

# 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

- Have at hand this card:



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

- 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.

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# 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#####  MSアカウント MS Account : s22#####@ <b>S</b> .tsukuba.ac.jp 初期パスワード Password: Akm8213k	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#####@ <b>U</b> .tsukuba.ac.jp 初期パスワード Password: Vom78913
※初回ログイン ※You must  <b>For reading/sending email Mentioned by “@s (address)”</b>	※初回ログイン ※You must  <b>For using Office software etc. (and/or attending online classes, etc.) Mentioned by “@u (address/account)”</b>

# 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>)

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”

The screenshot shows a web browser window with the URL [https://login.microsoftonline.com/common/oauth2/authorize?client\\_id=00000...](https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000...). The page displays the Microsoft sign-in interface. A red box highlights the "Sign in" section, which includes a text input field for "Email, phone, or Skype", a "Create one!" link, and a "Next" button. A blue box highlights the "Next" button. A red box highlights the "Sign-in options" section. A blue arrow points from the "Next" button to the "Sign-in options" section. A red box highlights the "Sign-in options" section. A blue arrow points from the "Sign-in options" section to the "Next" button. A red box highlights the "Sign-in options" section. A blue arrow points from the "Sign-in options" section to the "Next" button. A red box highlights the "Sign-in options" section. A blue arrow points from the "Sign-in options" section to the "Next" button.

**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.

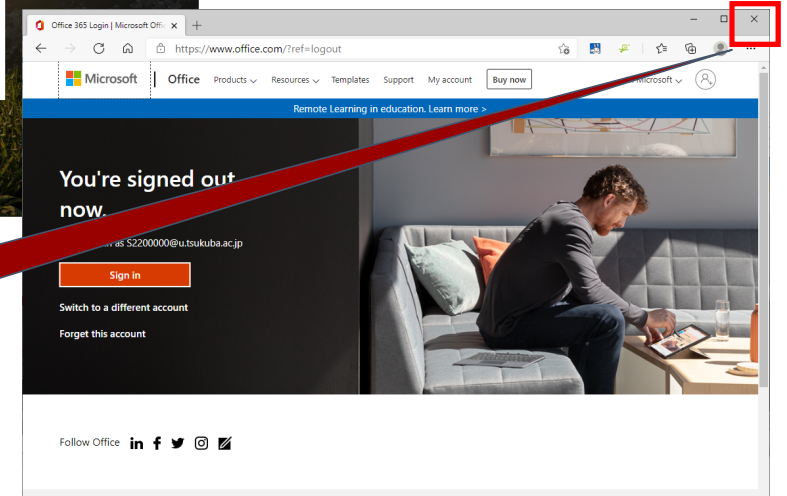
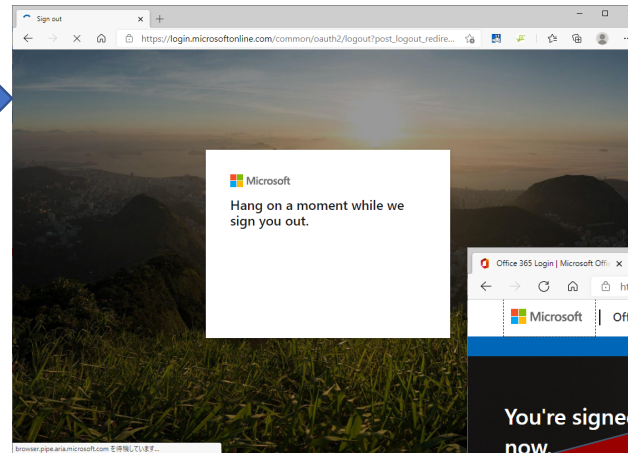
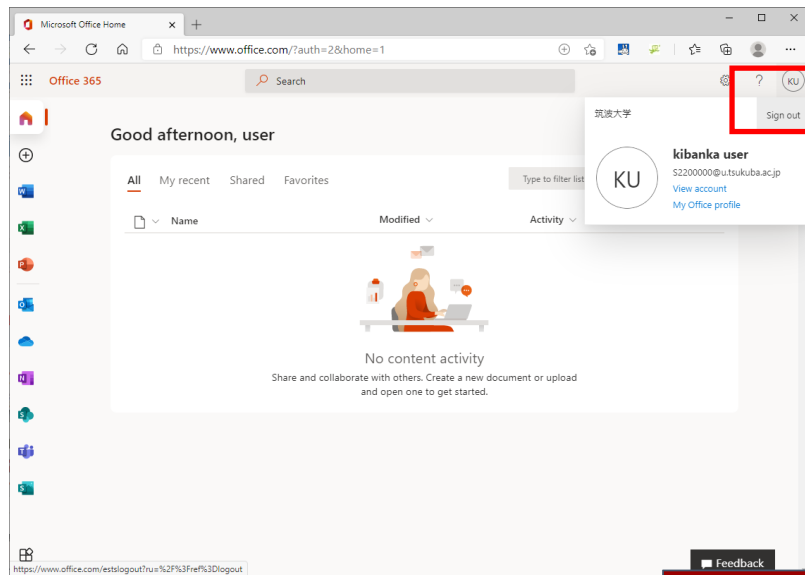
**✗ s22#####@S.tsukuba.ac.jp**  
**○ s22#####@U.tsukuba.ac.jp**

①  
②  
③

# 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 cached in the browser, click “**Sign out**” from the account icon at the top-right of the screen and then click “x” 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 "x" to close the web browser

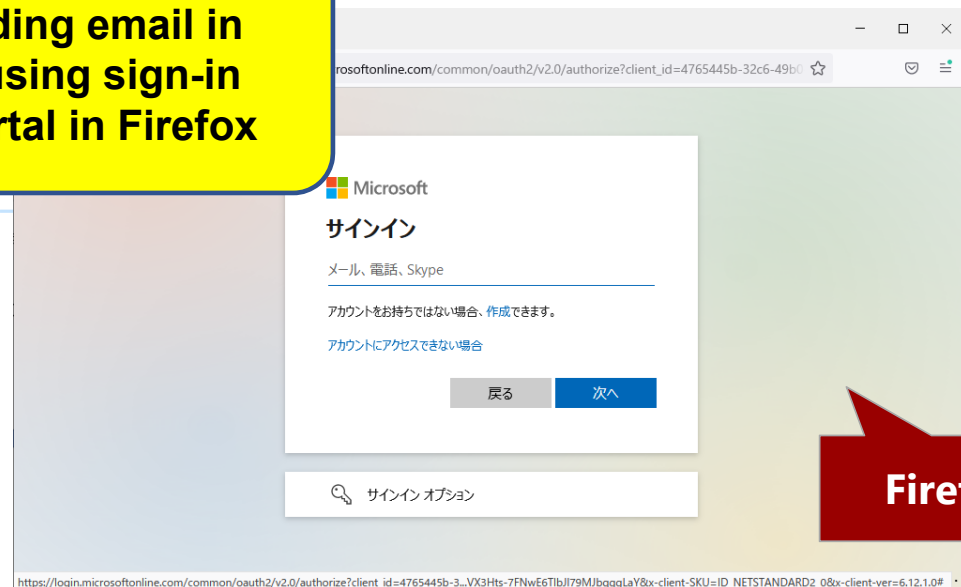
# Trouble shooting...

