How to sign-in Microsoft 365 and take online classes

Microsoft 365 is formerly, and hereinafter "Office 365"

Sign-up is required before sign-in, for those students who entered before the 2020 academic year. For the others, Sign-up had been done by the university

- Microsoft 365 Password Card -

Department   : Department of ○○
Name   : Tsukuba Taro
Student ID : 2022######

MS Account : s22######@u.tsukuba.ac.jp
Password: Vom78913

*You must change your password when sign in for the first time.

- Business card-sized
- Titled "Microsoft 365 password"

- Have at hand this card:

- Goal: Sign-in the Office 365 portal site and go ahead till "Use the tools used in classes" appears

Goals: (as a student of univ. of Tsukuba⋯)

- **After Sign-in, from the Office 365 portal site, you will be able to:**
  - install Office products (Word, Excel,⋯) on your PCs and smartphones
  - use various cloud service such as Teams, Stream, and OneDrive for Business.

- About **Stream**
  - It is a movie streaming service by which users can share and watch movies. You can watch uploaded movies of classes.
  - Imagine YouTube exclusively for University of Tsukuba.

- About **Teams**
  - It is a communication tool with which professors and students can make a team and form remote classes, sharing documents, work together online, and turn in reports.

-

Let's confirm before all...

- Every student has an "e-mail account for using e-mail" and an "account for using Microsoft services such as Office".

- At the time of admission, the following folded card is distributed on which the two accounts are printed. Make sure to enter the right account for attending online classes or sending emails.

- 統一認証システム初期パスワード-	- Microsoft 365 初期パスワード-
所属 Department ：○○学類 名前 Name ：筑波　太郎 学籍番号 Student ID：2022#####	所属 Department ：○○学類 名前 Name ：筑波　太郎 学籍番号 Student ID：2022#####
MSアカウント MS Account ：s22#####@**S**.tsukuba.ac.jp 初期パスワード Password: Akm8213k	MSアカウント MS Account ：s22#####@**u**.tsukuba.ac.jp 初期パスワード Password: Vom78913
※初回ロ ※You mu	※初回ロ ※You mu

For reading/sending email
Mentioned by **"@s (address)"**

For using Office software etc. (and/or attending online classes, etc.)
Mentioned by **"@u (address/account)"**

1. Sign in to Office 365 portal site

Step 1-1

① Have the "Microsoft 365 Password Card" at hand.

! Again, DO NOT use the @s e-mail address (@**S**.tsukuba.ac.jp)

```
-  Microsoft  365  Password Card -

Department   : Department of ○○
Name         : Tsukuba Taro
Student ID : 2022#####

MS Account  : s22######@u.tsukuba.ac.jp
Password:  Vom78913

*You must change your password when sign in for the first time.
```

· The account to sign in to Office 365 is indicated by **a small letter s followed by the last 7 digits of your student ID number, then @u.tsukuba.ac.jp**

Step 1-2

① Access the Office365 portal site (https://portal.office.com) [QR code] in a web browser (Edge, Chrome, Safari, etc.)

② When the sign-in screen appears, enter the account

*If the sign-up screen is not displayed and the portal site suddenly appears, please go to the next slide.

③ Click "Next"

- Microsoft Office 365 Password Card -

Department : Department of ○○
Name : Tsukuba Taro
Student ID : 2022#####

MS Account : s22#####@u.tsukuba.ac.jp
Password: Vom78913

*You must change your password when sign in for the first time.

✗ s22######@~~s~~.tsukuba.ac.jp

○ s22######@**u**.tsukuba.ac.jp

① https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000...

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Back | Next

② ③

Sign-in options

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Trouble shooting…

- **"After accessing https://portal.office.com, sign-in is not displayed but 'Hello' suddenly appears on the screen!"**

- This happens when you are signed in on a web browser with an @s address (@S.tsukuba.ac.jp) from an e-mail account.

- To clear the @s account information cashed in the browser, click **"Sign out"** from the account icon at the top-right of the screen and then click "×" to close the browser.
  Then do Step 1-2.

- If you still can't sign in, **try with another web browser**.

The Office 365 browser should be different from the one you use for reading e-mail.
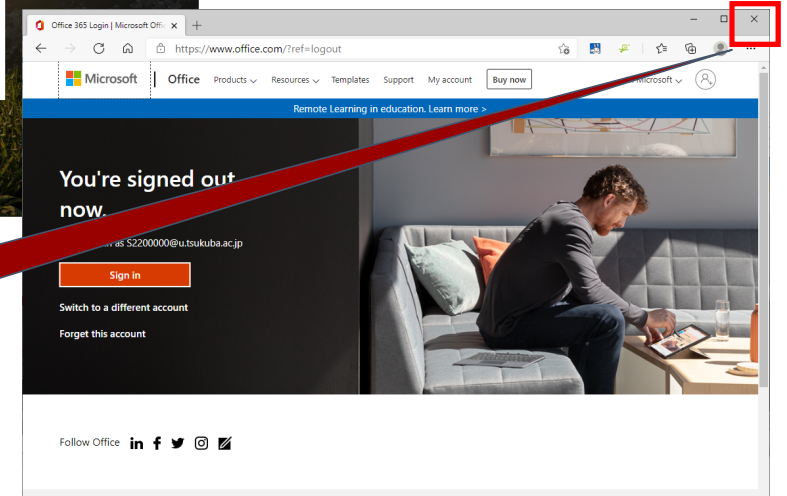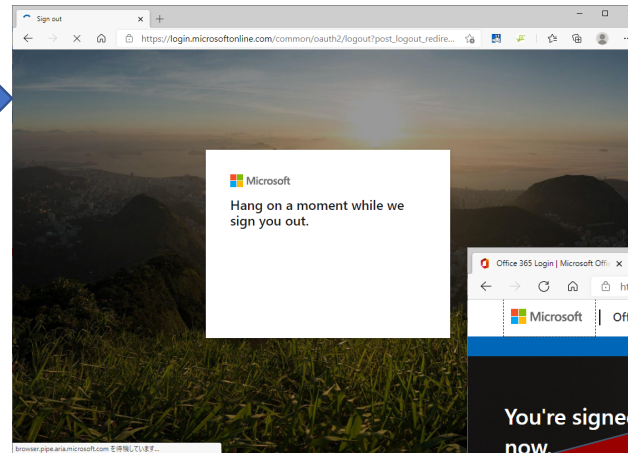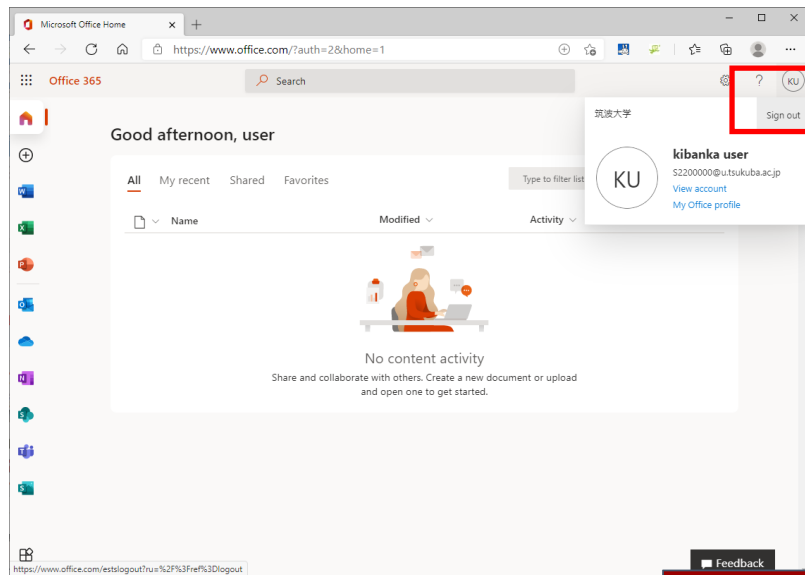
Click "×" to close the web browser

Trouble shooting…

About「Try with another web browser」…

It does not mean to adding a new window in the same browser but launching a different web application. For example, if you failed to sign-in while using "Google Chrome", then launch "Firefox" and tried signing in again.

