

Office LTSC Professional Plus 2021 Installation Manual (Windows)

[Manual overview]

Microsoft Office LTSC Professional Plus 2021 can only be installed on university-owned computers.

This manual explains the procedure for Office LTSC Professional Plus 2021 software installation as university-wide software.

For downloading the installation file, please refer to the download manual published separately.

Installation file can be downloaded from

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

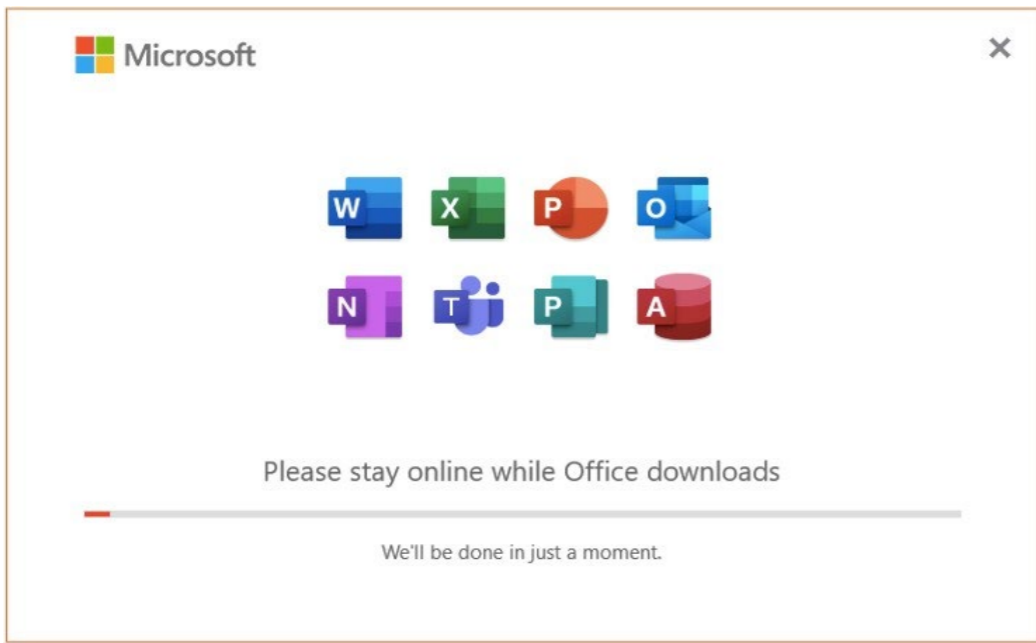
Installation file download manual is available at

https://soft.iii.kyushu-u.ac.jp/documents/DownloadStation_manual_eng.pdf

Notes

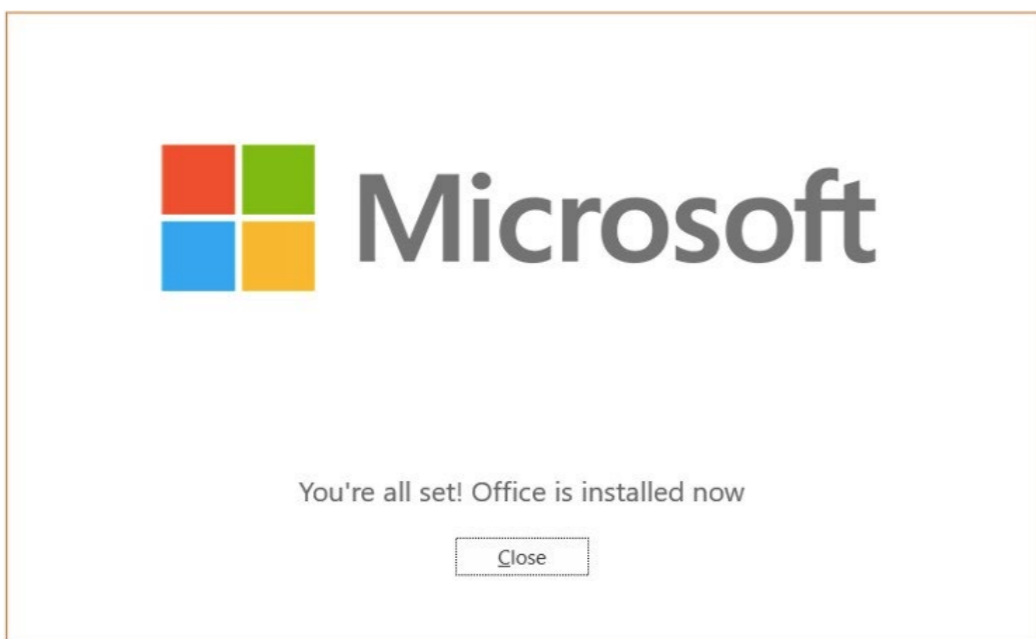
Microsoft Office 2021 cannot be installed properly if another Office product (e.g. Microsoft 365 Apps, Office 2019) has already installed.