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



## Step 1-3

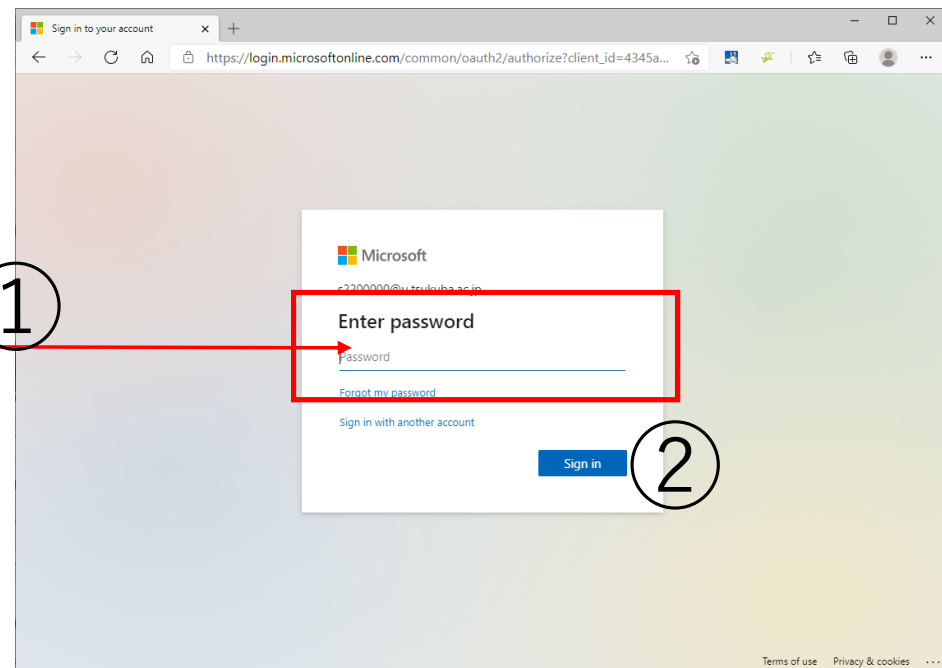
- ① When the “Enter password” screen comes up, enter the password from the Microsoft 365 Password Card in the entry field on the browser.
- ② Click “Sign in” and proceed to the next step.

- 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.





## Step 1-4

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.

The image shows a screenshot of a web browser displaying the Microsoft Office 365 password update screen. The browser address bar shows <https://login.microsoftonline.com/common/login>. The page title is "Sign in to your account". The main content area displays the Microsoft logo, the email address `s2200000@u.tsukuba.ac.jp`, and the heading "Update your password". Below the heading, there is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located at the bottom right of the form. A red box highlights the "Current password" field, and a red arrow points from the "Password: Vom78913" field in the "Microsoft Office 365 Password Card" to this field. A blue box highlights the "New password" and "Confirm password" fields, and a red arrow points from the "MS Account : s22#####@u.tsukuba.ac.jp" field in the "Microsoft Office 365 Password Card" to the "New password" field. A blue box highlights the "Sign in" button, and a red arrow points from the "MS Account" field in the "Microsoft Office 365 Password Card" to this button. A yellow speech bubble contains the text: "It is necessary to create a password different from that of the Unified Authentication System (the @s address)". A red box contains the text: "Enter new password that you created (8 or more digits)".

- Microsoft Office 365 Password Card -

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

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

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

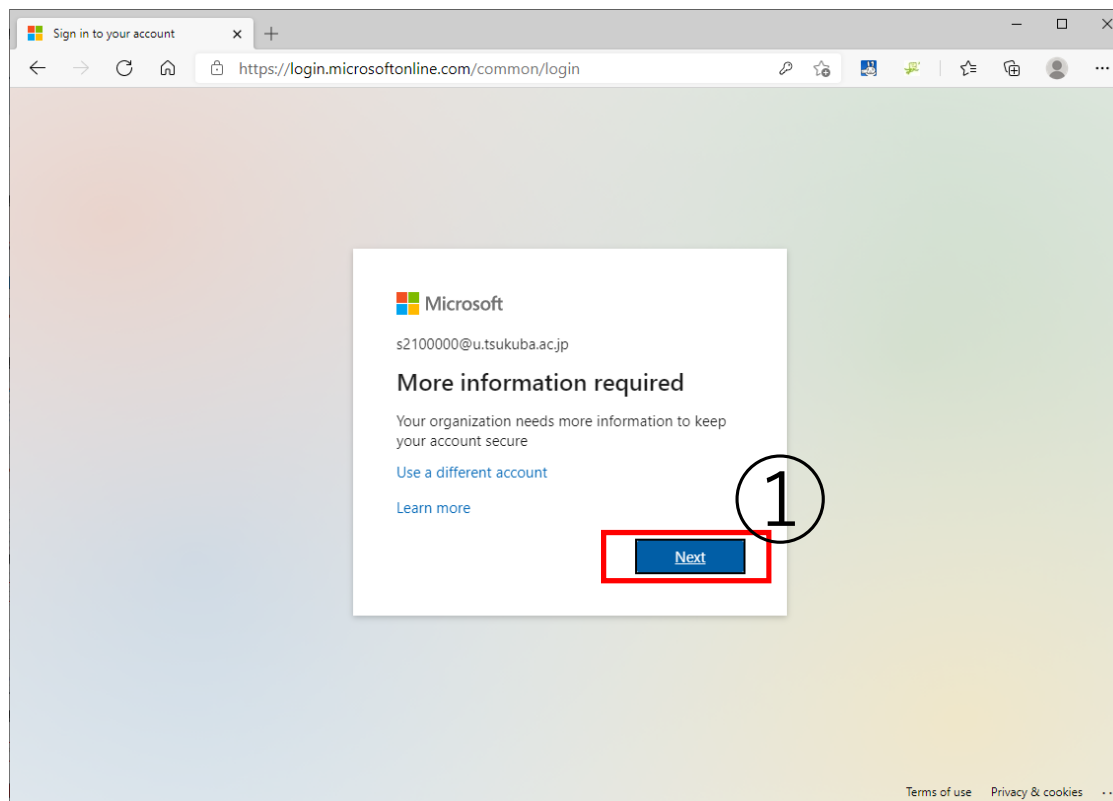
Microsoft  
s2200000@u.tsukuba.ac.jp  
Update your password  
You need to update your password because this is the first time you are signing in, or because your password has expired.  
Current password  
New password  
Confirm password  
Sign in

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

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

## Step 1-5

① When “More information required” appears, click “Next”

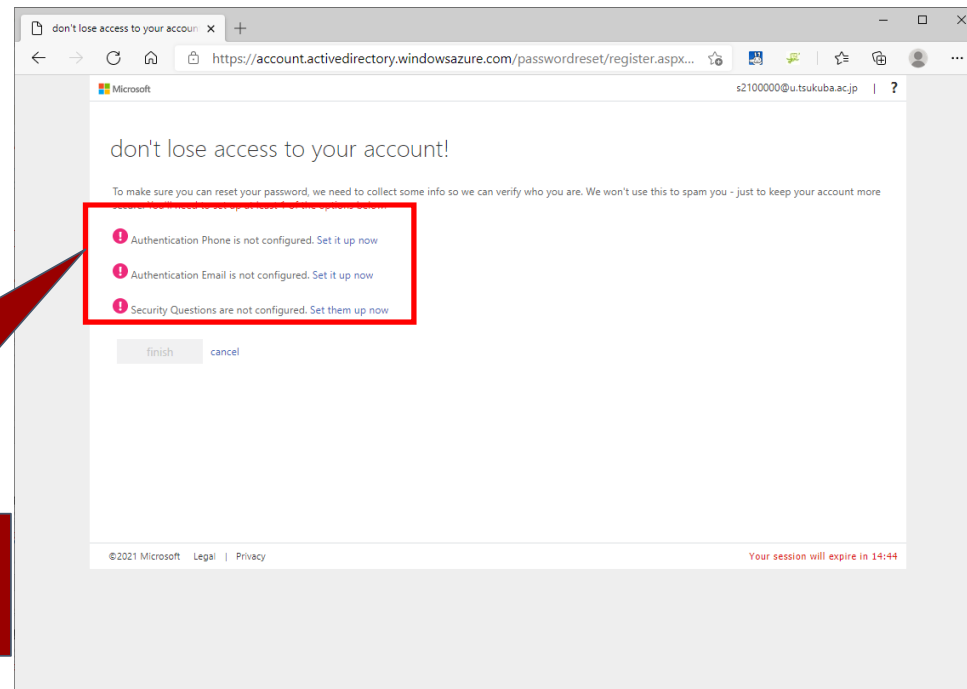


Required only when the first time you sign-in

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

## Step 1-7

Required only when the first time you sign-in

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”.