In particular, if you want to "watch online lessons on Stream while reading emails", do that in different web browsers respectively.

An e.g. of reading email in Chrome and using sign-in Microsoft's portal in Firefox

Chrome

Firefox
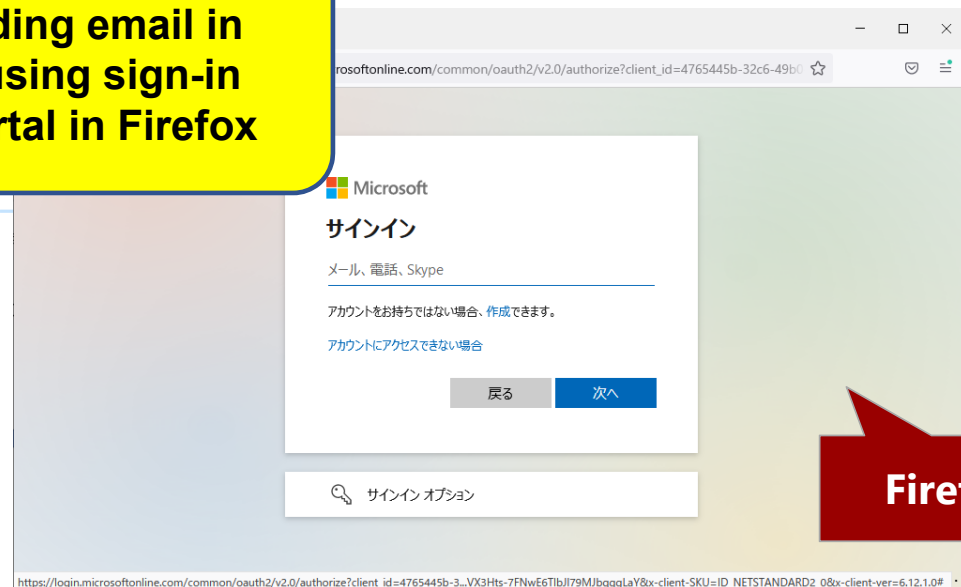
Step 1-3

① When the "Enter password" screen comes up, enter the password from the Microsoft 365 Password Card in the entry field on the browser.

② Click "Sign in" and proceed to the next step.

```
-    Microsoft Office 365  Password Card    -

Department    : Department of ○○
Name          : Tsukuba Taro
Student ID：2022#####

MS Account  : s22#####@u.tsukuba.ac.jp
Password: Vom78913

*You must change your password when sign in for the first time.
```
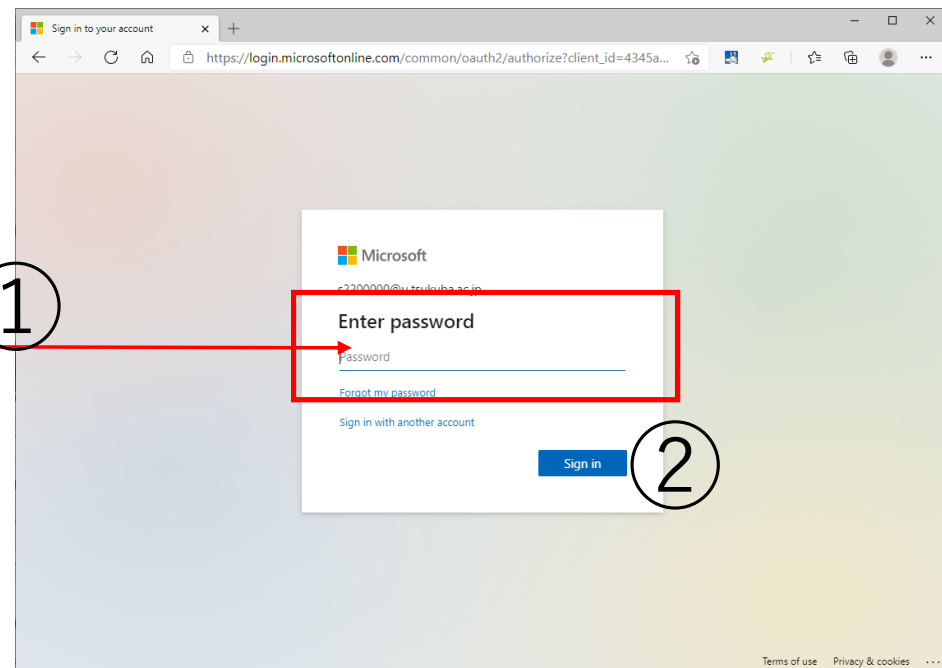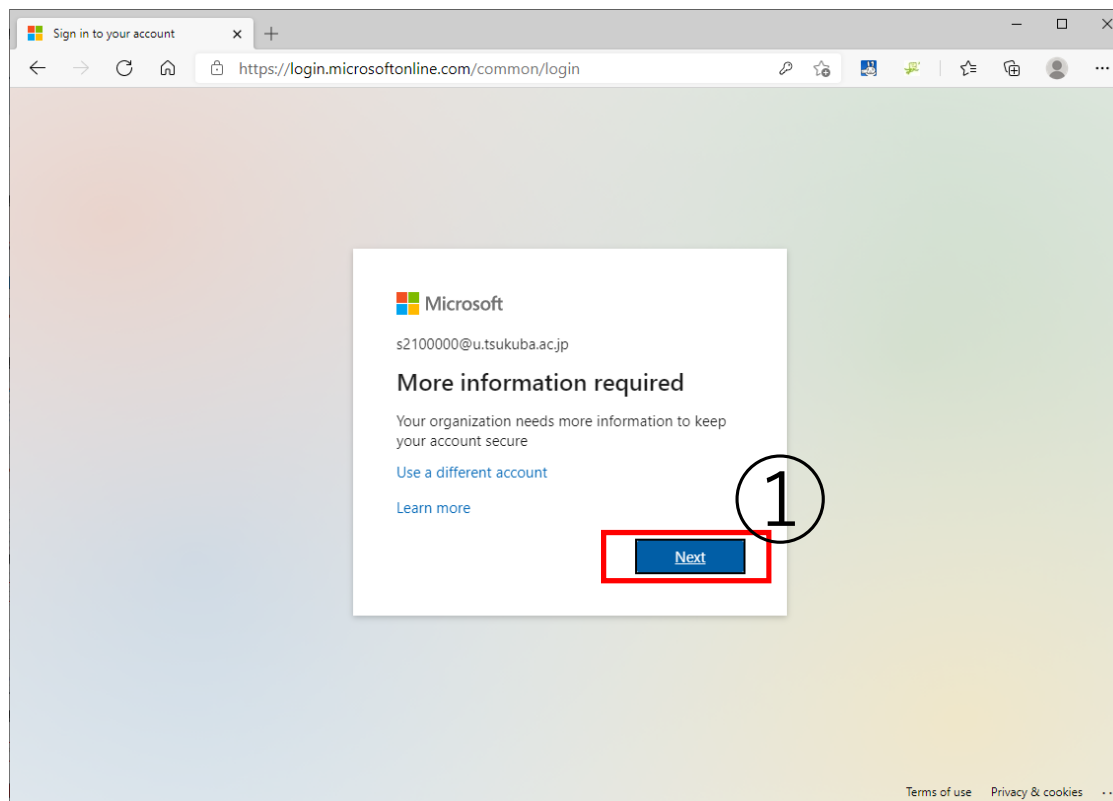
Work only at first sign-in

① When the "Update password" screen appears, enter the Initial Password Card in the "Current password" field
② then enter the **new password that you created** in the "New password" and "Confirm new password" fields.
③ Click "Sign in" and proceed to the next step.