Please uninstall all other Office products in advance.

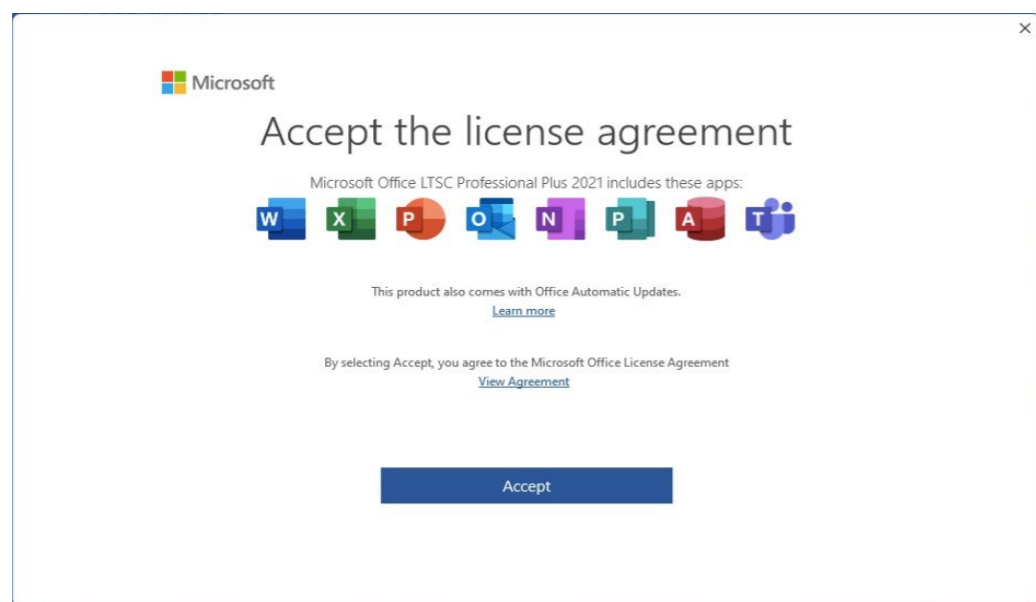


Step 1

① Referring to the download manual published separately, decrypt the installation file, then installation of Office LTSC Professional Plus 2021 begins. Wait until the progress bar reaches the right edge.