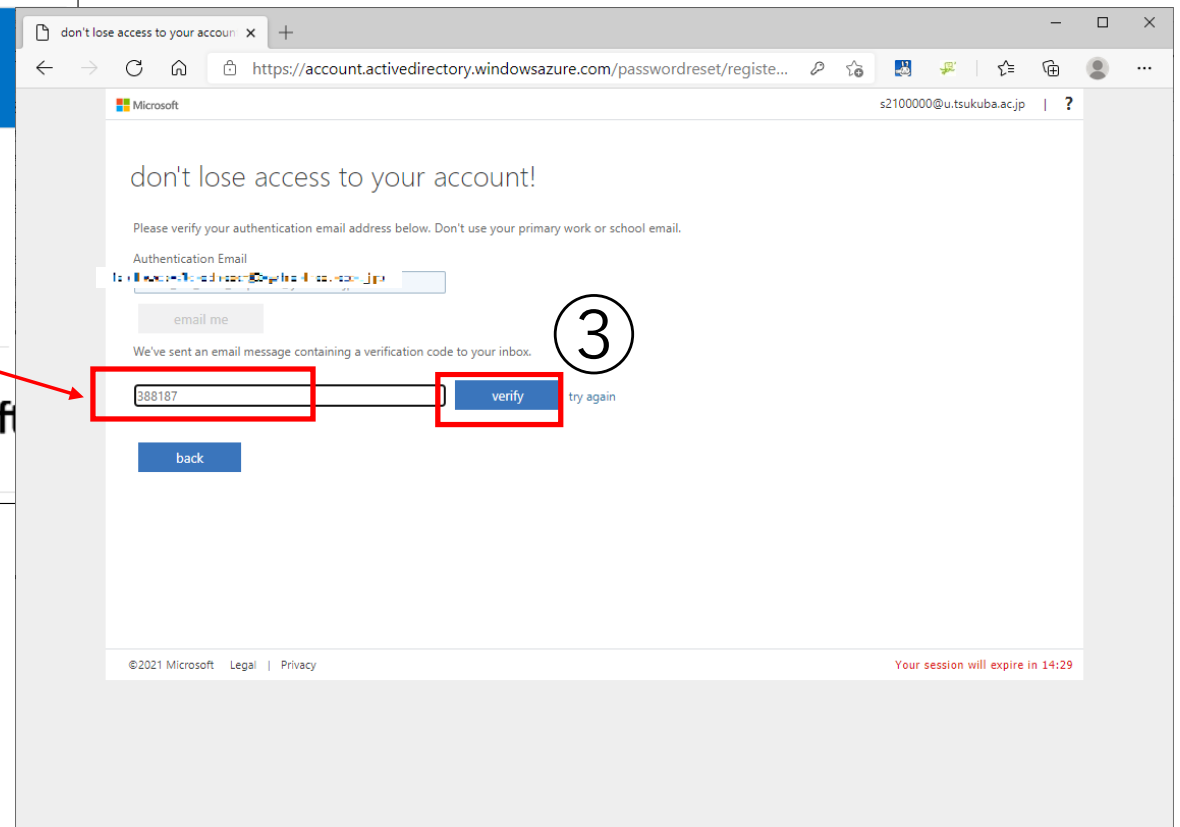
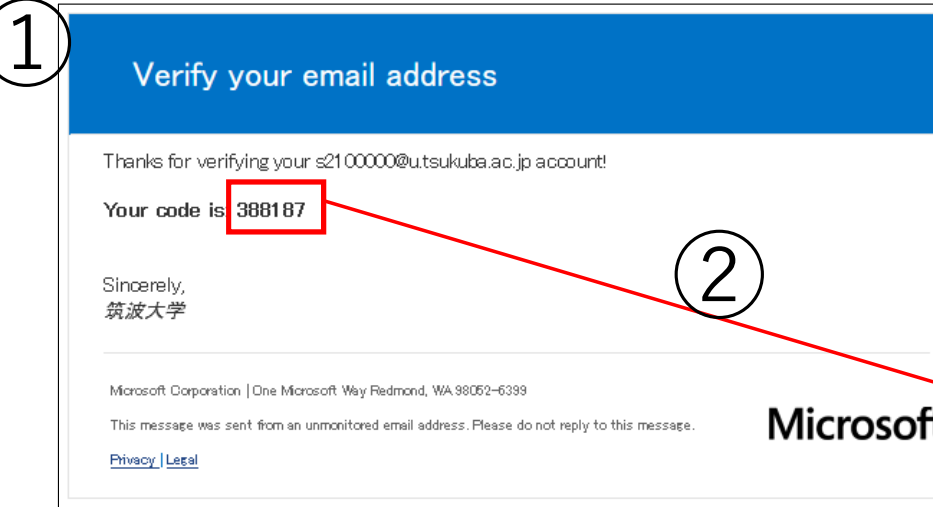
The screenshot shows a web browser window with the URL <https://account.activedirectory.windowsazure.com/passwordreset/registre...>. The page title is "don't lose access to your account!". Below the title, it says "Please verify your authentication email address below. Don't use your primary work or school email." There is a text input field labeled "Authentication Email" with a red box around it and a circled "1" next to it. Below the input field is a blue button labeled "email me". Below that is a blue button labeled "back" with a circled "2" next to it. At the bottom of the page, there is a footer with "©2021 Microsoft | Legal | Privacy" and "Your session will expire in 14:57".

Enter the address to which you want to receive Authentication Email

## Step 1-8

Required only when the first time you sign-in

- 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”



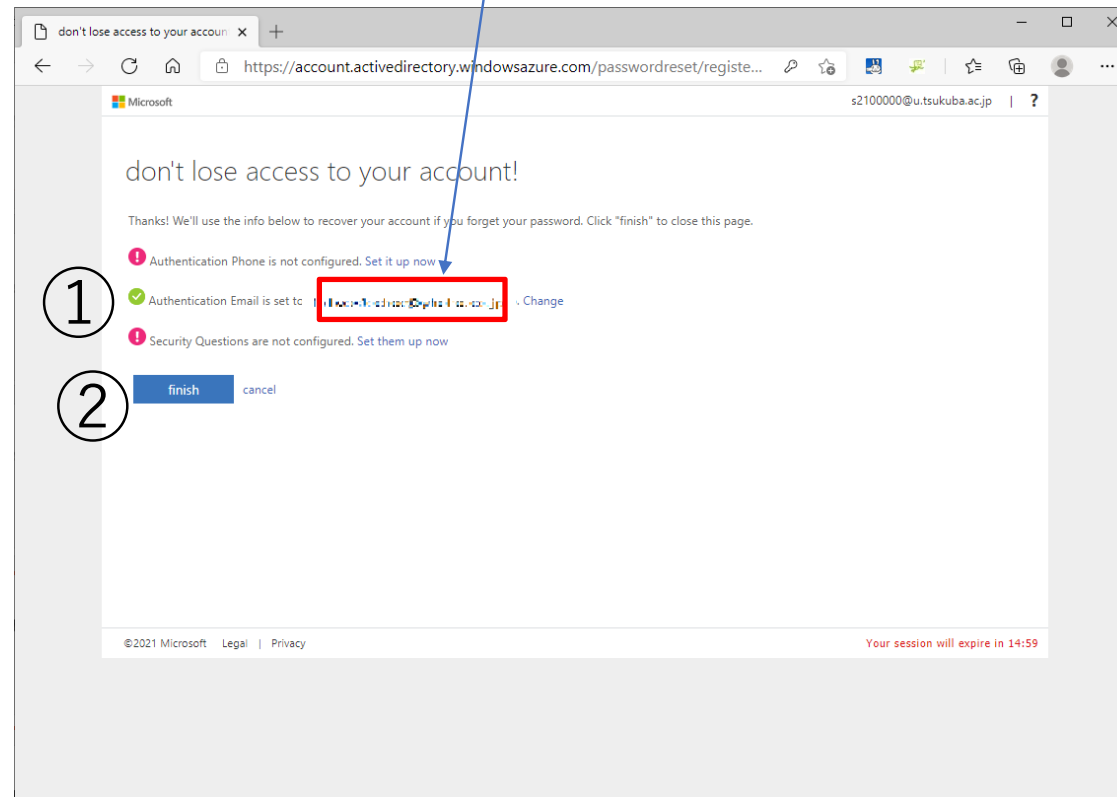
In case you have not received a confirmation code:

