

Office LTSC Standard for Mac 2024 Installation Manual

[Notes]

Office LTSC Standard for Mac 2024 can only be installed on university-owned computers.

Microsoft Office 2024 cannot be installed properly if another Office product (e.g. Microsoft 365 Apps, Office 2021) has already installed. Please uninstall all other Office products in advance.

If you have signed in and used Office, you may not be able to install Office 2024 correctly, so be sure to sign out before uninstalling.

[Manual overview]

This manual explains the procedure for Office LTSC Standard for Mac 2024 software installation as university-wide software.

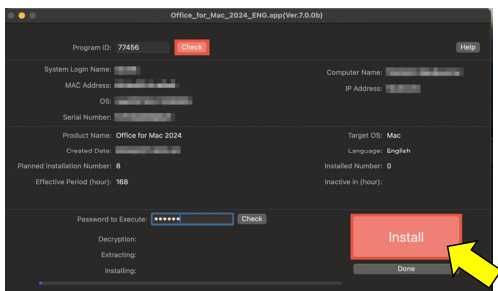
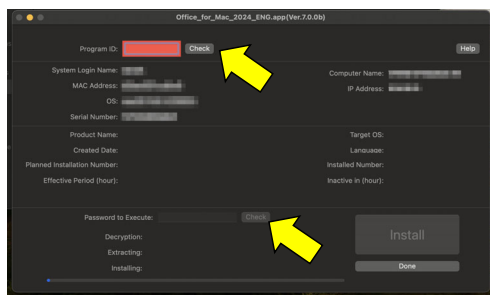
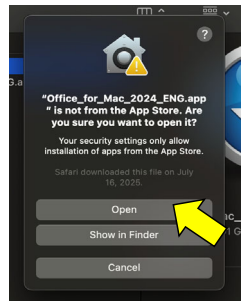
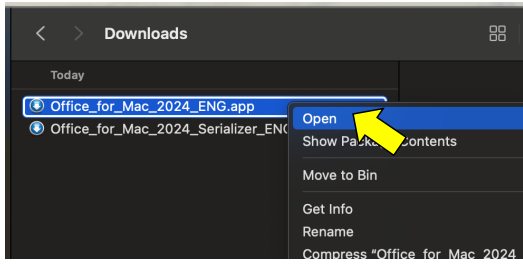
For downloading the installation file, please refer to the download manual published separately.

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



Step 1

① Hold down the "Control" key and click on **the installation** program.

② Click "Open" in the selection list.

③ If a warning message appears, click the "OK" button to close the message window once.

④ Repeat steps ② through ③, and the warning message will appear; click the "OK" button.

Step 2

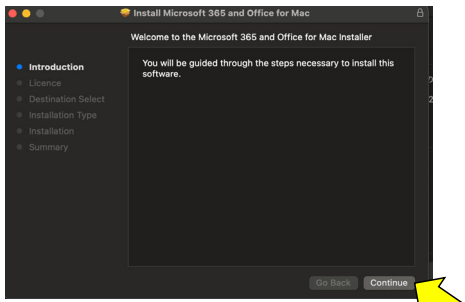
① The window will display "Office for Mac 2024 JPN のインストーラ" and click the "OK" button.

② A window titled "Office_for_Mac_2024_ENG.app" appears.

③ Enter the confirmed number in "Program ID" and press the "Confirm" button. Next, enter the password you have set in the "Execution Password" field and press the "Check" button.

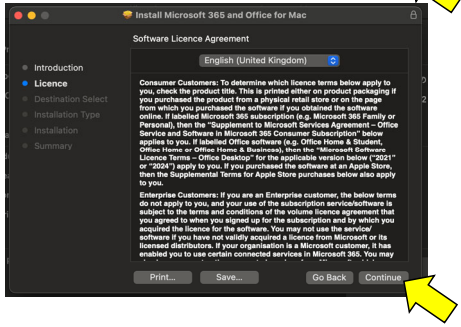
④ Press the "Install" button.