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

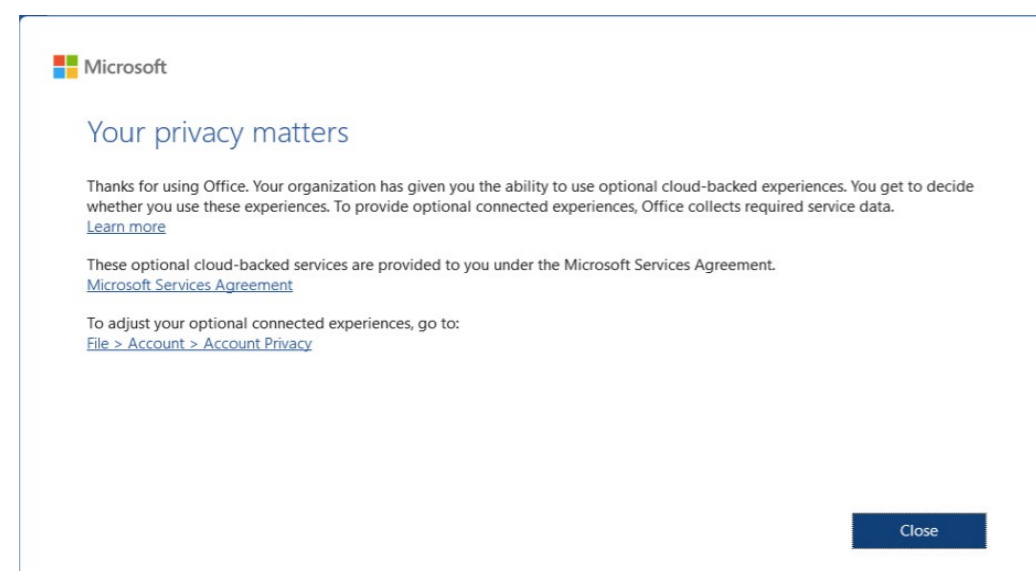


Step 2

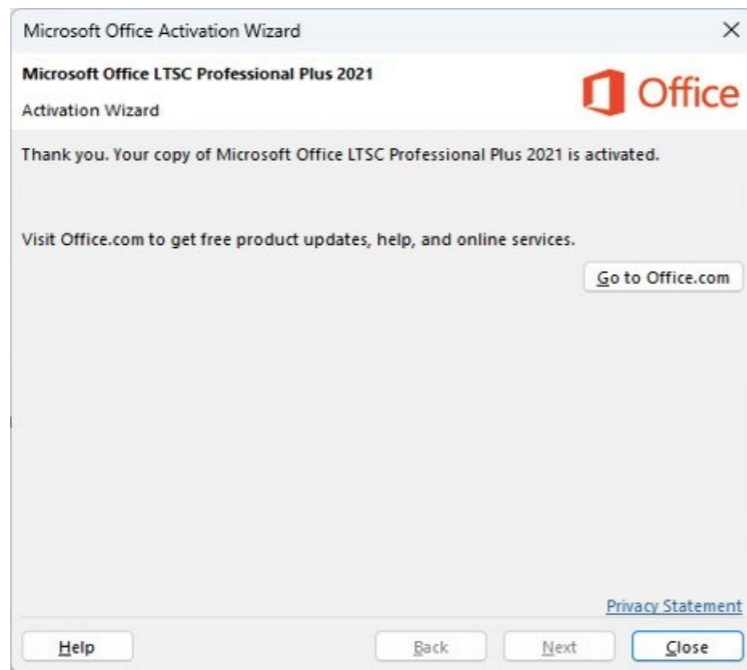
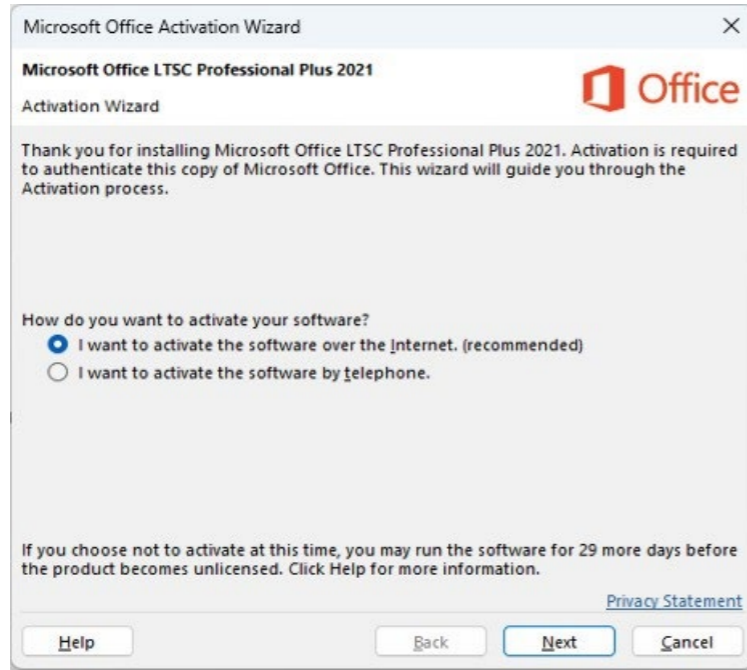
① Open an Office application you have installed, such as Microsoft Word or Excel.

② "Accept the license agreement" window is displayed at the start of the application.

③ If you agree with the agreement, please click the "Accept" button.