- Microsoft Office 365 Password Card -

Department : College of ○○
Name : Tsukuba Taro
Student ID : 2022#####

MS Account : s22#####@u.tsukuba.ac.jp
Password: Vom78913 ①

*You must change your password when logging in for the first time.

It is necessary to create a password different from that of the Unified Authentication System (the @s address)

Sign in to your account × +

← → C ⌂ https://login.microsoftonline.com/common/login

Microsoft

s2200000@u.tsukuba.ac.jp

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in ③

②

Enter new password that you created (8 or more digits)

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Step 1-5

① When "More information required" appears, click "Next"

Set up the authentication option so that you can reset the password by yourself

Step 1-6

① It is necessary to make additional settings by yourself even though the e-mail address for authentication has already been set on the administrator side to the Zengaku (University-wide) Computer System e-mail address (@s address) "@s.tsukuba.ac.jp". This setup screen appears every time you sign in if you click "Cancel" and skip.

② On the "Enable continuous access to the account" screen, select "Authentication Phone ", "Authentication Email" or "Security questions" and click "Set up it now". Here is the case of selecting "Authentication Email".
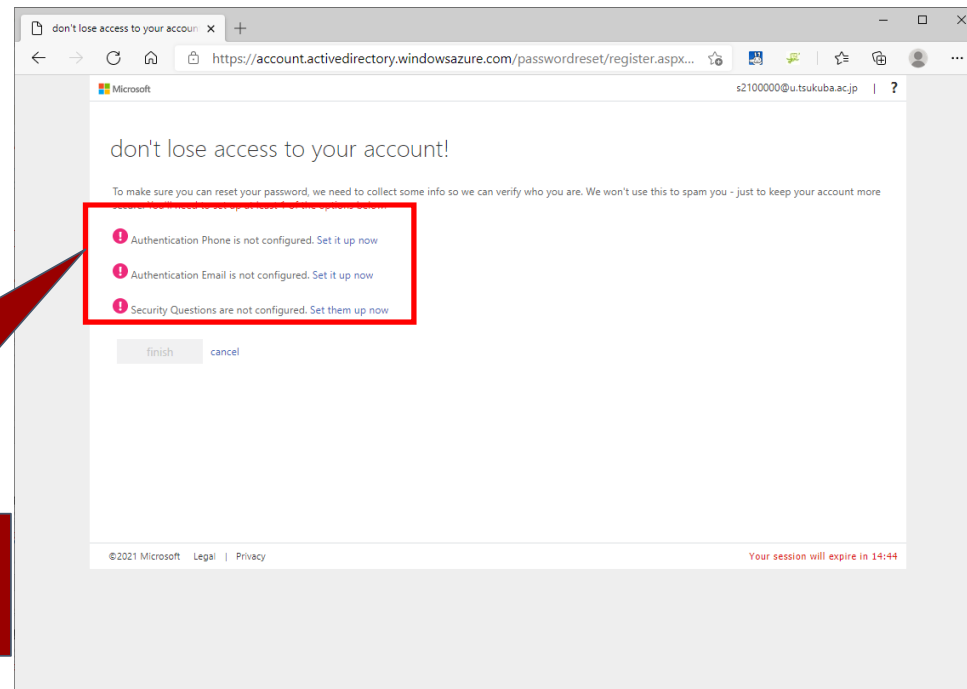
Click one of these "Set up it now" buttons

① When the "don't lose access to your account! " screen appears, enter the e-mail address (smartphone, etc.) you usually use for "E-mail authentication".
The e-mail address s22#####@s.tsukuba.ac.jp used in the Zengaku Computer System is already registered, so please register another one.

② Click "Send e-mail".

Enter the address to which you want to receive Authentication Email

① An confirmation code will be sent from Microsoft to the e-mail address set up in the previous step.

② Enter the code written in the e-mail in the code entry field on the browser.

③ Click the "verify"
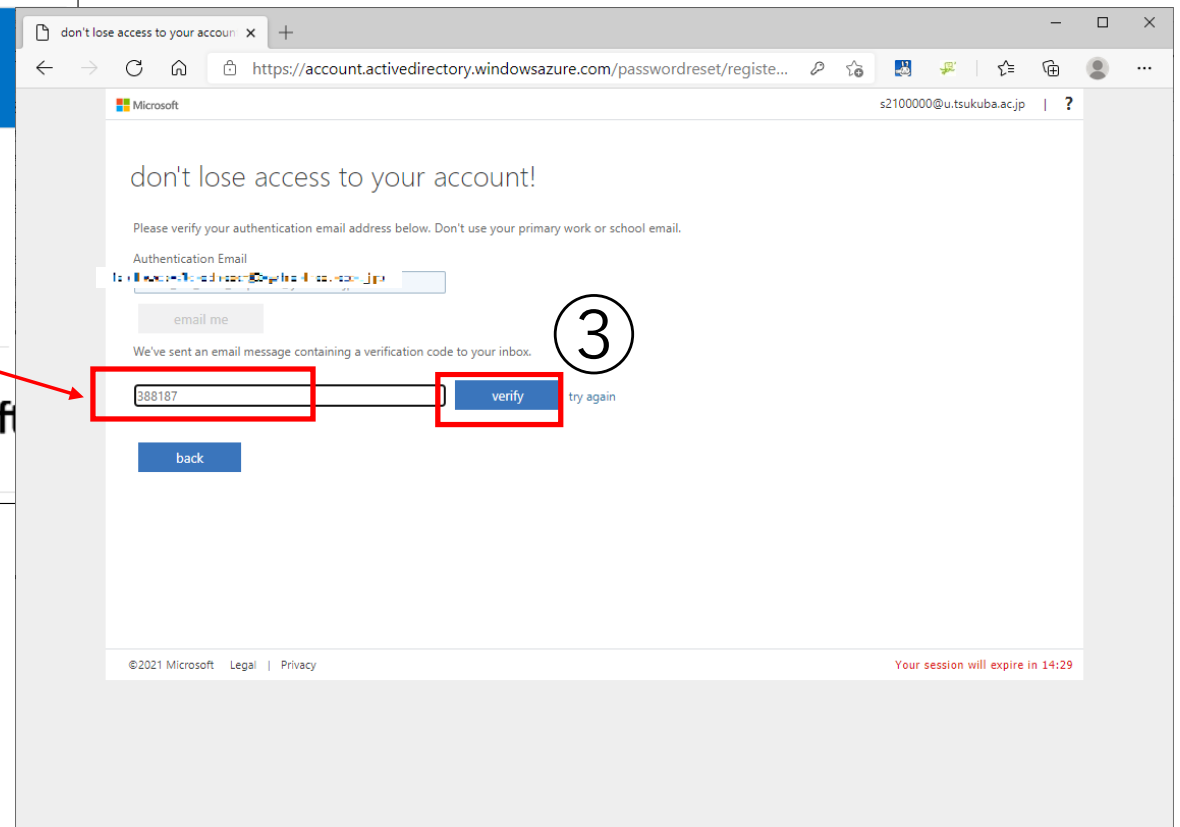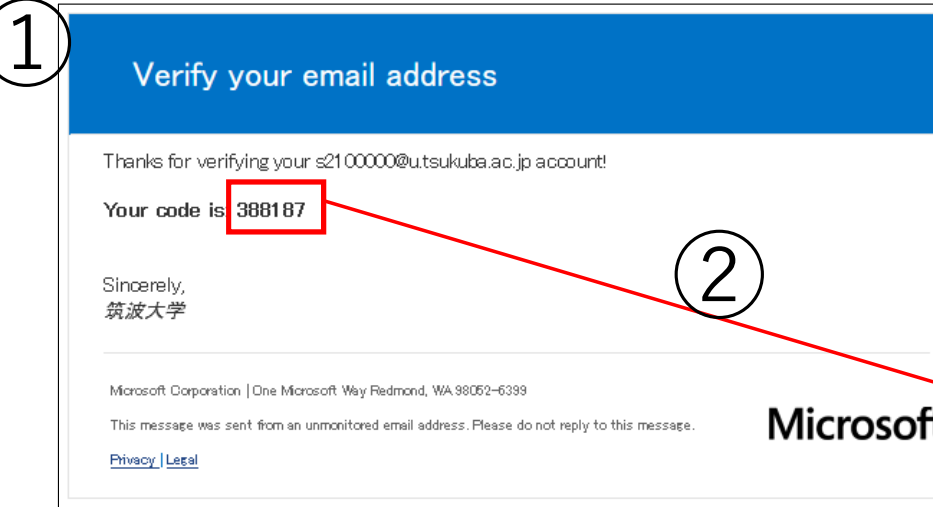
In case you have not received a confirmation code:

Go back to Step 1-6 and try "Authentication Phone" or "Security question".