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

## Step 1-9

Required only when the first time you sign-in

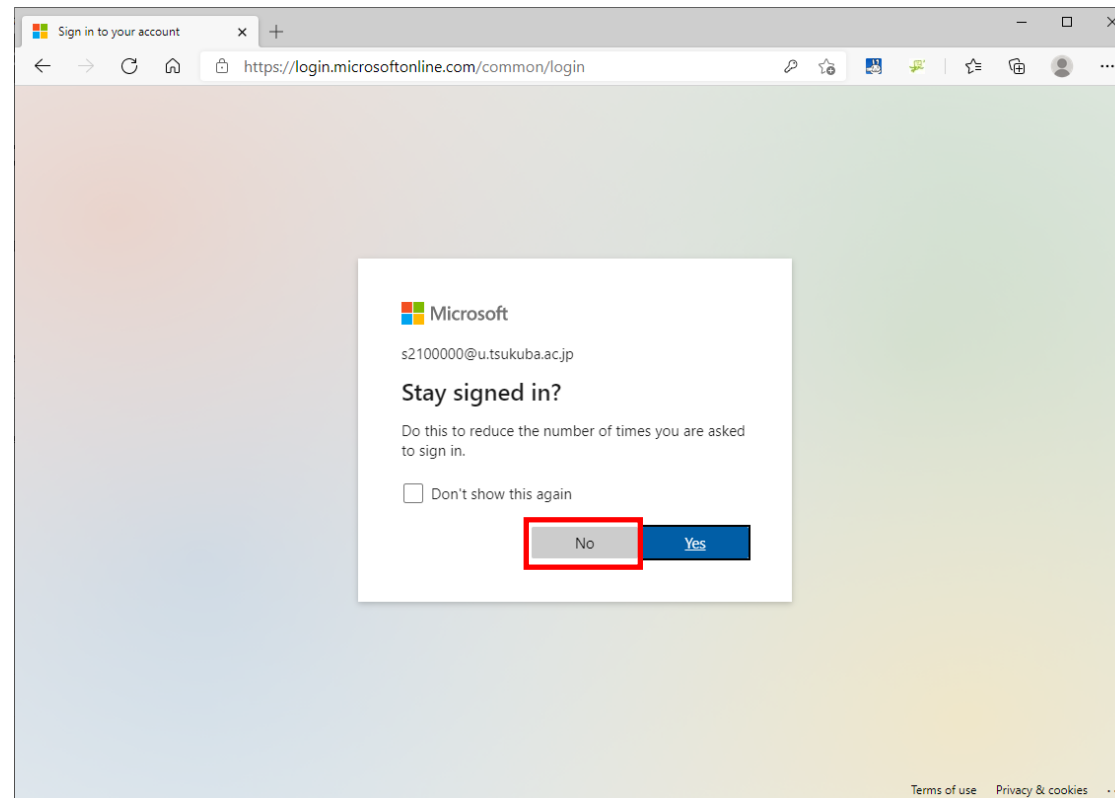
- ① make sure “Authentication Email” is set to (the e-mail address you entered)”.
- ② Click “finish”



## Step 1-10

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:

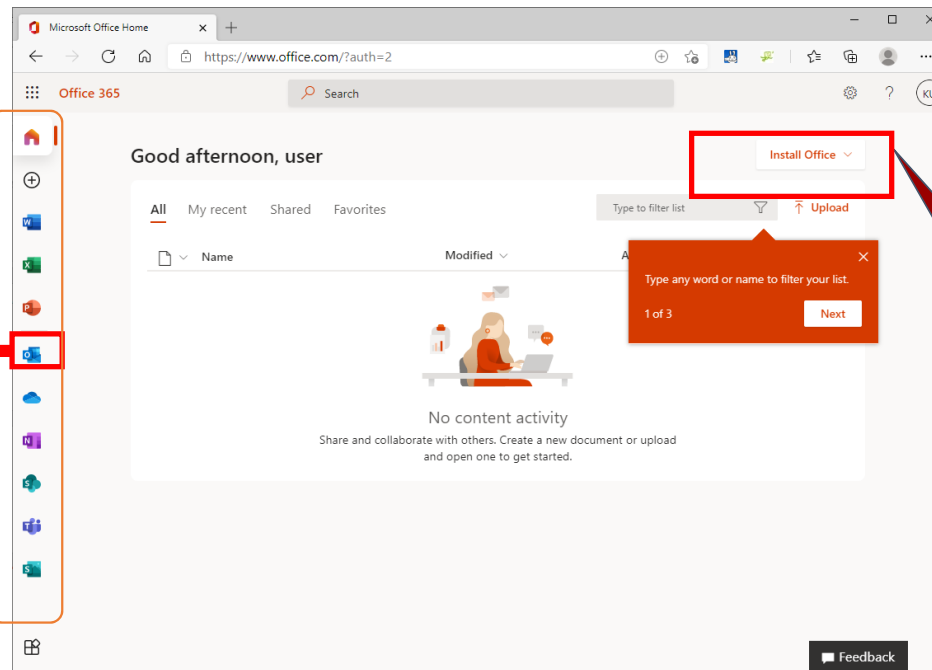
[About using Outlook on EES benefits and students' @s and @u address e-mail](https://www.cc.tsukuba.ac.jp/wp/student-s-u-address-and-ees-outlook/)  
(<https://www.cc.tsukuba.ac.jp/wp/student-s-u-address-and-ees-outlook/>)



**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

Microsoft Office ホーム x 統一認証システム (Unified Auther: x +

← → ↻ 🏠 🔍 InPrivate

<https://idp.account.tsukuba.ac.jp/idp/profile/SAML2/Redirect/SSO?execution=e1s2>

筑波大学  
University of Tsukuba

統一認証システム (Unified Authentication System)

ログインサービス: 筑波大学のmanabaサー

ユーザーID (user id) (UTID-13 or UTID-NAME)

パスワード (password)

筑波大学 [筑波大学のmanabaサービス]

Login

筑波大学のmanabaサービス (教育支援アプリケーション)

このページをブックマークしないでください。  
(Please do not bookmark this page.)  
このページに移行する前の、システムごとのURLをブックマークするよ  
うにしてください。  
(Please bookmark system-specific URL before jumping to this

統一認証システム (Unified Authentication System) の詳細について

Enter ID and password of  
Unified Authentication System

## Step 2-2

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".

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

**2** Enter 20473 in "Course code"

**3**

**4** Register

**Course Search Results**

Course Code	Course	Course Instructor	Year	Lecture Info
xx20473	Watch videos on Microsoft Stream		2020	

**Course Registration**

Course Code	Course	Course Instructor	Year	Lecture Info
xx20473	Watch videos on Microsoft Stream		2020	

## Step 2-3

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"

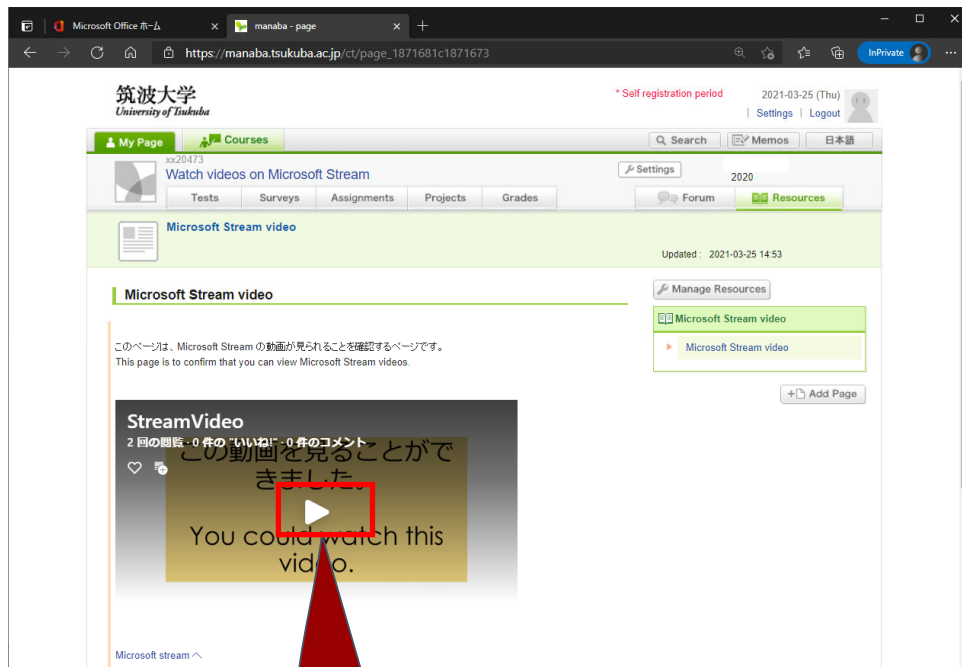
Click "Microsoft Stream Video" from "Content"

