

Office LTSC Professional Plus 2024 Installation Manual (Windows)

[Notes]

Microsoft Office LTSC Professional Plus 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 Professional Plus 2024 software installation as university-wide software.

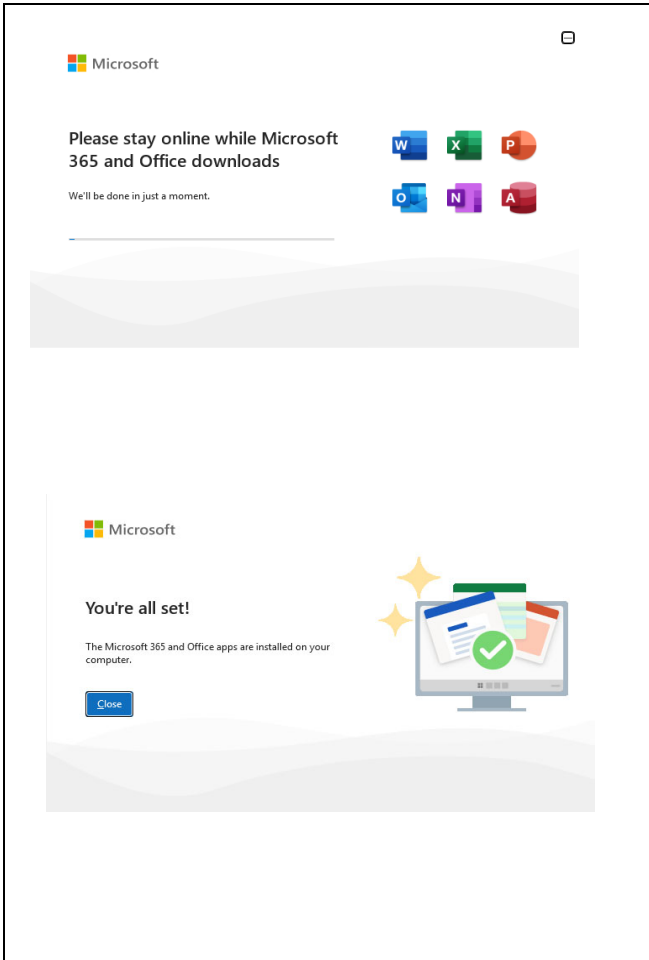
For downloading the installation file, please refer to the download manual published separately.

Installation file can be downloaded from

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

Installation file download manual is available at

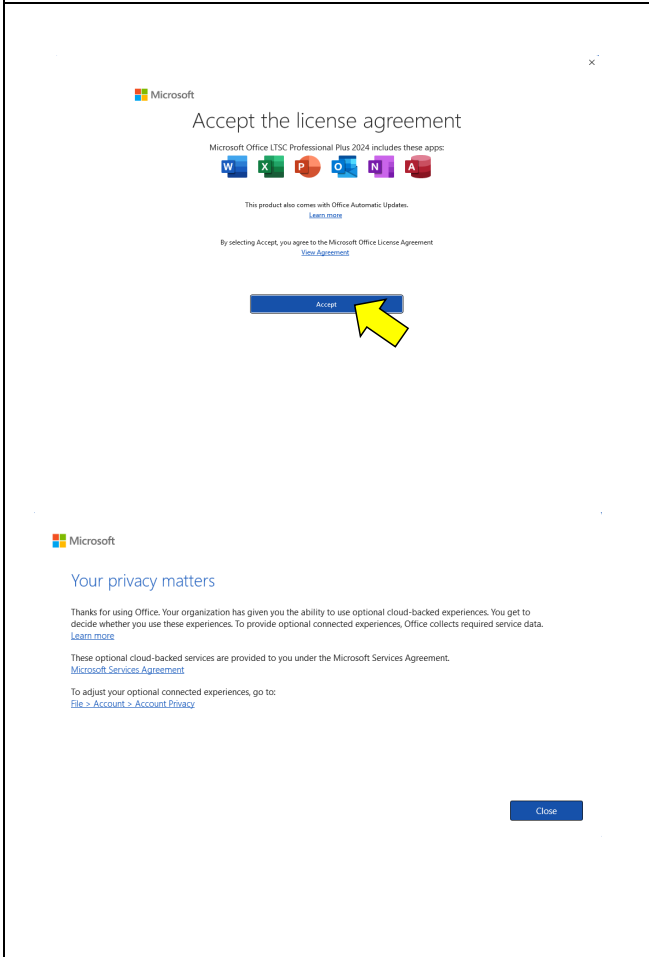
https://soft.iii.kyushu-u.ac.jp/documents/DownloadStation_manual_eng.pdf



