

# Microsoft Office Professional Plus 2019 Installation Manual

[Manual overview]

**Microsoft Office Professional Plus 2019 can only be installed on university-owned Computers.**

This manual explains the procedure for Office Professional Plus 2019 software installation, across the university.

Please refer to the download manual (published separately) for downloading the installer file.

Installer file can be downloaded from

<https://sw-ds.cc.kyushu-u.ac.jp/>

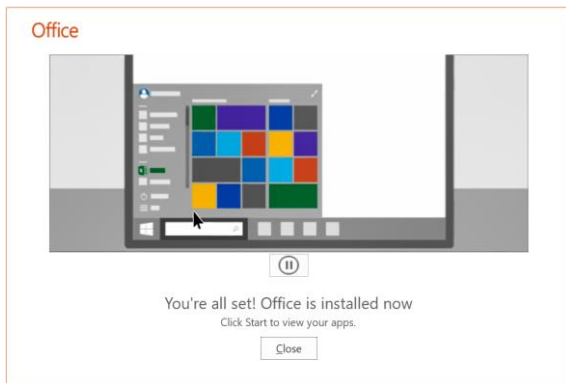
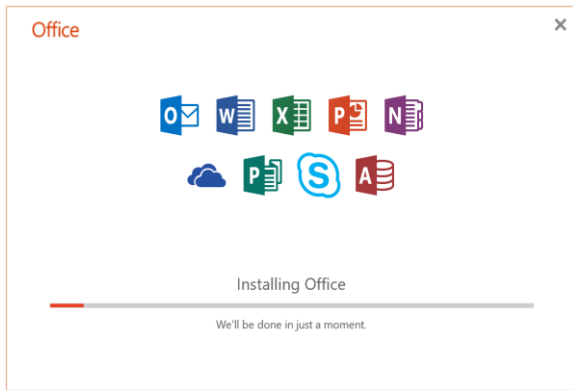
Installer file download manual is available at

[https://soft.iii.kyushu-u.ac.jp/ms/pdf/DownloadStation\\_manual.pdf](https://soft.iii.kyushu-u.ac.jp/ms/pdf/DownloadStation_manual.pdf)

Notes

Microsoft Office 2019 versions will not be properly installed if another Office Product (e.g., Office 365 ProPlus) is already installed.

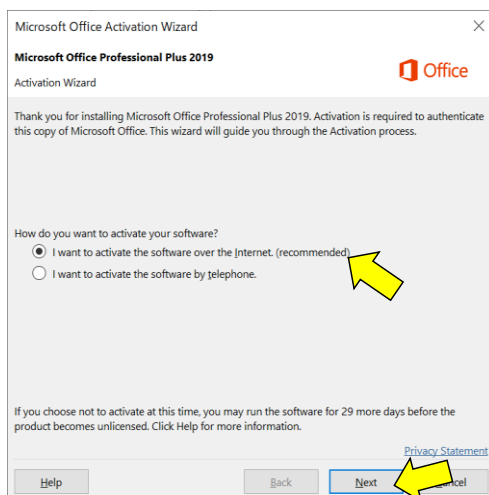
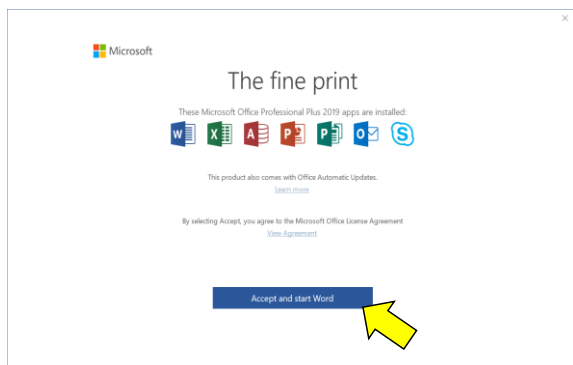
Please uninstall any other Office products, in advance.



## Step 1

① Installation of Office Professional Plus 2019 will begin following the download manual (published separately). This includes the Certification Program execution step.  
Please wait until the progress bar reaches the right-hand side.

② After the screen displays the installation completion, click the "Close" button .