## Step 2-4

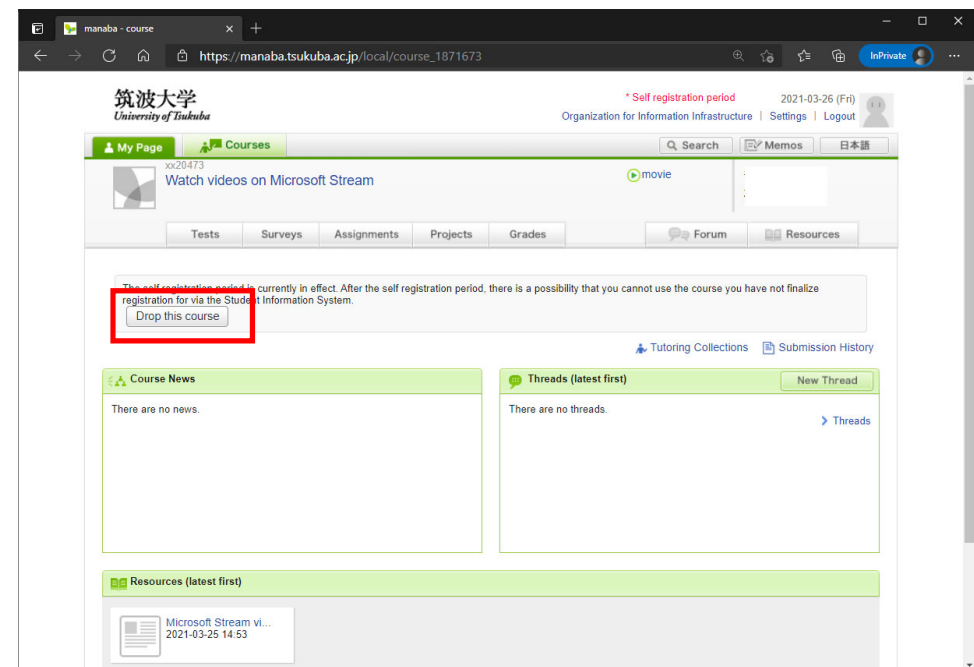
This is an example of testing watching video

- 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.)



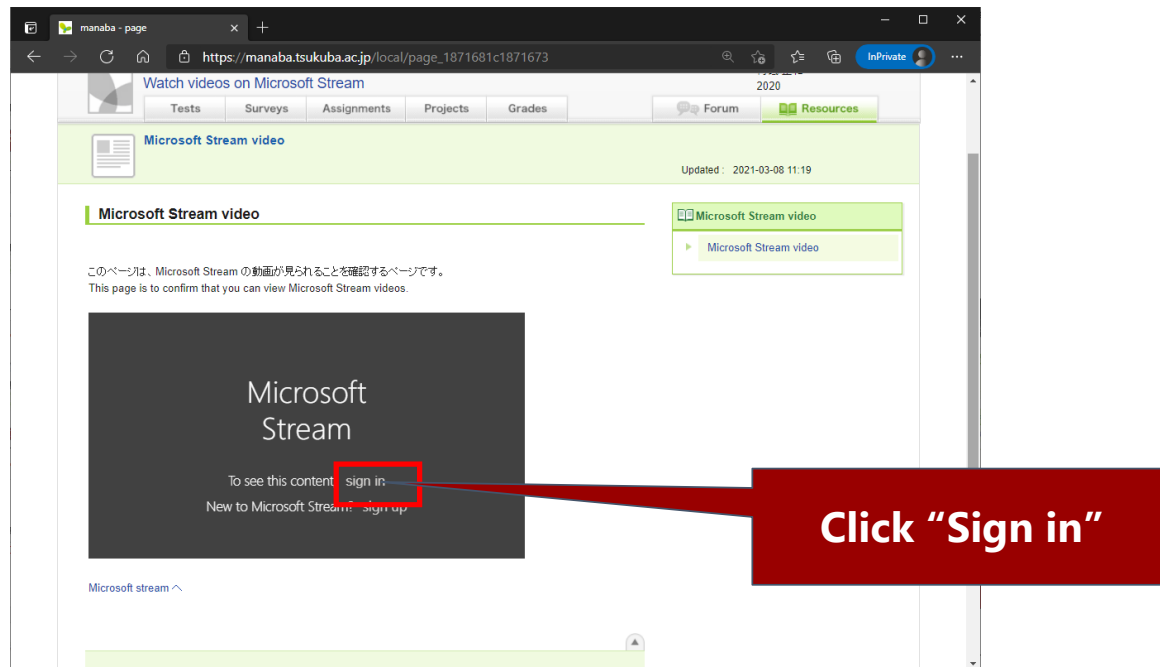
Click Play



If the video can be watched, go to Step 2-5.

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”.

