

Steps for sign-in to Microsoft 365 and preparing for online classes

「Microsoft 365」 (Office, Teams, etc.)

You will need to set up your own **Microsoft account password** to start using the service.

- There is a notice (see slide p. 3) marked "How to Use Microsoft 365" on hand.
- This instruction manual will guide you through the process of signing in to the Microsoft 365 portal site and using the tools for the class.

To be confirmed in this procedure

1. Sign in to the Microsoft 365 portal site.

Students at the University can install Microsoft Office products such as Word and Excel on their PCs and smartphones through the Microsoft "Office365" portal site. It also offers access to a variety of cloud services, including Teams, Stream, and OneDrive for Business.

2. Watch videos uploaded to Stream on manaba (Learning Management System).

Stream is a video streaming service that allows users within the university to share and watch videos. Users can view uploaded class videos. It can be used like YouTube within the University of Tsukuba.

3. Try Teams.

Teams is a communication tool that allows faculty and students to create teams and work together remotely, download course materials and resources, collaborate online, and submit reports.

Before starting instructions

Prepare the sheet labeled "How to use Microsoft 365 (using Office, Teams, etc.)".

The following account notification cards are distributed at the time of admission.

If you have not received one or have lost it, please contact your Academic Service Offices.

How to use Microsoft 365 (Office, Teams, etc.)

Your Microsoft Account
at University of Tsukuba : **s2399999@u.tsukuba.ac.jp**

To start using the service, you must follow steps (0) through (5) to set up a Microsoft account password. (This is a different system from the Unified Authentication System.)

(0) Connect to the university network

This section describes one method of connecting to the university's network using the "On-Campus Wi-Fi System".
For information on how to connect to the On-Campus Wi-Fi System, please see the web page of the Academic Computing and Communications Center.
https://www.cc.tsukuba.ac.jp/wp_e/service/wireless/

If you have no choice but to access only from off-campus, please use the VPN service of the Academic Computing and Communications Center.
https://www.cc.tsukuba.ac.jp/wp_e/service/vpn/

(1) Access the following setup site from your browser

<https://m365setting.u.tsukuba.ac.jp>



You can only connect from the university network (including the VPN service mentioned above).
(You will only have to access this setup site the first time.
After setting the password, you do not need to access this configuration site.)

(2) Log in using the Unified Authentication UTID-NAME and the Unified Authentication System password.

Account information for the Unified Authentication System is explained on the reverse side.
Please select "@u.tsukuba.ac.jp" in the "Select Domain" section.

(3) Click "Change Password" and follow the instructions on the screen to set your Microsoft 365 password.

Note: *Please set a password that is different from the Unified Authentication System password.

(4) Click "Multi-Factor Authentication" and set the setting status to "Enable".

For security reasons, the University strongly recommends the use of multi-factor authentication.

(5) Log out of the setup site

If you have used VPN, be sure to disconnect the VPN connection after logging out of the setup site to avoid intensive use.

This completes the Microsoft account setup. Thereafter, please sign in to the Microsoft 365 site with your Microsoft account and the password you have set.

Sign in to Microsoft 365: <https://login.microsoftonline.com/>

Microsoft Products: : https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/

Account Name

Please read the instructions on this sheet carefully and perform steps (0) through (5) to set up your **Microsoft account password**.

※If you forget the password you set here, you can reset it by following the same procedure.

※ Each password for the Unified Authentication System is different.

How to set a password for your Microsoft 365 account

On the following page, you will find instructions on how to set up a password for your Microsoft 365 account. Please refer to this page to set up your password and multi-factor authentication.

https://www.cc.tsukuba.ac.jp/wp_e/wp-content/uploads/StepsToUseM365_en.pdf



1. Sign in to the Microsoft 365 portal site

Step 1 – 1

① Please prepare the sheet labeled "How to use Microsoft 365 (using Office, Teams, etc.)".

The account to sign in to "Microsoft 365" is
sXXXXXXXXX + 「@U.tsukuba.ac.jp」 .

The password is
the Microsoft account password that you set up in
the "Before Starting Instructions" section (slide p. 3).

How to use Microsoft 365 (Office, Teams, etc.)

Your Microsoft Account
at University of Tsukuba

s2399999@u.tsukuba.ac.jp

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(1) Access the following setup site from your browser
<https://m365setting.u.tsukuba.ac.jp>



You can only connect from the university network
(including the VPN service mentioned above).

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After setting the password, you do not need to access this configuration site.)

(2) Log in using the Unified Authentication UTID-NAME and the Unified Authentication System password.

Account information for the Unified Authentication System is explained on the reverse side.

Please select "u.tsukuba.ac.jp" in the "Select Domain" section.

(3) Click "Change Password" and follow the instructions on the screen to set your Microsoft 365 password.

Note: *Please set a password that is different from the Unified Authentication System password.

(4) Click "Multi-Factor Authentication" and set the setting status to "Enable".
For security reasons, the University strongly recommends the use of multi-factor authentication.

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This completes the Microsoft account setup. Thereafter, please sign in to the Microsoft 365 site with your Microsoft account and the password you have set.