After the progress bar expands to its maximum, the Office for Mac 2024 program will open. (Do not press the "Finish" button at this time.)

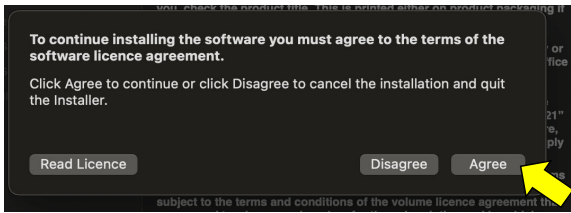


Step 3

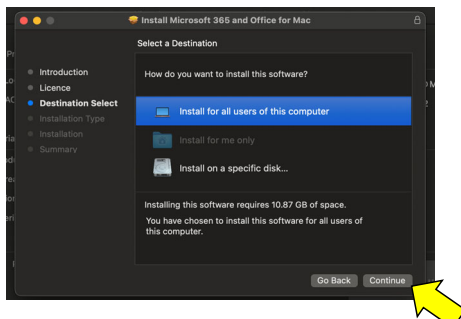
- ① The Office for Mac installation program will open.
Click the "Continue" button.



- ② The Software License Agreement messages will open.
Click the "Continue" button.

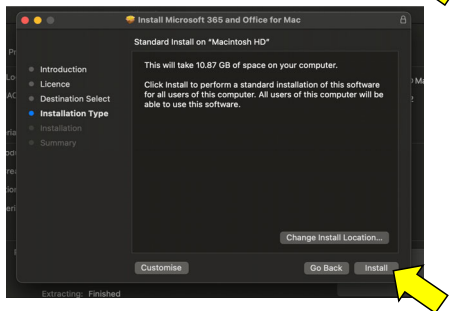


- ③ A confirmation message regarding the software license agreement will appear.
Click the "Agree" button.

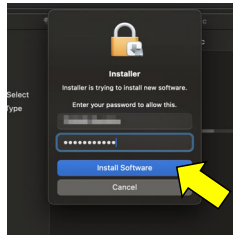
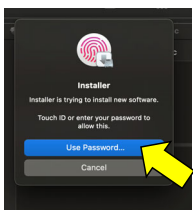


Step 4

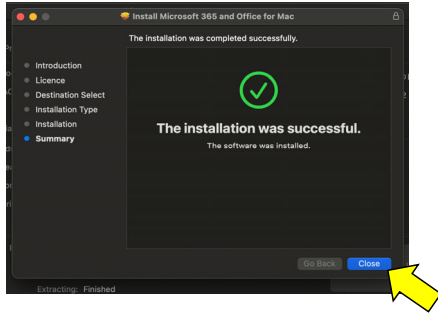
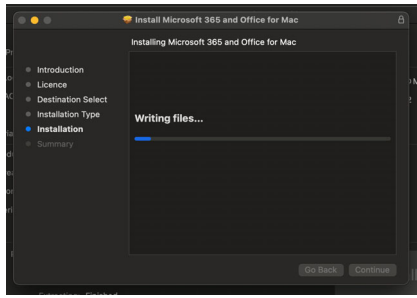
- ① The "Select Destination" window will appear. Click the "Continue" button.
* If no special settings are required, you may select the default location.



- ② The "Standard Install on Macintosh HD" window will appear.
Click the "Install" button.
* If no special settings are required, you may select the default location.



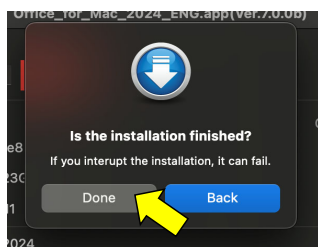
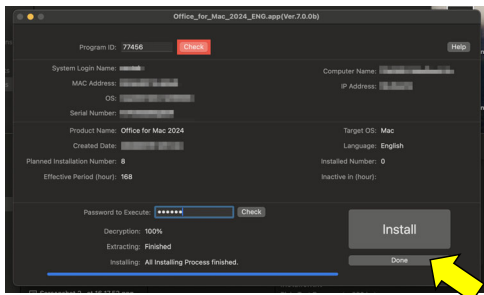
- ③ You will need to enter your macOS password to begin the installation.
Click the "Install Software" button.