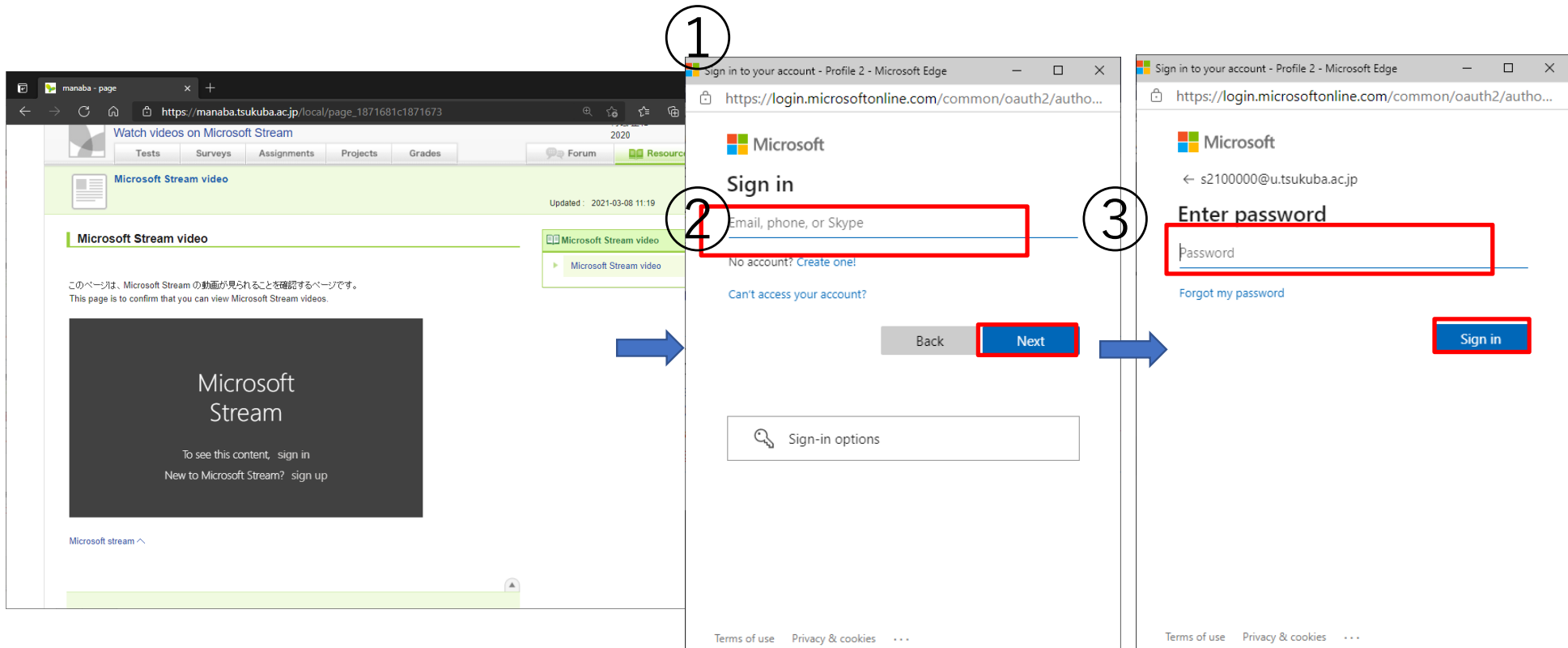


The screenshot shows a web browser window displaying a Microsoft Stream video player. The browser address bar shows the URL [https://manaba.tsukuba.ac.jp/local/page\\_1871681c1871673](https://manaba.tsukuba.ac.jp/local/page_1871681c1871673). The page title is "Watch videos on Microsoft Stream". The video player interface includes a navigation bar with "Tests", "Surveys", "Assignments", "Projects", "Grades", "Forum", and "Resources". The video player itself shows a dark screen with the text "Microsoft Stream" and a "sign in" button highlighted with a red box. A red callout box points to the "sign in" button with the text "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...

If the video can be watched, go to Step 2-5.



- 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).



## Step 2-5

This is a reference procedure. It is not required.



- 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.

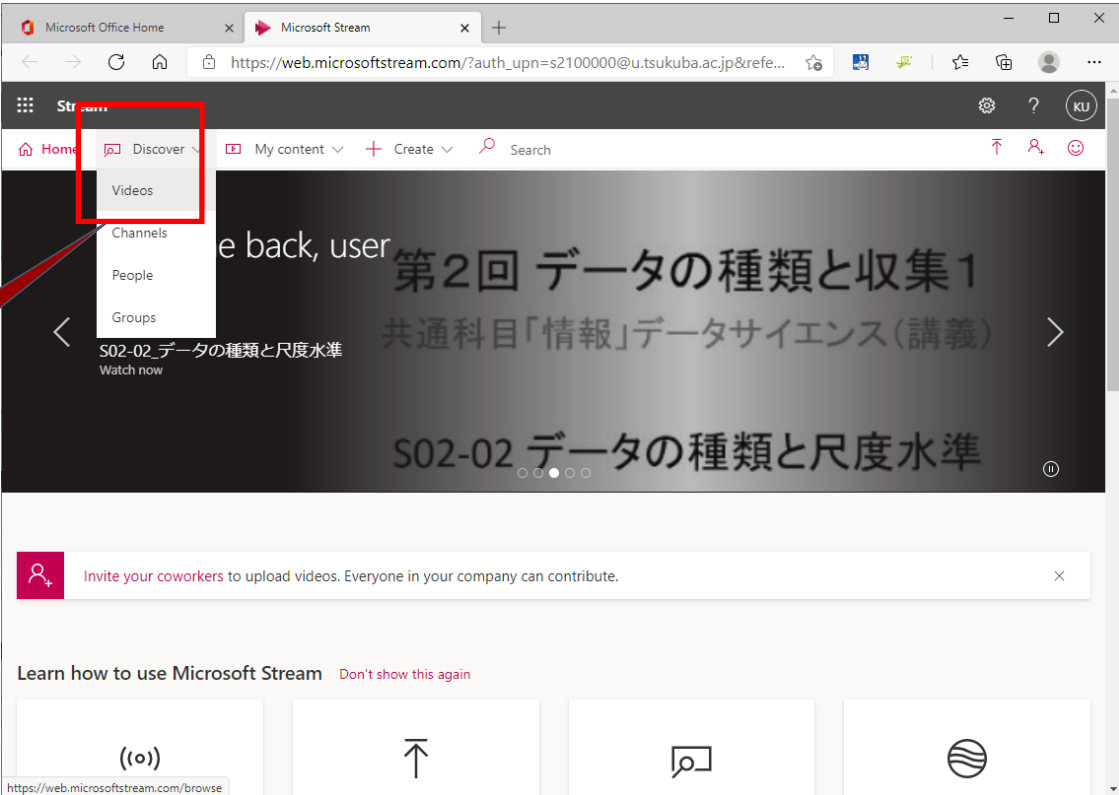
The screenshot shows the Microsoft Office Home portal interface. A red box labeled '1' points to the browser address bar containing 'https://www.office.com/?auth=2'. A red box labeled '2' points to the search bar containing the text 'stream'. A red box labeled '3' points to the 'Stream' icon in the search results. A red callout box on the left says 'Enter "stream"'. A red callout box at the bottom says 'Click here'. A search filter dialog is visible on the right side of the screen.



## Step 2-6

This is a reference procedure. It is not required.

- 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.



The screenshot shows the Microsoft Stream web interface. The search menu is open, and the 'Videos' option is highlighted with a red box. A red arrow points from this box to a red callout box containing the text 'Click "Video"'. The background shows a video player with Japanese text: '第2回 データの種類と収集1' and 'S02-02 データの種類と尺度水準'.

**Click "Video"**

## Step 2-7

This is a reference procedure. It is not required.

- ① Enter “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

The screenshot shows a web browser window with the Microsoft Stream search interface. The search bar contains the text "science" and is highlighted with a red box. A red callout points to this search bar with the text "Enter the title, etc. of the video you are looking for". Below the search bar, there are three search results, each with a video thumbnail, title, and description. A red callout points to the first search result with the text "Click the video that you want to watch".

Microsoft Office Home x Browse videos | Microsoft Stream x +  
https://web.microsoftstream.com/browse

Stream

Home Discover My content Create Search

Videos Channels People Groups

Search for videos

science x

Sort by Relevance

0812604 Computer Science: Introduction  
1:40 1:40 1:40 1:40 1:40  
This is a lecture recorded on introducing Computer Science to Computer Science students.  
0812604 "Department of Computer Science, University of Helsinki, Finland"

0812604 Computational Science: Library, Tahahashi  
4:00 4:00 4:00 4:00 4:00  
Computational science library February 24, 2019 10:00 - 11:00  
0812604 "Computational Science, the class video"

0812604 Mathematics for Computer Science: Introduction  
1:40 1:40 1:40 1:40 1:40  
In this video we introduce the mathematics for computer science course and talk about  
Oliver A. Unruh

## Step 2-8

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.