Required only when the first time you sign-in

① make sure "Authentication Email" is set to (<u>the e-mail address you entered</u>)".
② Click "finish"
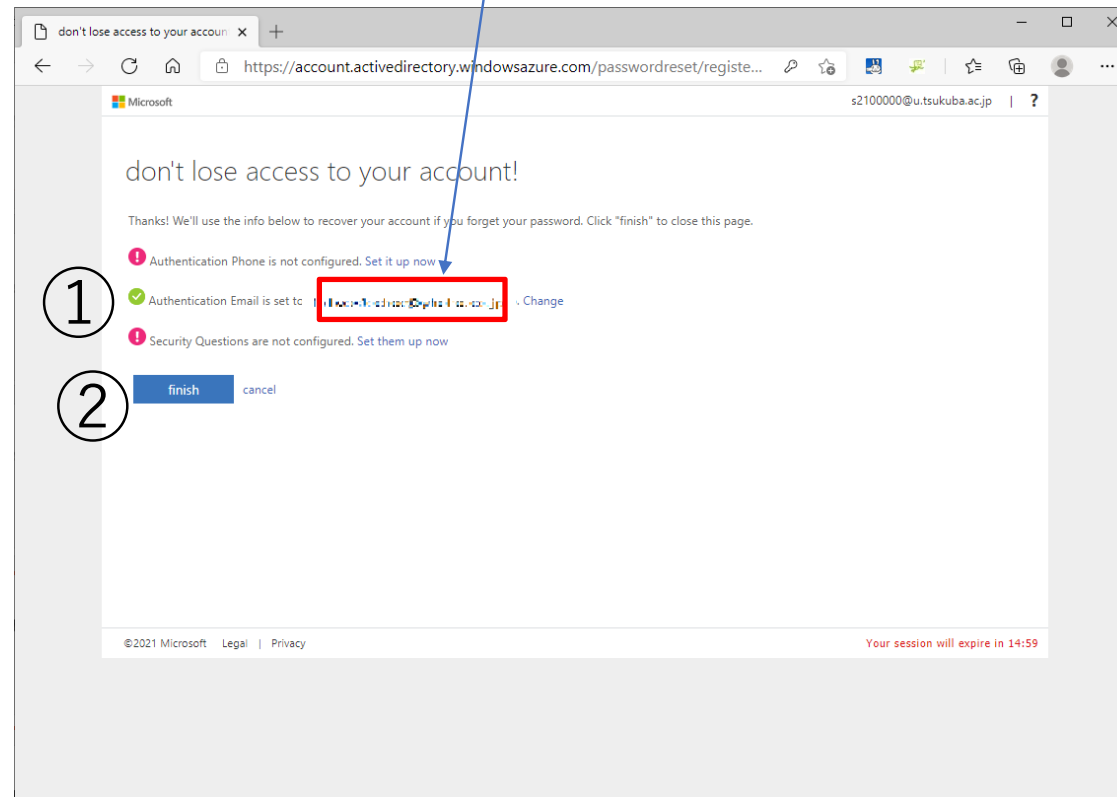
① On the "Stay signed in?" screen, click "No" and proceed to the next step.

※ If you select "Yes", the sign-in status will be maintained even if you close the browser and restart the PC, so there is a risk of unauthorized use of Office 365 by others, such as when you lose your PC.
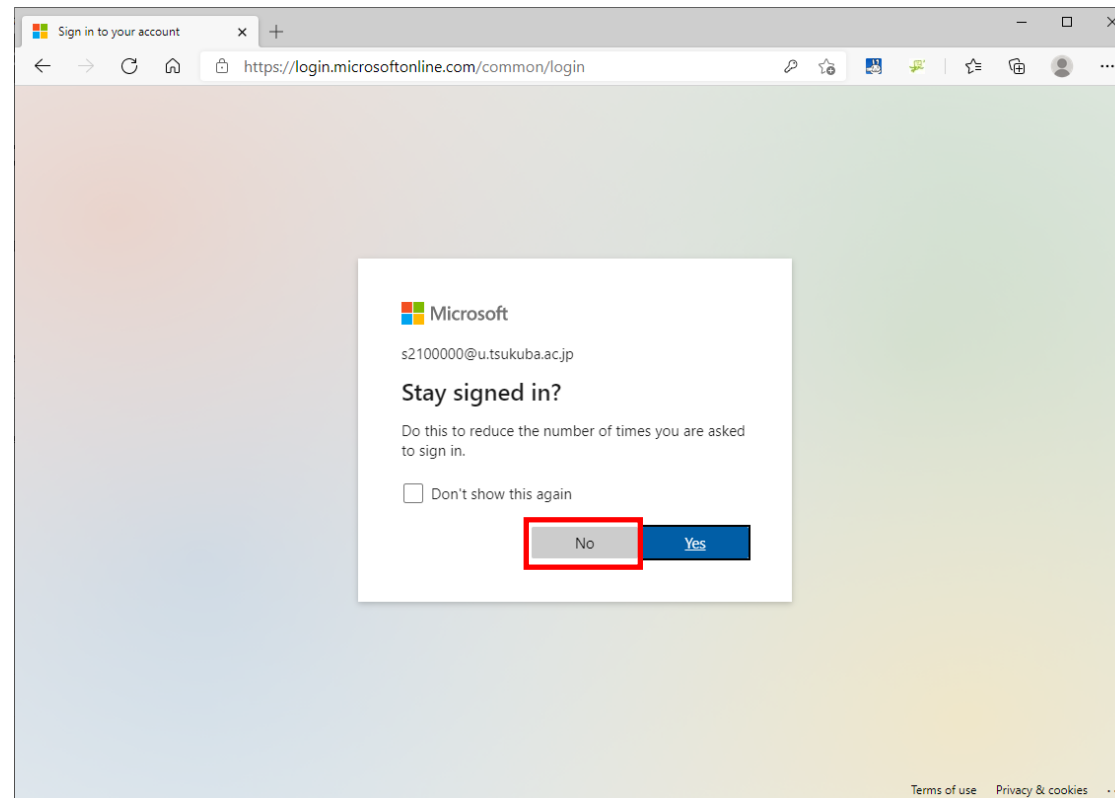
Step 1-11   You sign-in successes, and the Office 365 portal site screen opens

Outlook on the Office 365 portal can only receive notifications inside the portal and cannot receive e-mail from outside.
Set up forwarding messages, etc. so that you can read notifications, and do not use thereafter. For more information,
please refer to the following link:

About using Outlook on EES benefits and students' @s and @u address e-mail
(https://www.cc.tsukuba.ac.jp/wp/student-s-u-address-and-ees-outlook/)