Step 5

- ① Installation will begin.
Please wait until the progress bar is maximized.

- ② When the window changes to installation success, click the "Close" button.

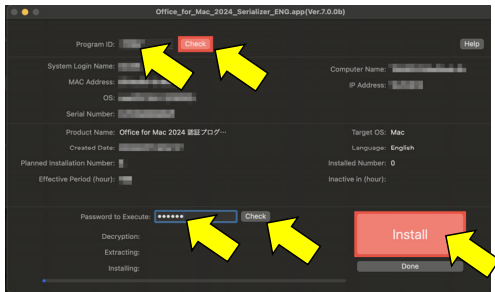
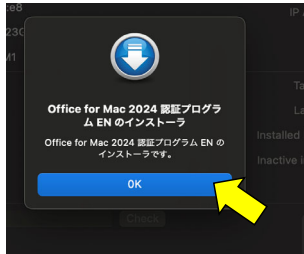
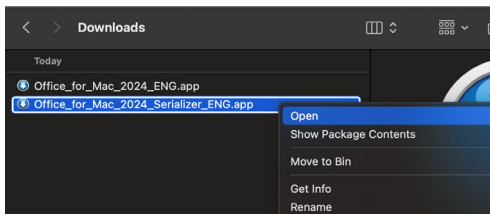


Step 6

- ① Return to the "Office_for_Mac_2024_ENG.app" window and click the "Done" button.

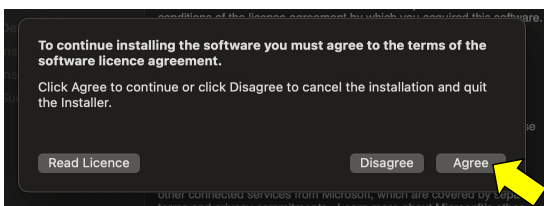
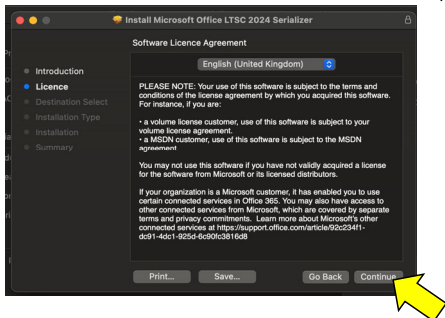
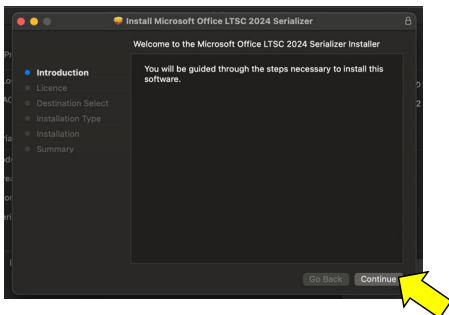
- ② A confirmation window will appear.
Click the "Done" button.

Installation is complete.
Proceed to the next step to activate the software license.