Sign in to Microsoft 365: <https://login.microsoftonline.com/>

Microsoft Products: : https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/

Step 1 – 2



- ① Access Microsoft 365 portal site <https://portal.office.com> from a web browser (edge, chrome, safari, etc.).
- ② When the sign-in appears, enter [Account] from [How to use Microsoft 365] into the sign-in field of your web browser. The account is [s] + [the last 7 digits of your student ID number] + [@u.tsukuba.ac.jp].
- ③ Press "Next" to continue.

How to use Microsoft 365 (Office, Teams, etc.)

Your Microsoft Account
at University of Tsukuba : **s23999999@u.tsukuba.ac.jp**

To start using the service, you must follow steps (0) through (5) to set up a Microsoft account password. (This is a different system from the Unified Authentication System.)

(0) Connect to the university network

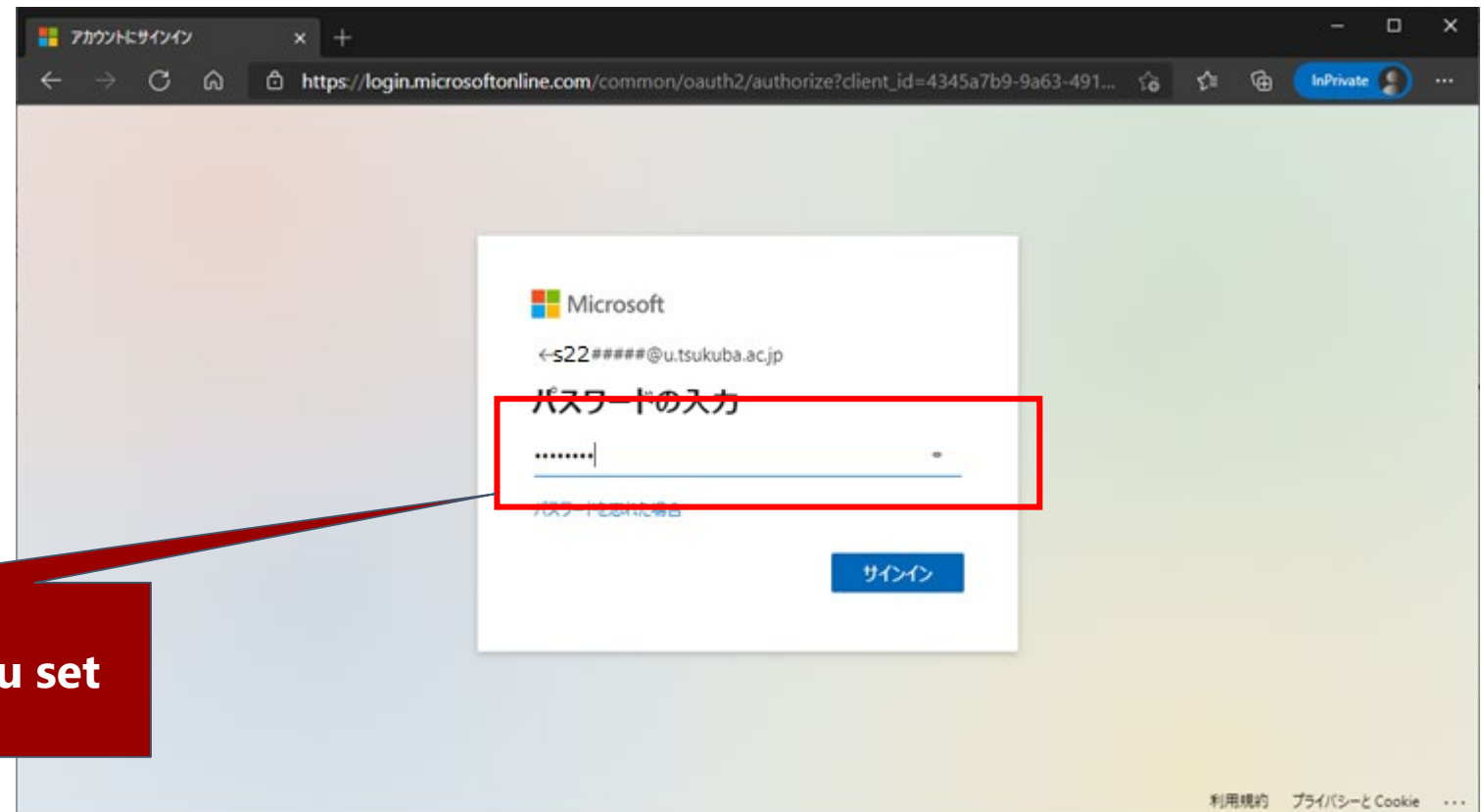
This section describes one method of connecting to the university's network using the "On-Campus Wi-Fi System".
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If you have no choice but to access only from off-campus, please use the VPN service of the Academic Computing and Communications Center.
<https://www.cc.tsukuba.ac.jp/wp/service/vpn/>

Enter your account

Step 1 – 3

- ① When the "Enter Password" screen appears, enter the [How to set a password for your Microsoft 365 account on slide p. 4] in the browser entry field.
- ② Press "Sign In" to continue.