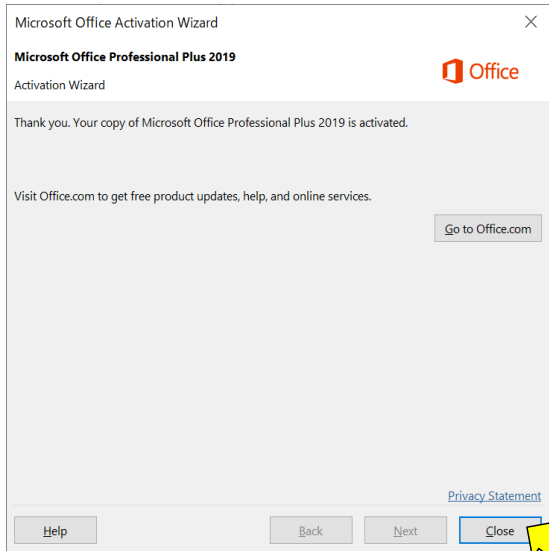
## Step 2

① Open an Office application, such as MS word or Excel, from the installed Office software package.

② A window showing "The fine print" will be displayed at the start of the application.

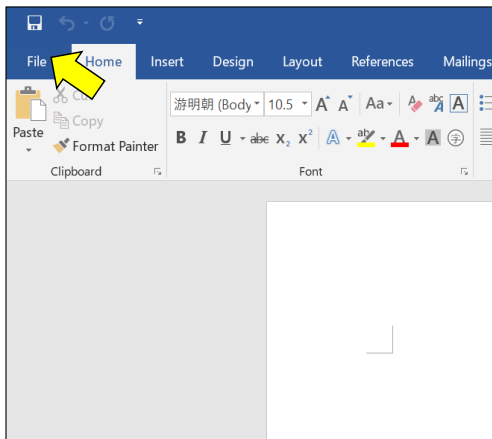
③ Please click the "Accept and start ----" button, if you agree with the stated terms.

④ Further, the "Activation Wizard" will be displayed. Select "I want to activate the software over the Internet. (recommended)", and click the "Next" button.



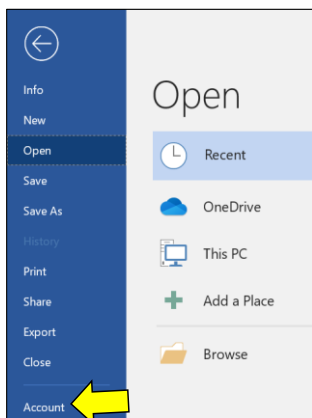
### Step 3

① A message indicating the license authentication completion will be displayed. Click the "Close" button and exit the wizard.

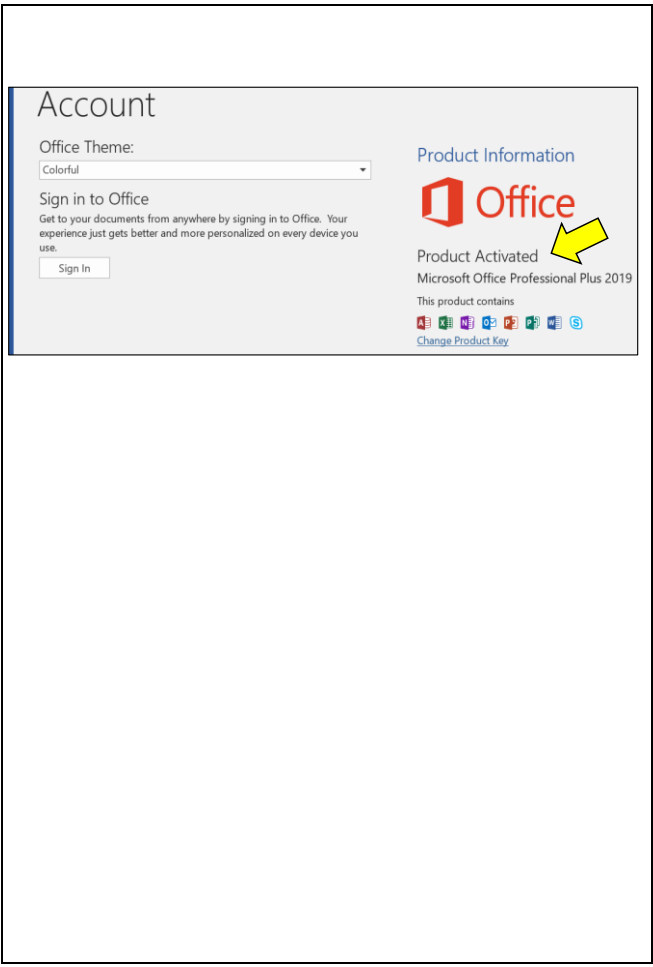


### Step 4

① Restart the application, open either a new or existing file, and click on "File" at the upper left corner of the screen.



② Click "Account" in the menu.



Step 5

① Please ensure that "Product Activated - Microsoft Office Professional Plus 2019" is displayed in the Product Information section.

This concludes the installation procedure of Office Professional Plus 2019.