Step 1

① Referring to the download manual published separately, decrypt the installation file, then installation of Office LTSC Professional Plus 2024 begins. Wait until the progress bar reaches the right edge.

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



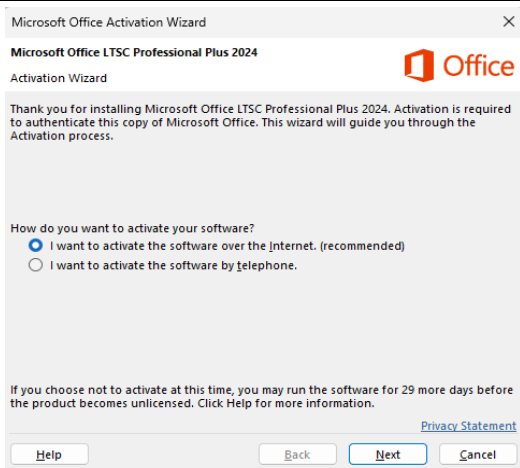
Step 2

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.

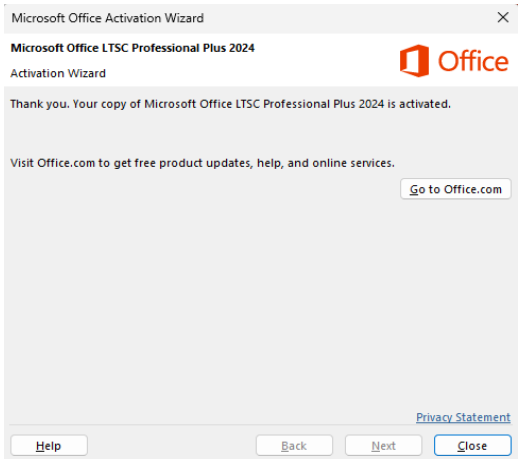
③ If you agree with the agreement, please click the "Accept" button.

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

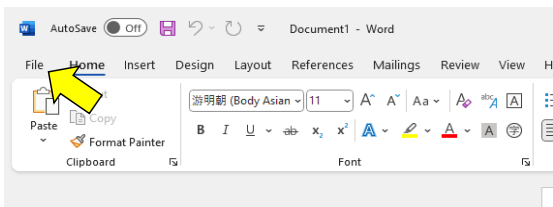


Step 3

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

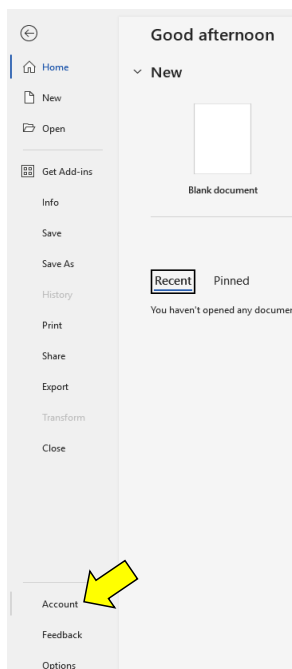


② A message indicating the license authentication completion is displayed. Click the "Close" button and exit the wizard.



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 2024

This product contains

[Change Product Key](#)

Microsoft 365 and Office Updates


Step 5

① Please ensure that "Product Activated - Microsoft Office LTSC Professional Plus 2024" is displayed in the Product Information.

This concludes the installation procedure of Office LTSC Professional Plus 2024.