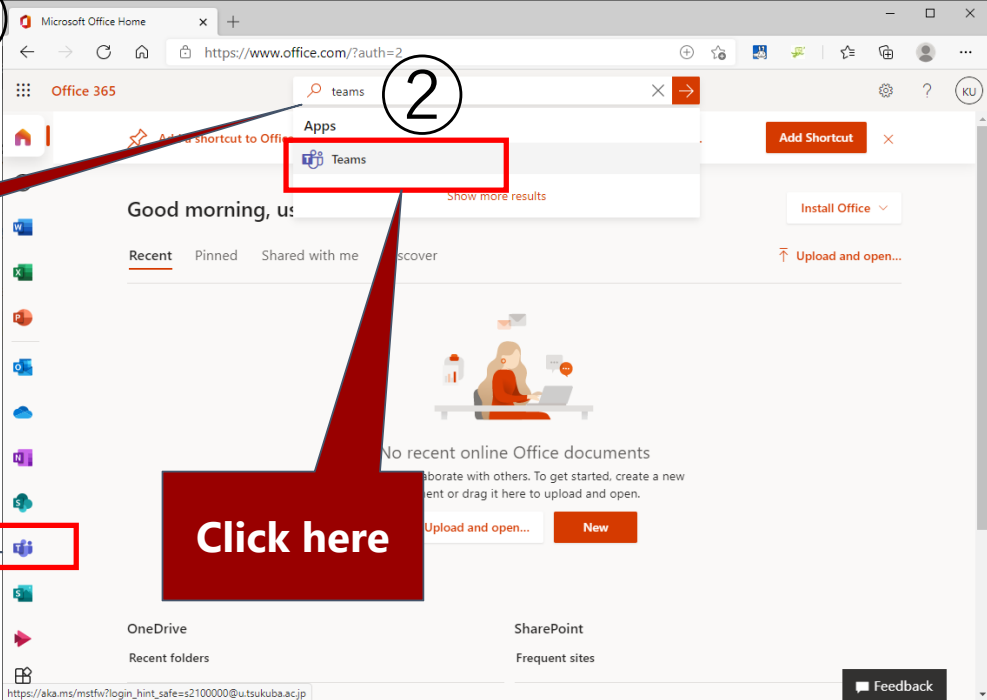
Watch by pressing  
"Play" button

The screenshot shows a web browser window displaying a Microsoft Stream video player. The video player interface includes a navigation bar at the top with 'Home', 'Discover', 'My content', 'Create', and 'Search' options. The video player itself shows a video with a blue title card that reads 'Bioinformatics: A platform to understand biological systems using computational techniques'. Below the video player, there is a 'Transcript' section with a list of video segments. A red callout box points to the play button in the video player's control bar, which is highlighted with a red square. The video player also shows a progress bar at 00:05 / 45:38 and various control icons like volume, settings, and share.

# 3. Use Teams

## Step 3-1

- 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.



The screenshot shows the Microsoft Office Home portal. A search bar at the top contains the text "teams". A dropdown menu below the search bar shows the "Teams" app icon. A red box highlights the "Teams" app icon in the dropdown menu, with a red callout box pointing to it that says "Click here". Another red box highlights the Teams icon in the left-hand navigation pane, with a red callout box pointing to it that says "Click if you find it here". A third red box highlights the search bar containing "teams", with a red callout box pointing to it that says "Enter 'teams'".

Enter "teams"

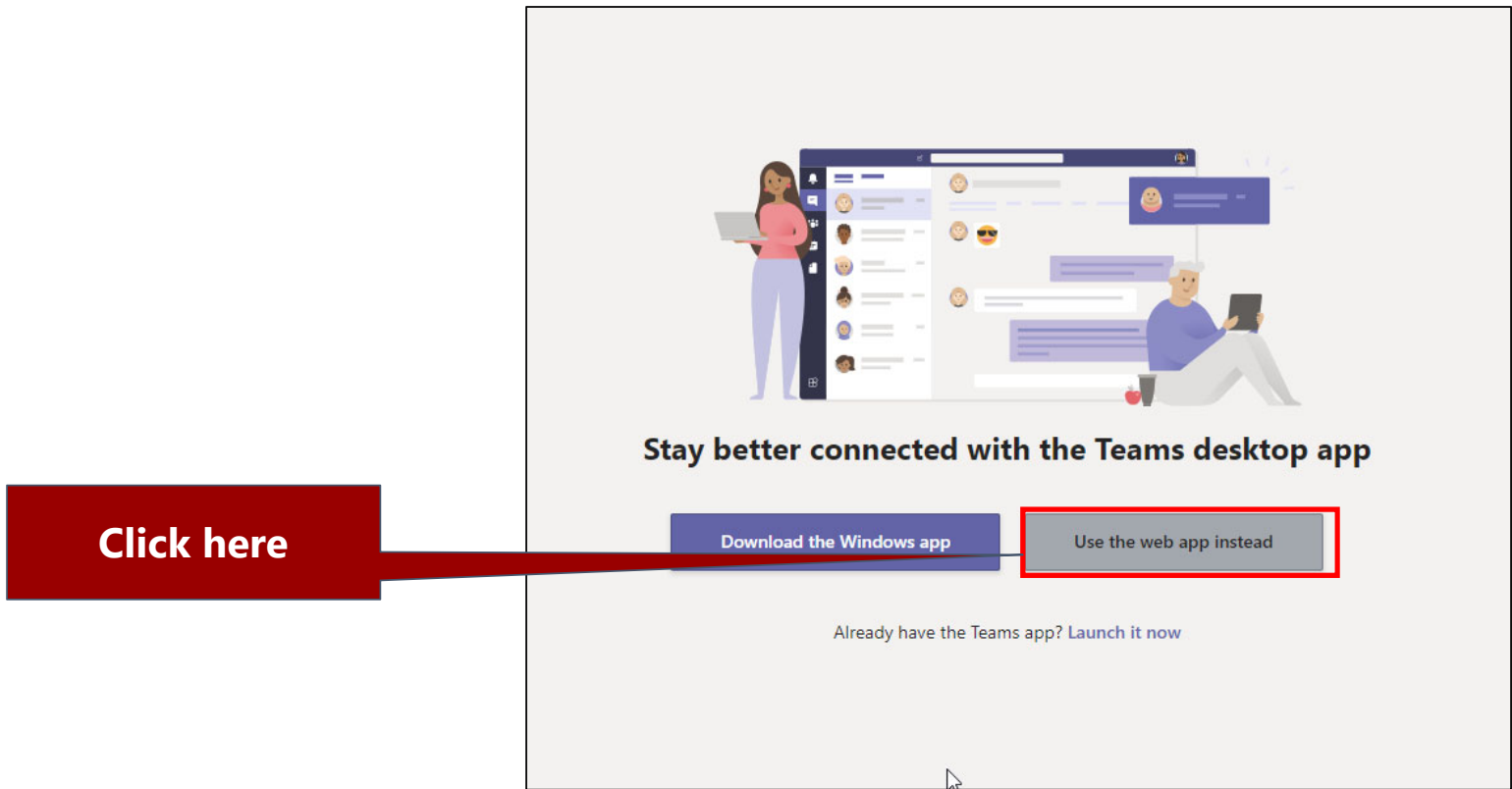
Click if you find it here

Click here

Start teams

Step 3-2

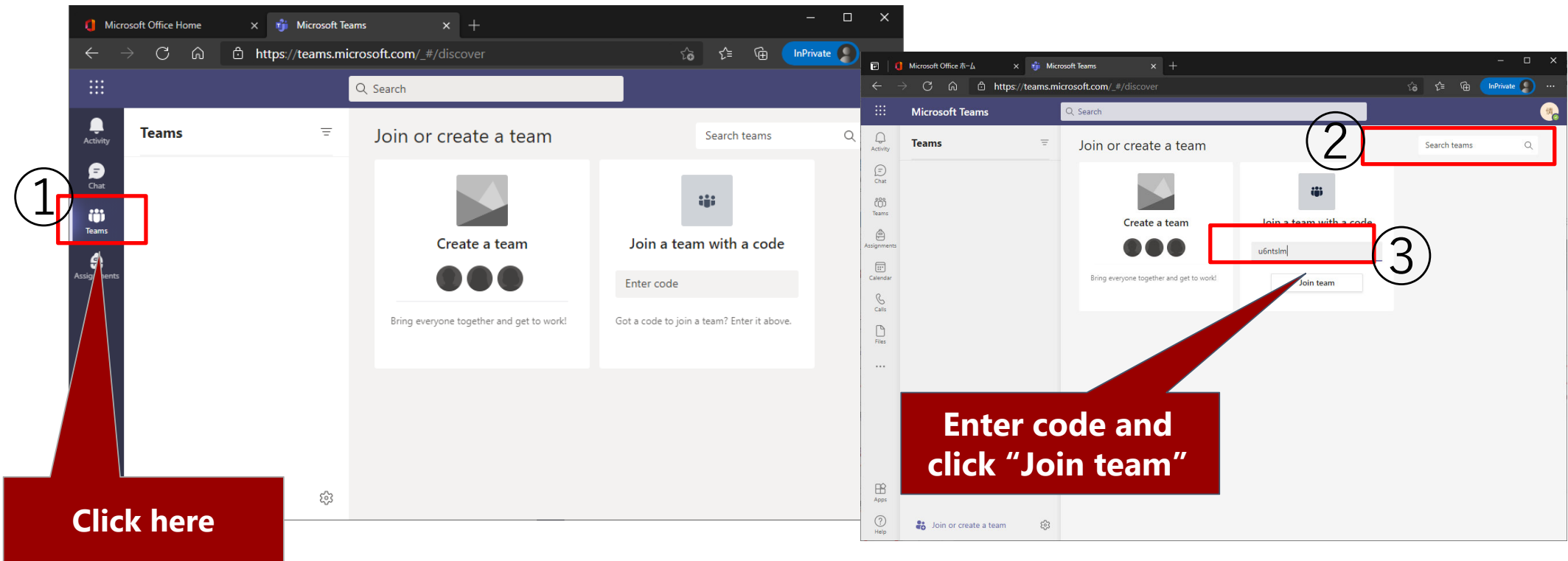
① The “Teams” screen will be displayed. You can install the Teams application, but here we will use the web application. Click the “Use the web app instead” button.



