

# Microsoft 365 Office installation – PC

2023/3/1



国立大学法人

滋賀医科大学

SHIGA UNIVERSITY OF MEDICAL SCIENCE

# Login to the Microsoft365

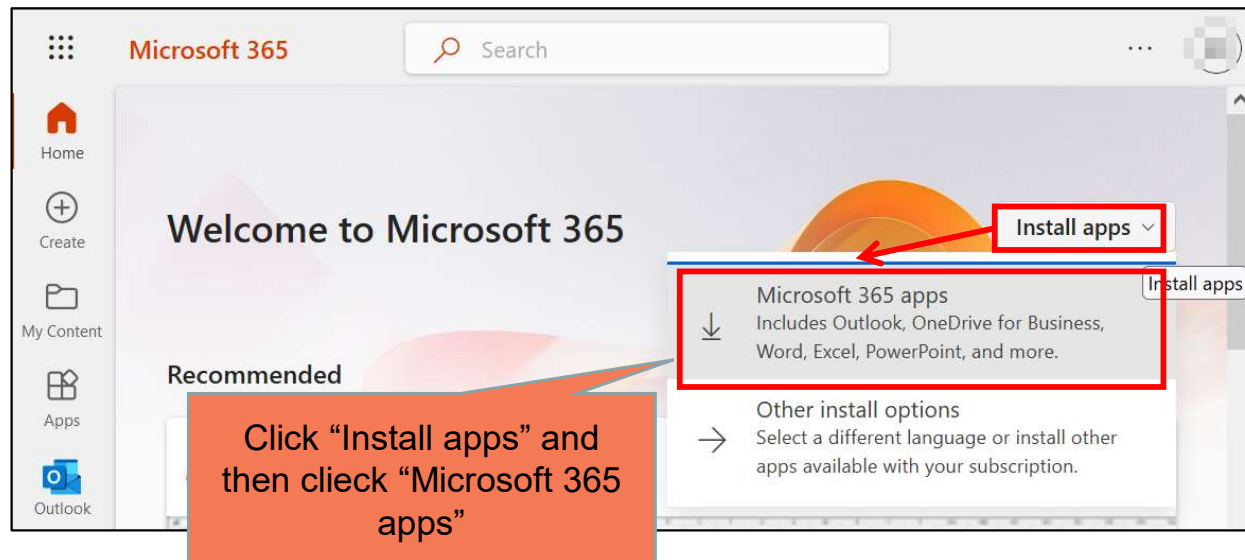
Access to the Microsoft 365 Portal <https://login.microsoftonline.com/>

The image shows two screenshots of the Microsoft 365 login process. The first screenshot is the 'Sign in' page, where the user is prompted to enter their email, phone, or Skype ID. A red box highlights the 'Mail address' field, which contains two example email addresses: \*\*\*\*\*@belle.shiga-med.ac.jp and \*\*\*\*\*@g.shiga-med.ac.jp. A red arrow points from this box to the input field. Below the input field are 'Back' and 'Next' buttons. An orange callout box at the bottom of the first screenshot says 'Input the mail address and click "Next"'. The second screenshot is the 'Enter password' page, where the user is prompted to enter their password. A red box highlights the password input field, which contains a series of dots. An orange callout box to the right of the second screenshot says 'Input the password and click "Sign in"'. A blue 'Sign in' button is located at the bottom of the second screenshot. A large orange arrow points from the first screenshot to the second.

すでに別のIDサインインされた状態であれば、サインアウトし、ブラウザをすべて閉じてから作業を行って下さい。

# Installation of Office application

Install the Office



**When you want to install other language or install the 32bits application, please select the "Other install options"**  
→ **Next page**

Installation continues as follows.



## (Appendix) Installation of other language and 32 bit office

From my account, select “Apps % devices” and select the language or version of Office and click “Install Office”

The screenshot displays the 'My account' interface, specifically the 'Apps & devices' section. On the left sidebar, 'Apps & devices' is highlighted with a red box. The main content area shows the 'Office' application with a red box around the 'Language' (English (United States)) and 'Version' (64-bit) dropdown menus. A red arrow points from this box to the 'Install Office' button, which is also highlighted with a red box. Below the Office section, the 'Skype for Business' section is visible with its own 'Install Skype' button.

## (Appendix) How to confirm the office-installed device

Select “Apps & devices” from my account, select the “device”. The list of devices which office has installed are displayed. (Sign out the unnecessary device)

The screenshot displays the 'Apps & devices' management page for an Office account. On the left sidebar, 'Apps & devices' is highlighted with a red box. In the main content area, the 'Office' section shows the language set to 'English (United States)' and the version as '64-bit'. Below this, the 'DEVICES' section is expanded, showing a list of installed devices. A red box highlights the 'DEVICES' header, and a blue box highlights the list of devices. To the right, under 'SIGN OUT OF OFFICE', a 'Sign out' button is highlighted with a blue box. A callout box with an orange background and white text points to this button, containing the Japanese text: 必要に応じてサインアウトしてください (Please sign out as needed).