Do not use after setting up forwarding message

These are web applications
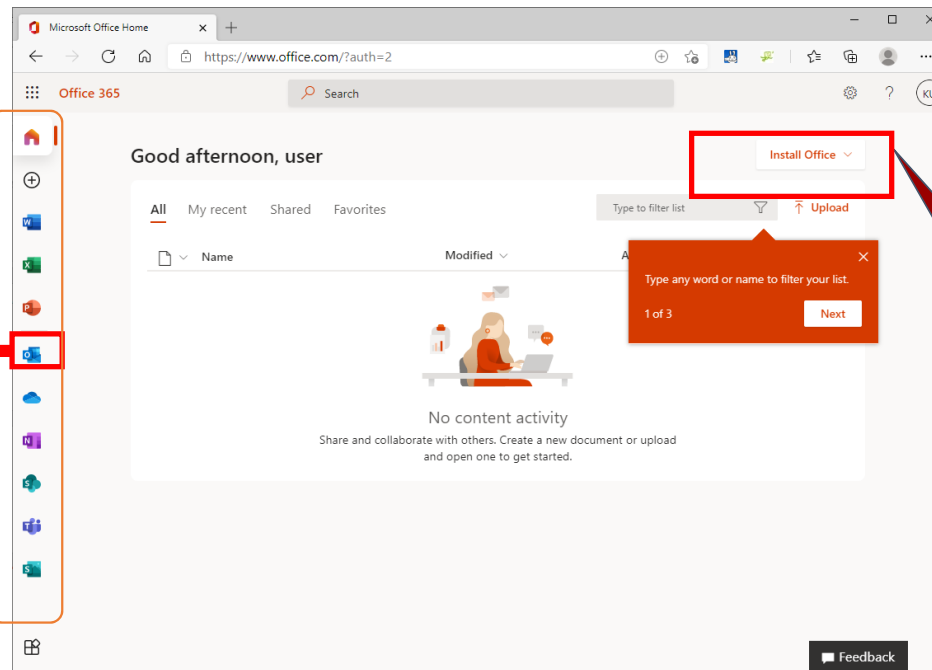
Install desktop version of Office (word, excel,...) from here, if you like to

For sign-in, we are done…

2. Try watching videos on Stream from manaba.

Step 2-1

① Sign-in to the Office 365 portal site from a web browser.

② Next, access manaba (Learning Management System) https://manaba.tsukuba.ac.jp/
   from the same web browser (open in new tab) while being signed-in to the Office 365 portal site.

③ The screen will go to the University of Tsukuba Unified Authentication System Login page, where you should log in with the **user ID and password of the Unified Authentication System.**

With Office 365 portal site opened

**Access https://manaba.tsukuba.ac.jp/ in new tab.
University of Tsukuba Unified Authentication System Login page will open**

Enter ID and password of Unified Authentication System

This is an example of testing watching video

① In "manaba", click "Search and register for courses".

② On the "Course research" screen, enter 20473 in "Course Code" and click "Search".

③ The course "Watch videos on Microsoft Stream" will be displayed. Click to choose it.

④ Click the "Register" button and go back to "My page".

② **Enter 20473 in "Course code"**

① **Click "Search and register for courses"**

④ **Register**

This is an example of testing watching video

① Click "Watch videos on Microsoft Stream" from "My Courses" on the "**My pages**" screen.
② Click "Microsoft Stream Video" from "**Resources**".

Click "Watch videos on Microsoft Stream" from "Course List"

Click "Microsoft Stream Video" from "Content"

① When the "Microsoft Stream Video" screen opens, check that you can watch embedded videos.

② Once you have confirmed the video, you may drop this course "Watch videos on Microsoft Stream".
　To cancel the course, use the "Back" button on your browser to return to the previous page, and then click the "Drop this course" button.

(We recommend watching videos in Google Chrome or Firefox, since there are compatibility issues with other browsers such as Safari.)

Click Play

In case you can't watch the videos…

⇒ You are likely not signed in to Office 365 simultaneously on the same browser that is accessing manaba. Click "'Sign in' to display this content".

Click "Sign in"
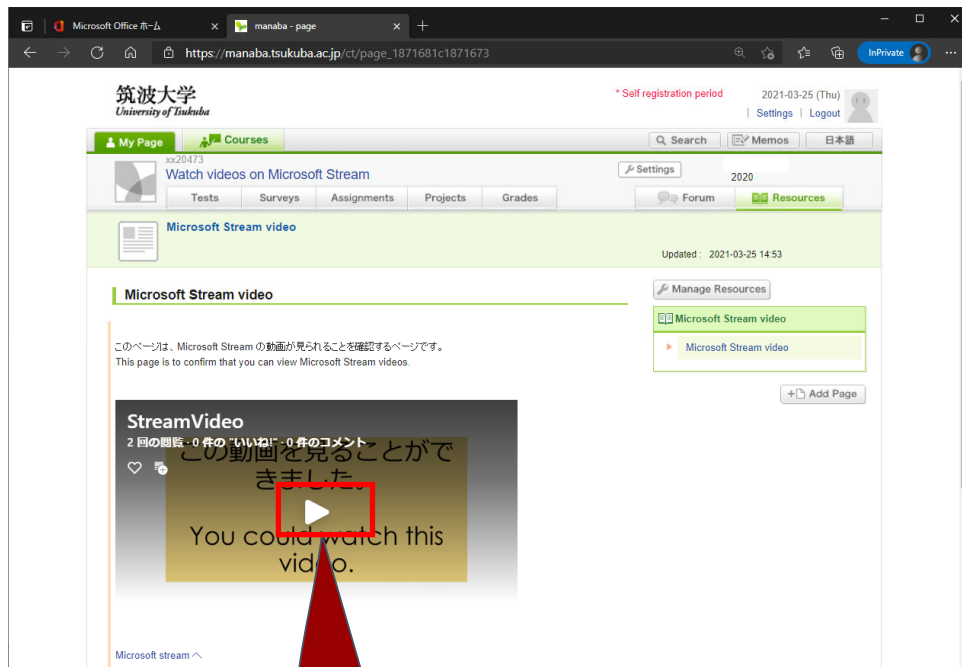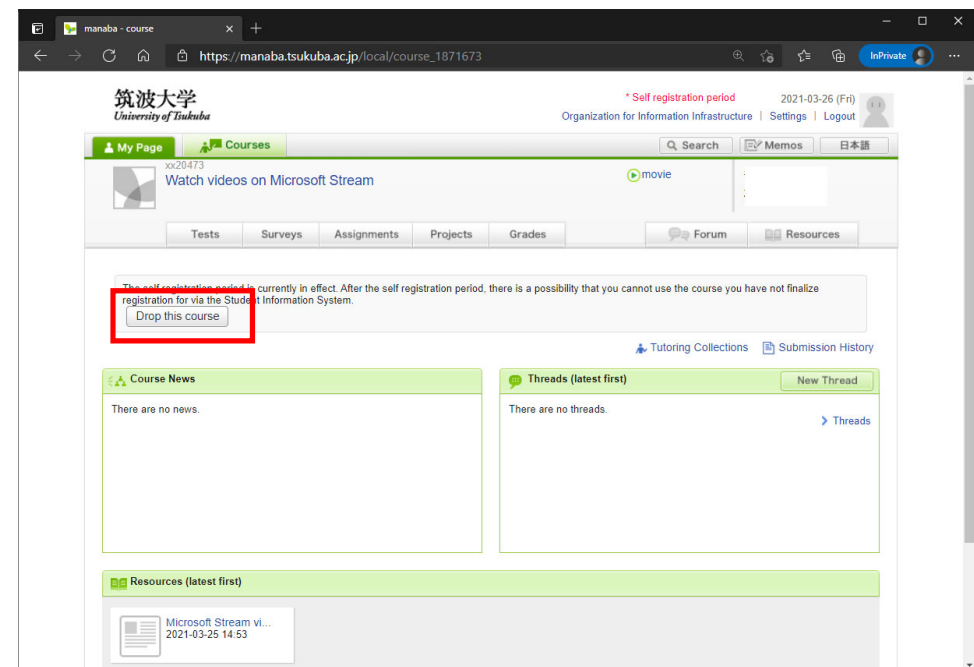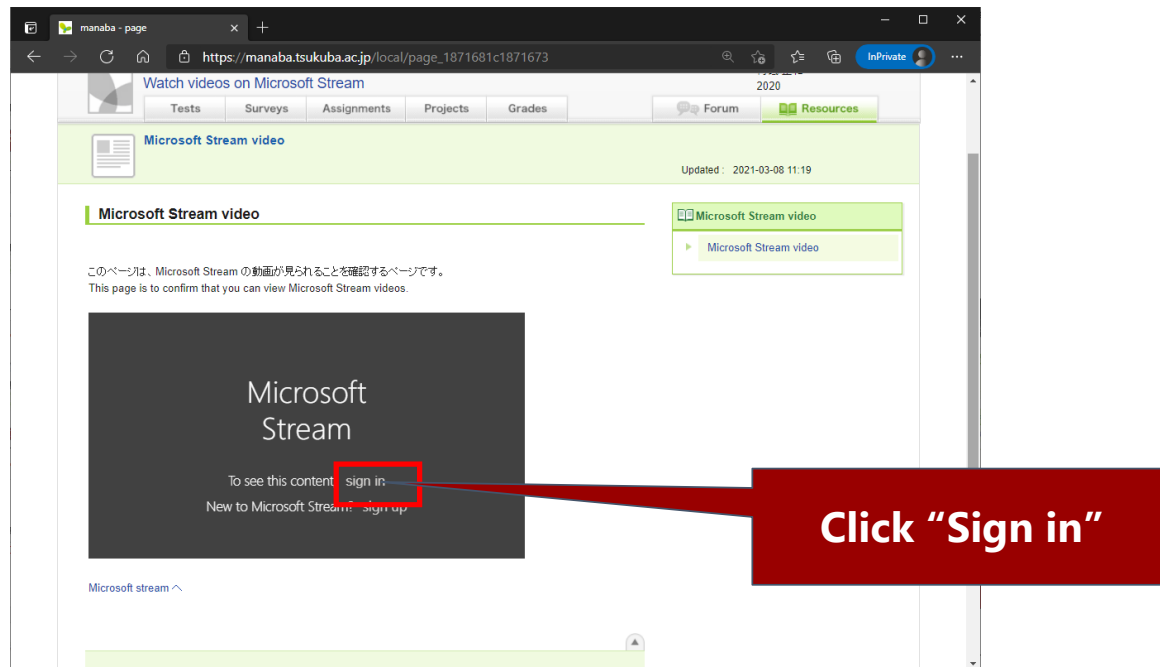
In case you can't watch the videos... If the video can be watched, go to Step 2-5.

