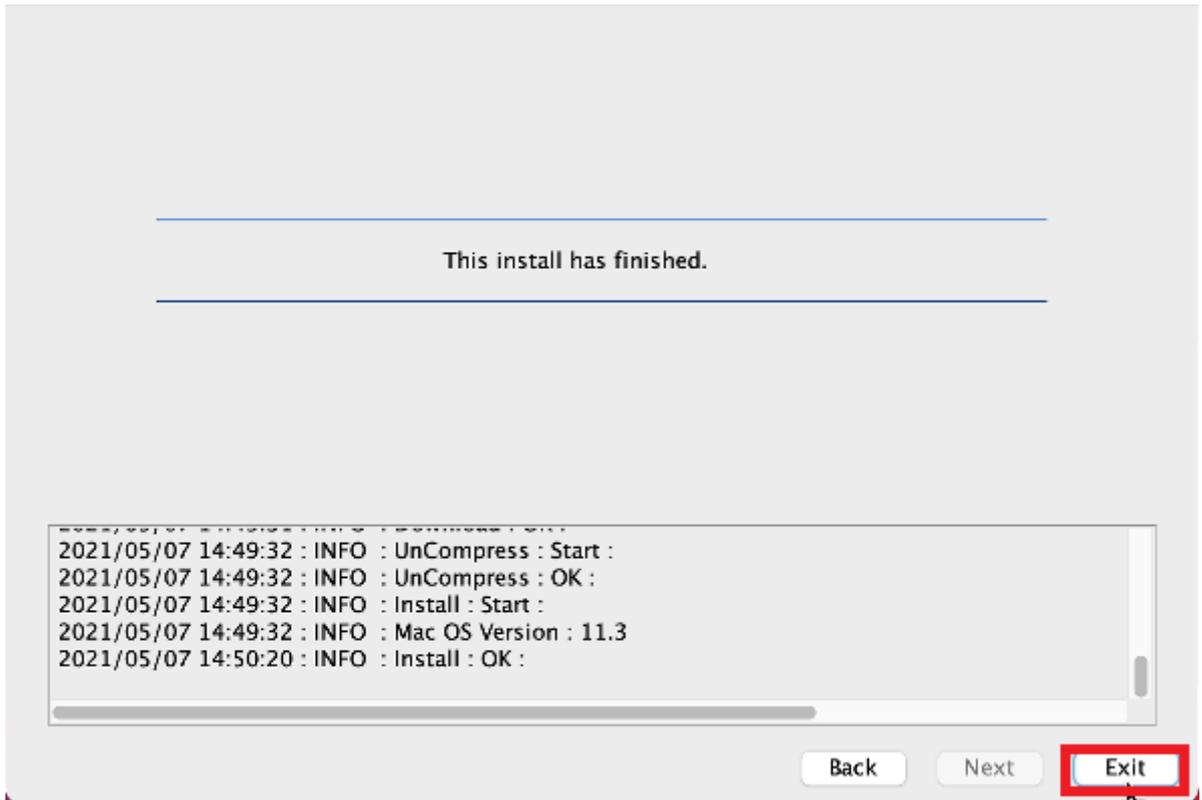


6.11

Click [Exit].

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<sup>4</sup> administrator <https://support.apple.com/guide/mac-help/aside/mchl17f139fc>



#### 6.12

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