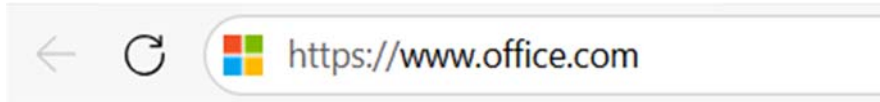


How to install Microsoft 365 Apps (Office ProPlus) on Windows

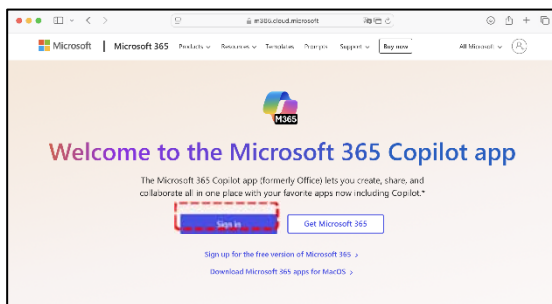
August, 2025
Information Technology Center

1. Open the Microsoft365 site.

The URL is **<https://www.office.com/>** .



2. Sign in to Microsoft365.



Students

Username : **Mail Address**

Graduate Students : g[student ID]@st.ygu.ac.jp

University Students : u[student ID]@st.ygu.ac.jp

Junior College Students : j[student ID]@st.ygu.ac.jp

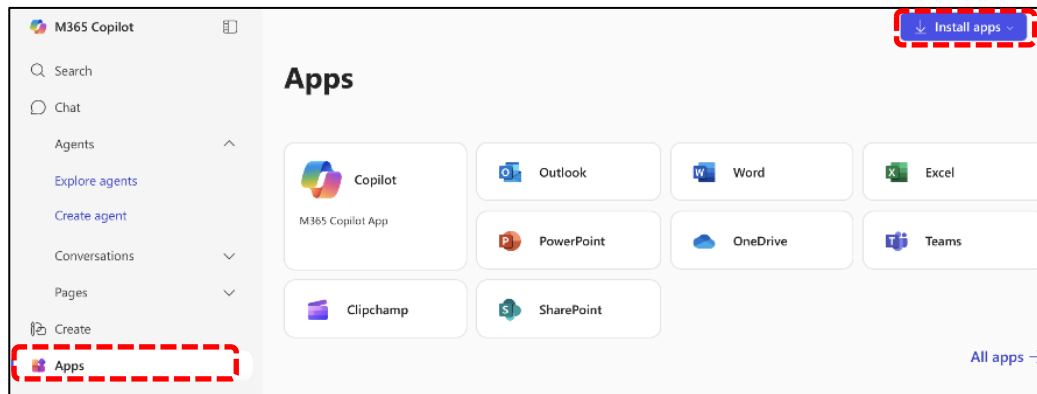
Password(Default) : **NTPW+BD(mmdd)**

* ex Birthday is April 1st: NTPW0401

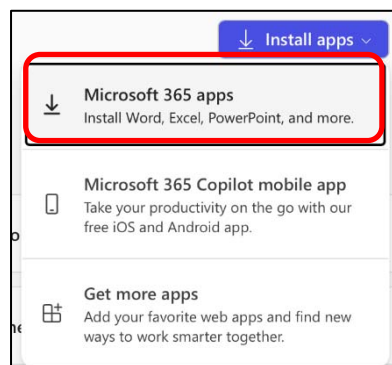
Faculties

The username and password assigned by
Information Technology Center

3. Click **“Apps”** on the left side of the screen and select **“Install apps”** in the upper right corner.



4. When you click **“Install apps,”** the screen below will appear. Select **“Microsoft 365 apps”**.



5. The screen will change. Select **“Install Office”** from **“Office apps and devices”** in My Account, and download the installer. (Figure A)
Run the downloaded **“OfficeSetup.exe”** by selecting **“Open File.”** (Figure B)
*If a security warning screen appears, select **“Run”** or **“Yes”** to proceed.