① The Office 365 sign-in screen will pop up.

②③: sign-in as you have learned…

In case you can't watch the videos...

① Go back to the manaba tab and check that embedded video is displayed on Stream.
If not, try to re-load by pressing the "F5" key.

② The Stream video should be there (from the office365 portal site).

① Access the Office 365 portal site https://portal.office.com and sign in on a web browser.

② Enter "stream" in the 🔍 search box near the top of the portal screen.

② Click the ▶ Stream icon that will be displayed.
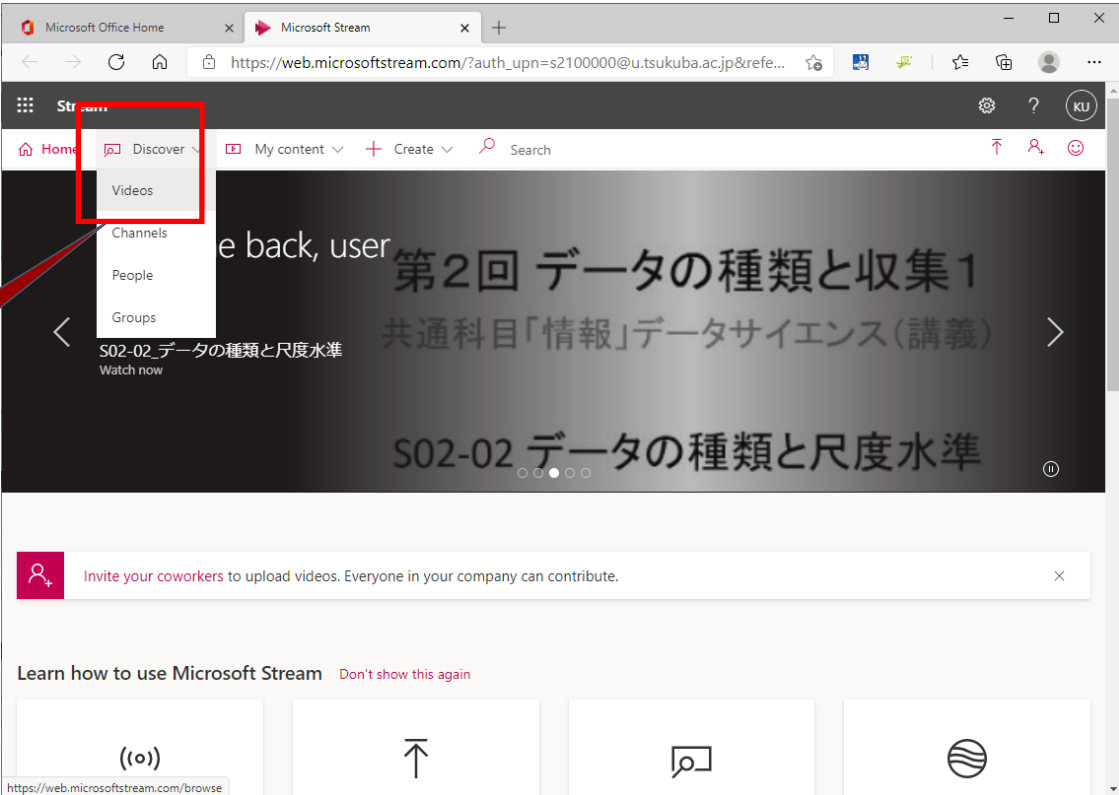
Enter "stream"

Click here

① The top screen of Stream will be displayed.

② Try to search videos intended for classes, etc.

③ Click "Video" from the "Search" on the screen menu.

Click "Video"

This is a reference procedure. It is not required.

①Enter "Video title" and "Name of teacher" that you want to search for in the "Video search" box and search.

② A list of search results will be displayed. Click the desired video to watch.

Enter the title, etc. of the video you are looking for

Click the video that you want to watch

This is a reference procedure. It is not required.

① Check that you can watch the video by clicking the "Play" button.
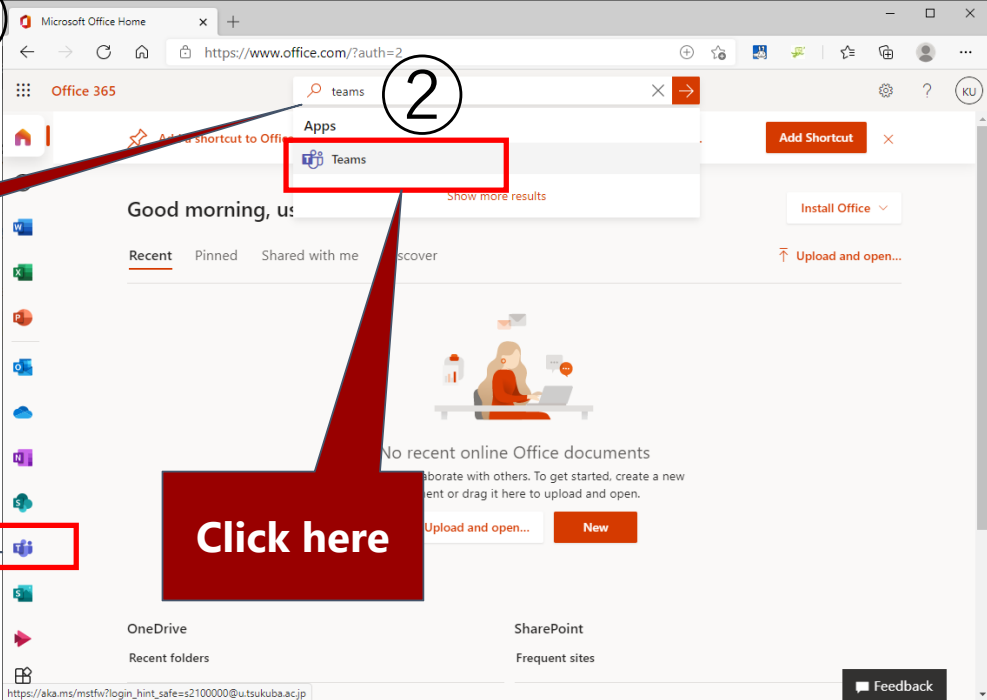② This completes the procedures to watch Stream video.