## Find the desired team



### Step 3-3

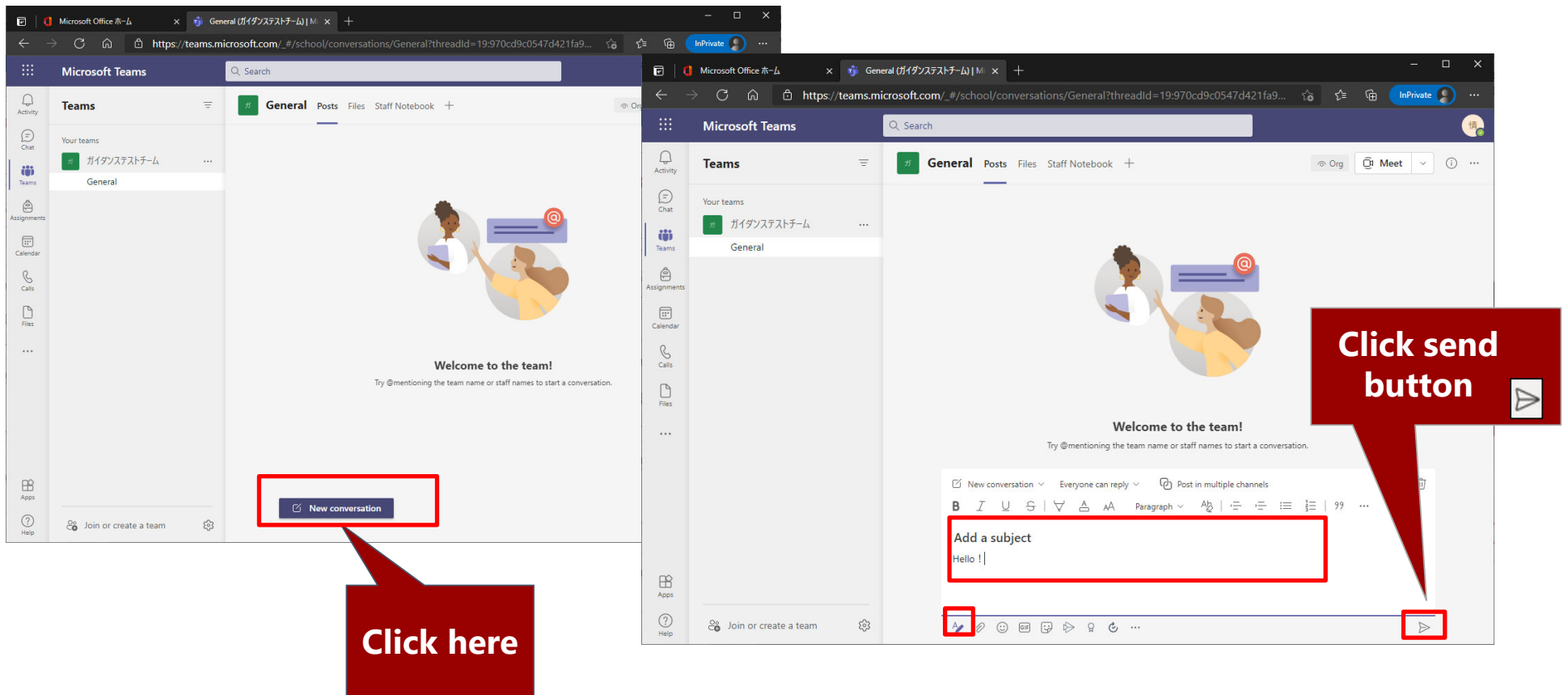
- ① Click “Teams” on the left.
- ② Search targeted teams (lessons and classes) from “Search teams” at the top-right.  
If you have been given the team code (which is the case of "Guidance Test Team" for testing, has code "u6ntslm" ), enter it in “Join team with code”.
- ③ Click "Join Team".



## Post in your team

### Step 3-4

- ① You have successfully joined a team. Click “New conversation” and try to send a message.
- ② Click the  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”).



## Quit from a team

### Step 3-5

- 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.

The image consists of three overlapping screenshots of the Microsoft Teams web interface. The first screenshot on the left shows the 'Your teams' list with a red box around the three-dot menu for the 'ガイダンステストチーム/Guidance Test Team' and another red box around the 'Leave the team' option in the dropdown menu. A red arrow points from this menu to a second screenshot in the middle, which shows a confirmation dialog box with the text 'Leave "ガイダンステストチーム/Guidance Test Team" team' and 'Are you sure you want to leave the team "ガイダンステストチーム/Guidance Test Team"?'. A red box highlights the 'Leave the team' button in the dialog. A red arrow points from this dialog to a third screenshot on the right, which shows the 'Join or create a team' screen. A red box highlights the 'Join or create a team' button in the bottom left corner. Two red callout boxes with white text are overlaid on the images: one on the left says 'Click 「Leave the team」' and one on the right says 'Click 「Join or・・・」'.

Click 「Leave the team」

Click 「Join or・・・」



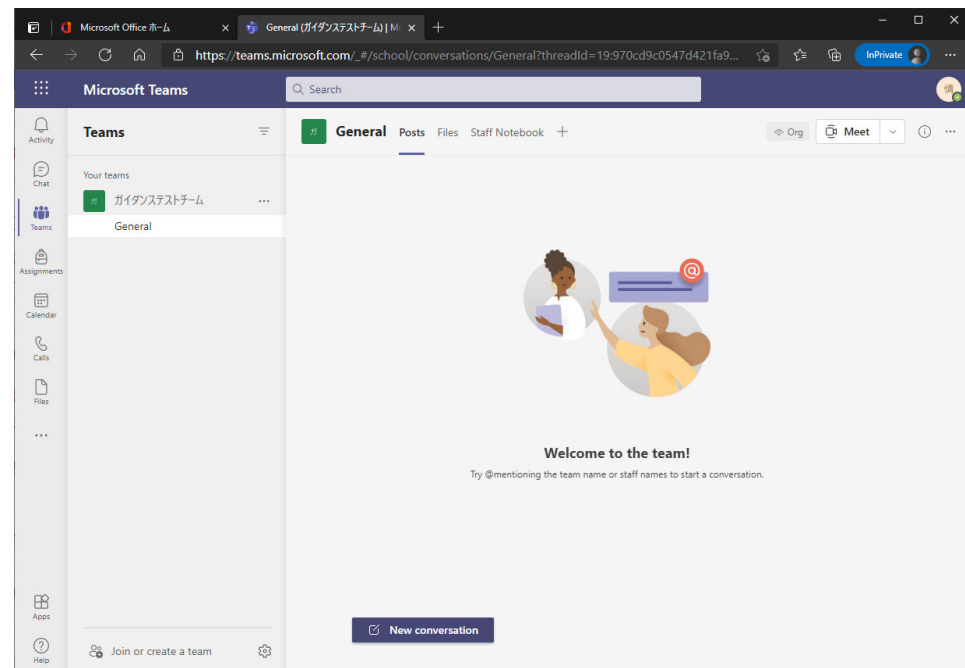
## Step 3-6

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