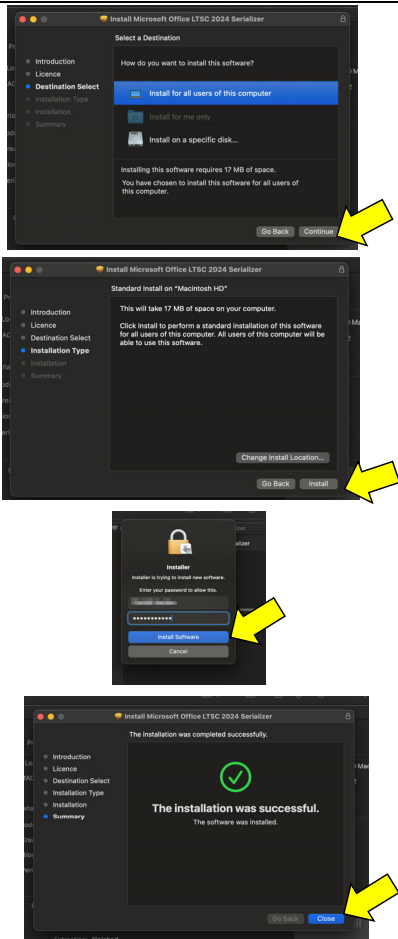
Step 7

- ① Hold down the "Control" key and click on **the Serializer** program.
- ② Click "Open" in the selection list.
If a warning message is displayed, perform the same operations as in Steps 1 ③ through ④.
- ③ The window will display "Office for Mac 2024 認証プログラム EN のインストーラ" and click the "OK" button.
- ④ A window titled ""Office_for_Mac_2024_Serializer_ENG.app"" appears.
- ⑤ Enter the confirmed number in "Program ID" and press the "Confirm" button.
Next, enter the password you have set in the "Execution Password" field and press the "Check" button.
- ⑥ Press the "Install" button. After the progress bar expands to its maximum, the Office for Mac 2024 serializer program will open.
(Do not press the "Finish" button at this time.)



Step 8

- ① The Office for Mac serializer program will open.
Click the "Continue" button.
- ② The Software License Agreement messages will open.
Click the "Continue" button.
- ③ Click the "Agree" button.



Step 9

- ① The "Select Destination" window will appear. Click the "Continue" button.
* If no special settings are required, you may select the default location.

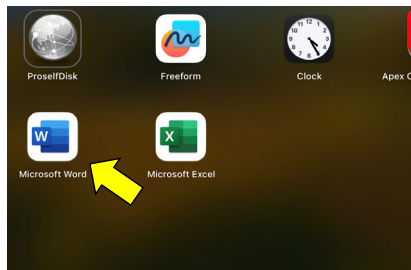
- ② The "Standard Install on Macintosh HD" window will appear. Click the "Install" button.
* If no special settings are required, you may select the default location.

- ③ You will need to enter your macOS password to begin the installation. Click the "Install Software" button.

- ④ When the window changes to installation success, click the "Close" button.

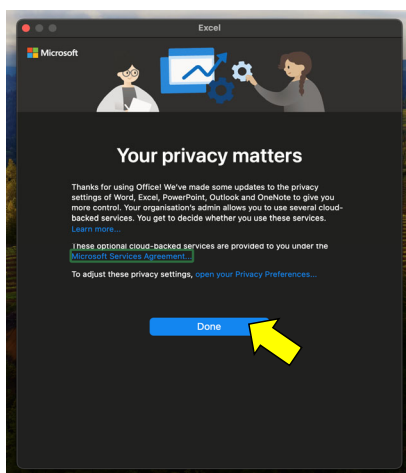
Activation has been completed.

Proceed to the next step to confirm initial activation of the Office 2024.

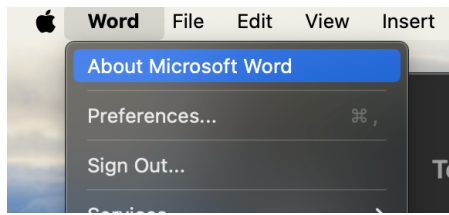


Step 10

- ① Open the Office2024 software (Word, Excel) from Finder or Launchpad.



- ② If the message appears about privacy matters, click the "Done" button.



Step 1 1

① Open a saved word file or create a new file.

② From the Word menu in the upper left corner, select "Word" > "About Microsoft Word".

③ Word version information will be displayed.
Check the following message.
"License Office LTSC Standard for Mac 2024"

License verification is complete.