Watch by pressing "Play" button

3．Use Teams

① sign-in to the Office 365 portal site https://portal.office.com

② Enter "teams" in the 🔍 search box

③ Click when the Teams icon 📊 appears.

①

②

Enter "teams"

Click here

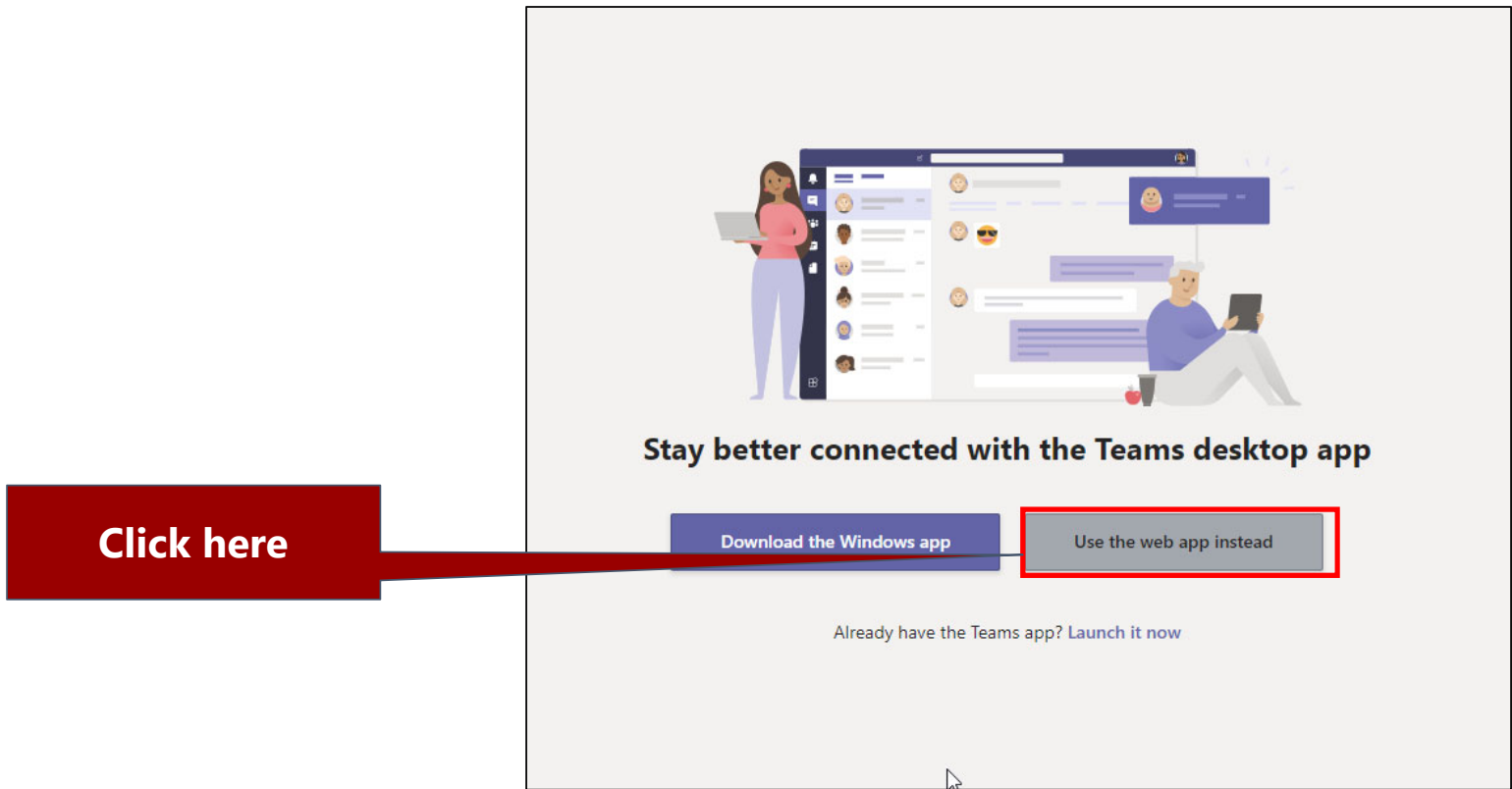**Click** 📊
**if you find it here**

③

Step 3-2

① The "Teams" screen will be displayed. You can install the Teams application, but here we will use the web application. Click the "Use the web app instead" button.

Click here

Stay better connected with the Teams desktop app

Download the Windows app   Use the web app instead

Already have the Teams app? Launch it now

Step 3-3

① Click "Teams" on the left.

② Search targeted teams (lessons and classes) from "Search teams" at the top-right.
 If you have been given the team code (which is the case of "Guidance Test Team" for testing, has code "u6ntslm"), enter it in "Join team with code".

③ Click "Join Team".

Click here

Enter code and click "Join team"
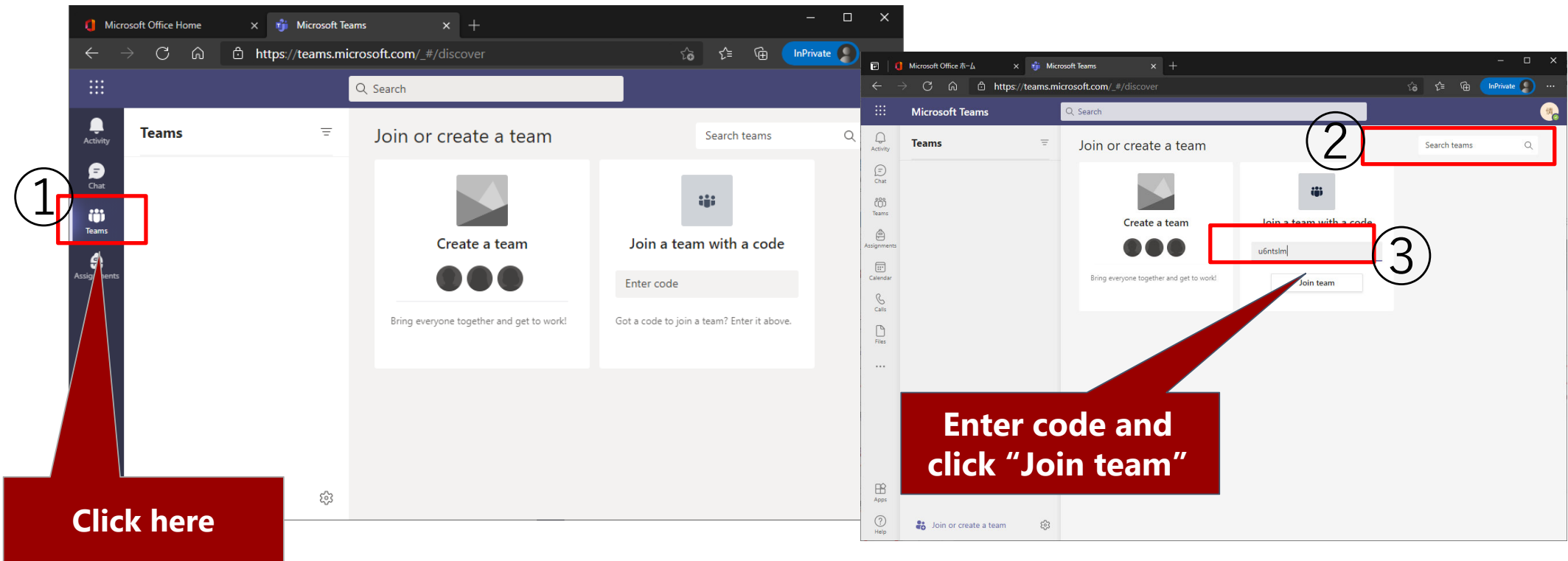
Post in your team

① You have successfully joined a team. Click "New conversation" and try to send a message.