Figure A

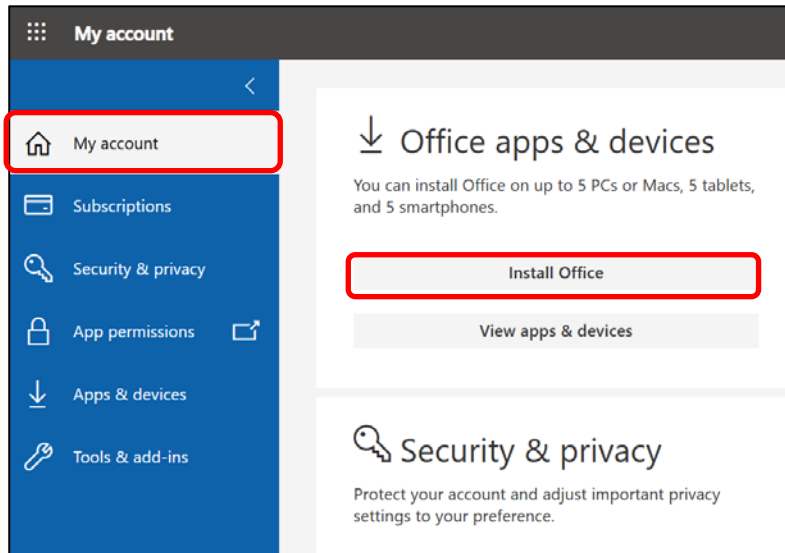
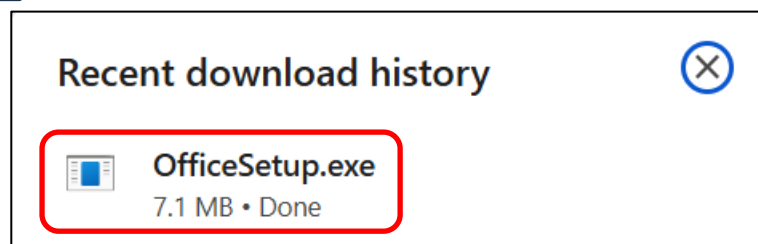
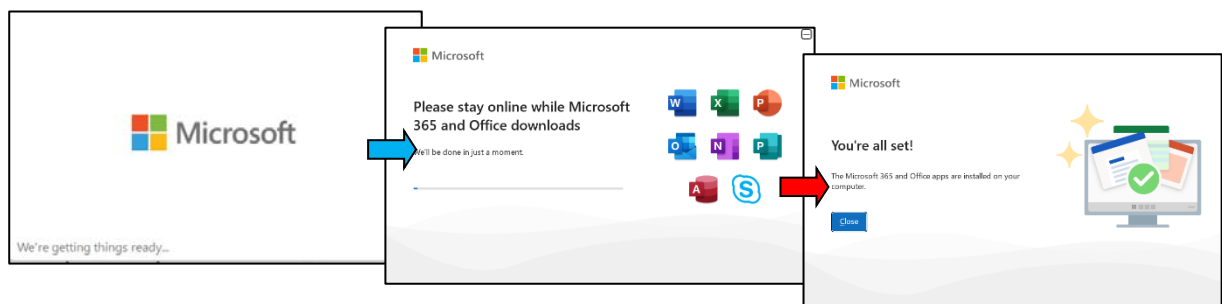


Figure B

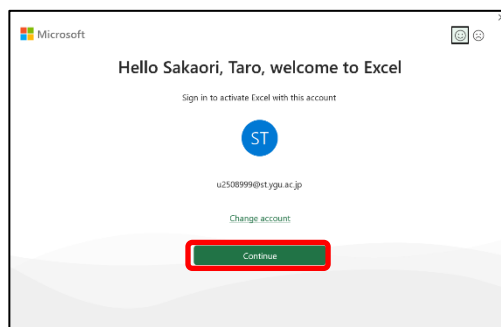


6. The Office download will begin, and once it reaches 100%, the installation will begin. Once the installation is complete, the installation process is finished. Click “Close.”

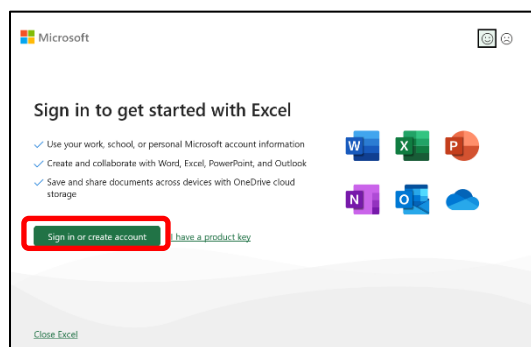


[Reference] As a general guideline, installation takes approximately 10 to 20 minutes to complete. (Depending on your computer's performance and network environment, it may take longer.)

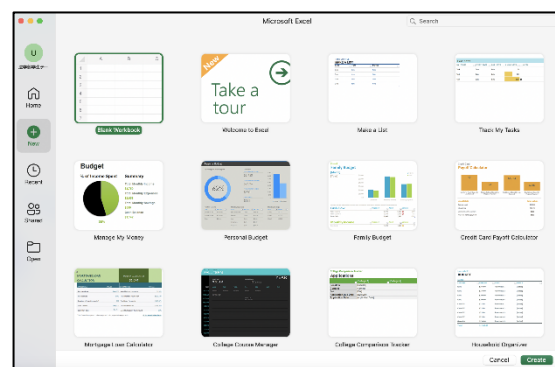
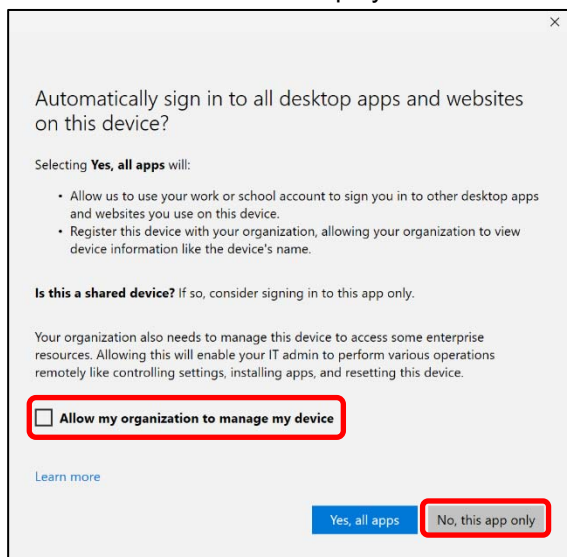
7. When you launch Excel (or Word, PowerPoint, etc.), a sign-in screen will appear. If you agree, click “Continue.”



If the image below appears, select “Sign in to your account or create an account.” The sign-in screen will appear, so enter your email address and password.



8. After entering your password, the screen below will appear. Uncheck “Allow my organization to manage my device” and click “No, this app only.” The Excel screen will be displayed.



For installation instructions for MacOS, tablets, smartphones, etc. (iOS/Android) other than Windows, please refer to the following **Microsoft 365 Apps User Guide page**.

Microsoft 365 Apps User Guide

<http://www.ygu.ac.jp/computer/office365/>