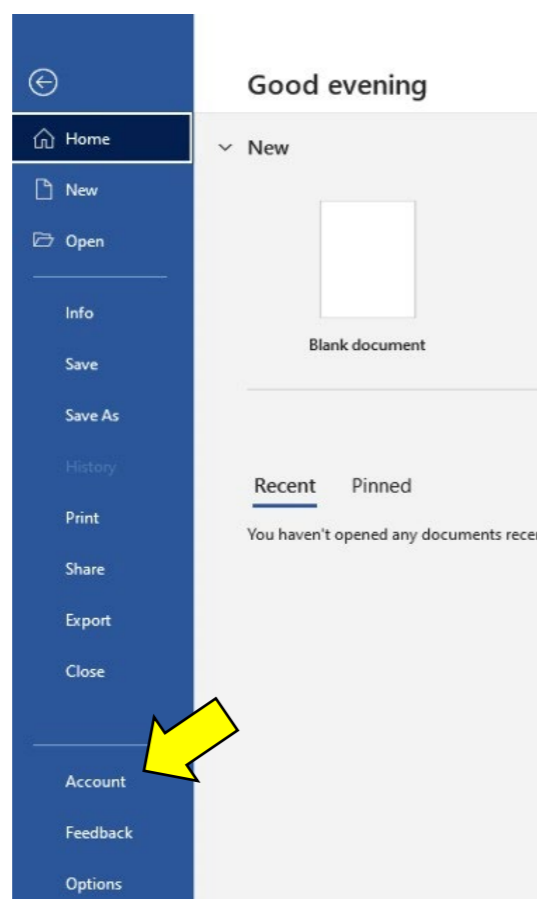
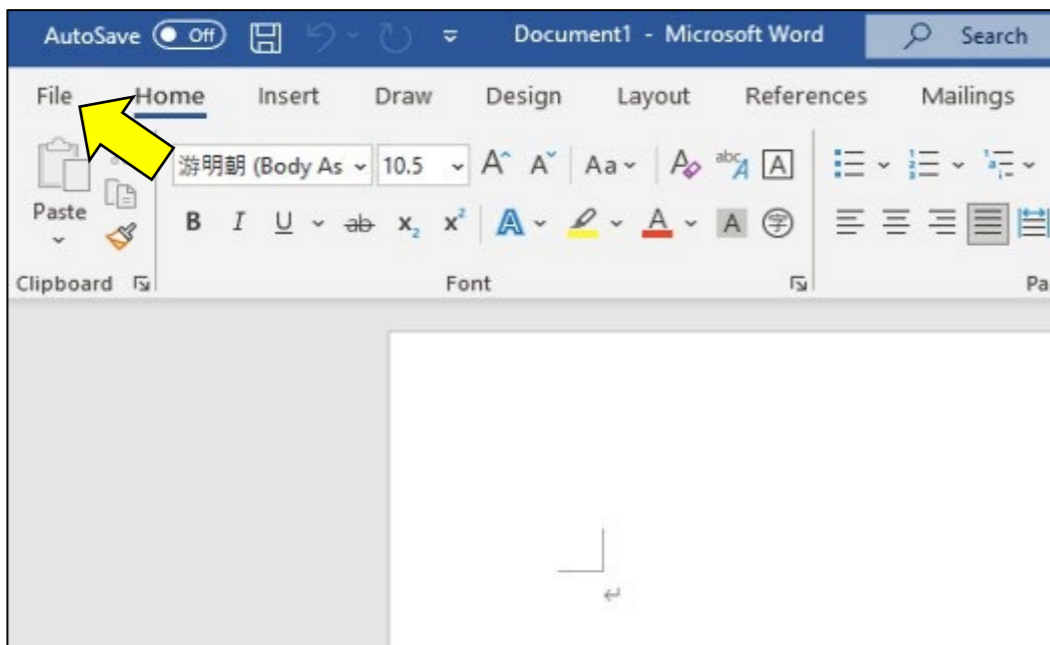
④ If "Your privacy matters" window appears, click the "Close" button.



Step 3

① The Activation Wizard is displayed. Select "I want to activate the software over the Internet. (recommended)", and click the "Next" button.

② A message indicating the license authentication completion is 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.

Account

Account Privacy

[Manage Settings](#)

Office Theme:

Use system setting

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

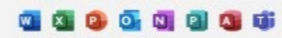
[Sign In](#)

Product Information

Office

Product Activated
Microsoft Office LTSC Professional Plus 2021

This product contains



[Change Product Key](#)



Step 5

① Please ensure that "Product Activated - Microsoft Office LTSC Professional Plus 2021" is displayed in the Product Information.

This concludes the installation procedure of Office LTSC Professional Plus 2021.