② Click the [A✏] pencil icon with A at the bottom of the screen.

③ Write a message in the text box and send by clicking the send icon [▷] (or press "Enter/Return").

Click here

Click send button [▷]
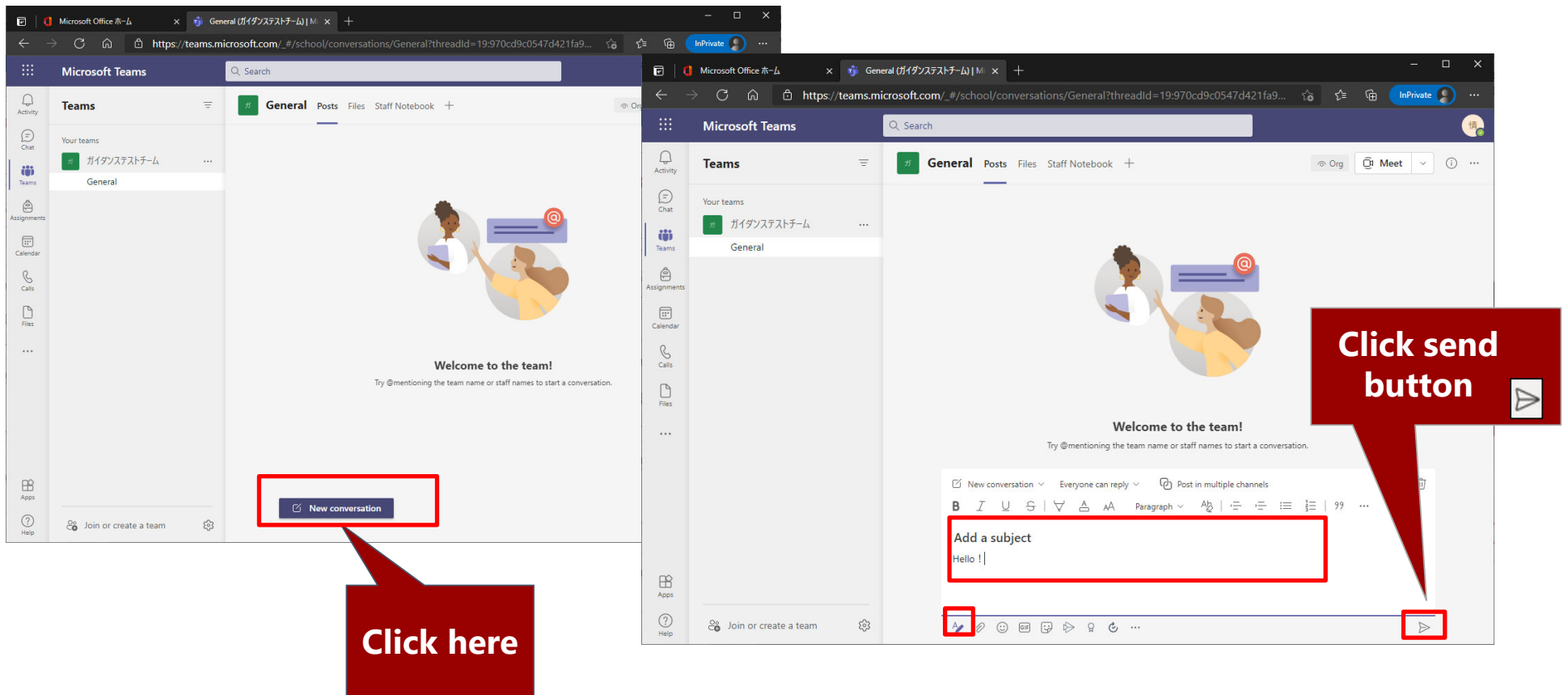
Quit from a team

① Let's try to withdraw from the "Guidance Test Team". Click the "..." button to the right of "Guidance Test Team" on the left side of the screen.

② Click on "Withdraw from team". The message "I am leaving the "Guidance Test Team" will appear, click the "Leave the team" button.

③ I was able to withdraw from the team. Some teams may not allow you to withdraw from the team yourself. If this is the case, please consult with the owner (administrator) of the team.

④ If you wish to join another team, click "Join or create Team" in the lower left corner of the screen and return to the screen in step 3-3.

Click 「Leave the team」

Leave "ガイダンステストチーム/Guidance Test Team" team

Are you sure you want to leave the team "ガイダンステストチーム/Guidance Test Team"?

Cancel   Leave the team

Click 「Join or‥」

Join or create a team

Create a team

Join a team with a code

Enter code

Create team
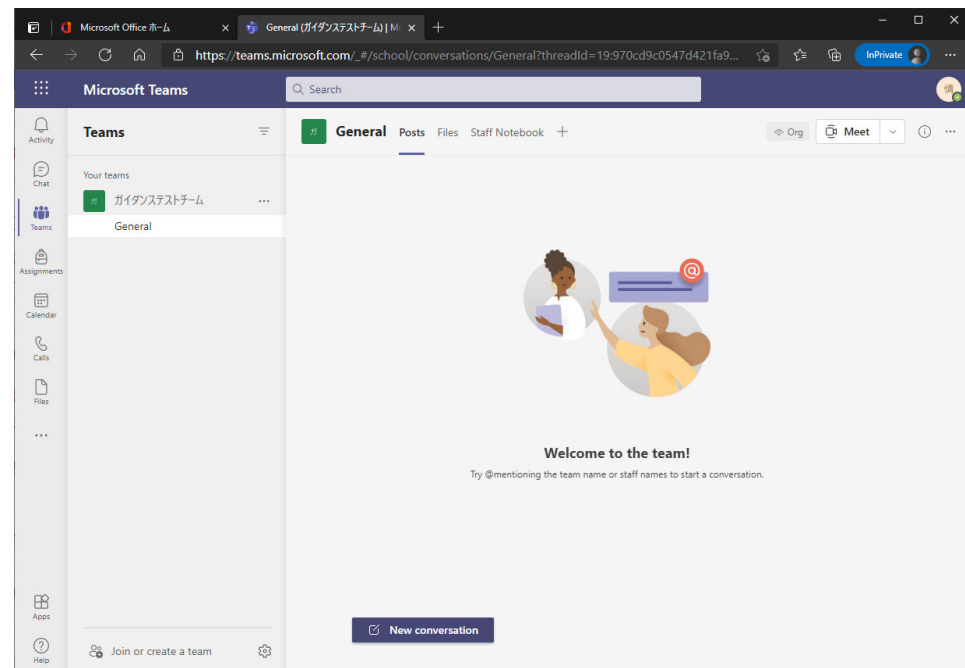
Got a code to join a team? Enter it above.

Join or create a team

Other functions

As well as sending messages, you can also share materials, enjoy video conferences and manage schedules on Teams.
Please search online for details on how to use Teams.

This completes the procedures to use Teams.

Reported trouble-shootings so far

- Unable to use
  - Sign out once.
  - Close all browsers once and open again.
  - Sign in after checking whether you should be using E-mail (@s) or Office 365 (@u).
- Unable to receive e-mails
  - Check that you are not using Outlook inside Office 365 (@u).
- Unable to watch video on Stream
  - Refer to "What to do when you can't watch class video" from "Guidance for taking online classes" on the next page.
- How to check if you are signed up to Office 365
  - Access https://portal.office.com and try to sign in. If a message such as "This account is already registered" is displayed, this indicates that you have already signed up.

Links

- Academic Computing and Communications Center

  - **Guidance for taking online classes**

    - https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-students/

  - **Microsoft Office** (**EES benefits: Personal use**)

    - https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/ees/tokuten/