Step 1 – 4

Work only on first sign-in

When the "Secure your account" appears, click "Set up an alternative method".

Set up the information you will need in case you forget your password, for example.

※Skipping is possible, but this setting screen will appear when you sign in, so please register here.

アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

Microsoft Authenticator

最初にアプリを取得します

お客様の電話に Microsoft Authenticator アプリをインストールします。 [今すぐダウンロード](#)

デバイスに Microsoft Authenticator アプリをインストールした後、[次へ] を選択します。

[別の認証アプリを使用します](#)

次へ

[別の方法を設定します](#)

セットアップをスキップします

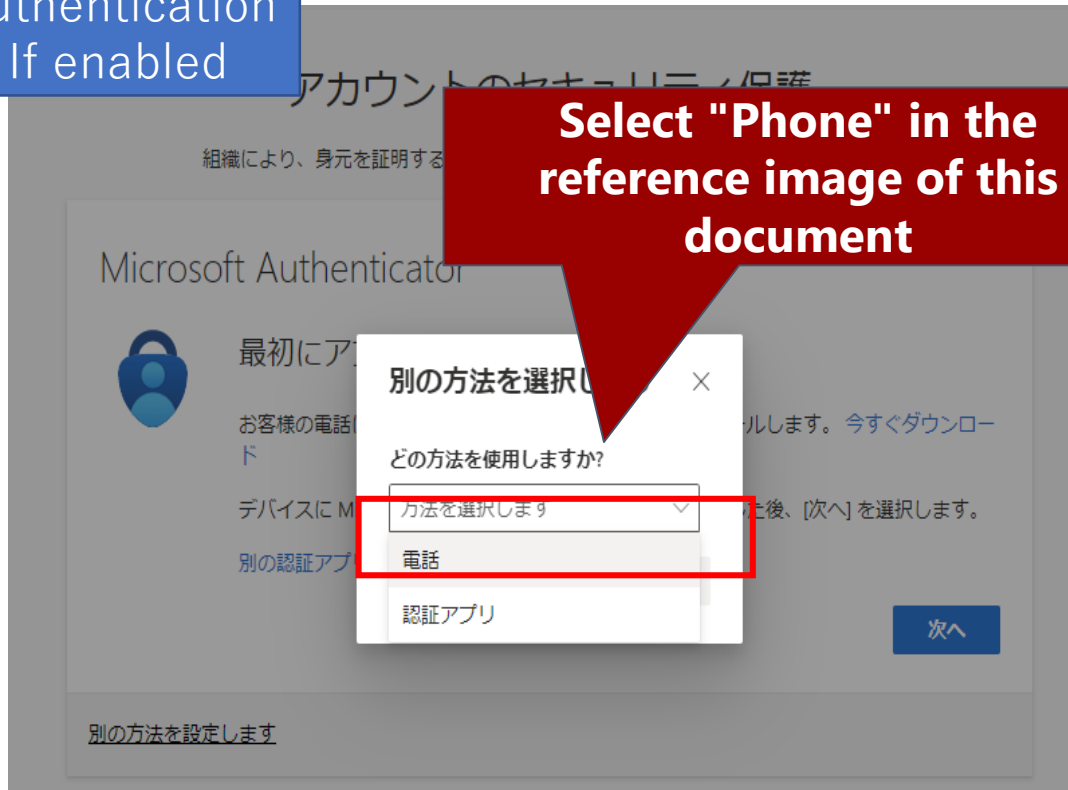
click
"Set up an alternative
method"

Step 1 – 5

- ① When the "Choose another method" appears, choose the method you prefer.

Note that the choices displayed under "Method" will differ depending on whether you enabled multi-factor authentication when you set your password, as shown in the figure below.

Multi-factor
authentication
If enabled



Multifactor
authentication
If disabled



Step 1 – 6

Work only on first sign-in

- ① In the pull-down menu, select "Japan (+81)".
 - ② Enter your own phone number.
 - ③ Enter your own phone number. Select either "Send code by SMS" or "Call".
- ※ If you choose "Send SMS," enter a phone number that can receive SMS.

アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

電話

電話で呼び出しに応答するか、携帯ショートメール (SMS) によるコードの送信 () できます。

どの電話番号を使用しますか?

① Japan (+81) ▼

②

③

☒ コードを SMS 送信する

☐ 電話する

メッセージとデータの通信料が適用される場合があります。[次へ] を選択すると、次に同意したことになります: [サービス使用条件](#) および [プライバシーと Cookie に関する声明](#)。

次へ

[別の方法を設定します](#)

After completing the settings in (1) through (3), click "Next".

Step 1 – 7

Work only on first sign-in

Eg. If you select "Send code to SMS"

A 6-digit code will be sent via SMS to the phone number entered in Step 1-6.

Enter the received code in the input field and click "Next".

Enter the code
received in the SMS

If you do not receive a code:
Go back to Steps 1-6 and try "Phone".

アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

電話

+81 [] に 6 桁のコードをお送りしました。 []

コードの再送信

戻る 次へ

[別の方法を設定します](#)

After entering the
information, click "Next"

Step 1 – 8

Work only on first sign-in

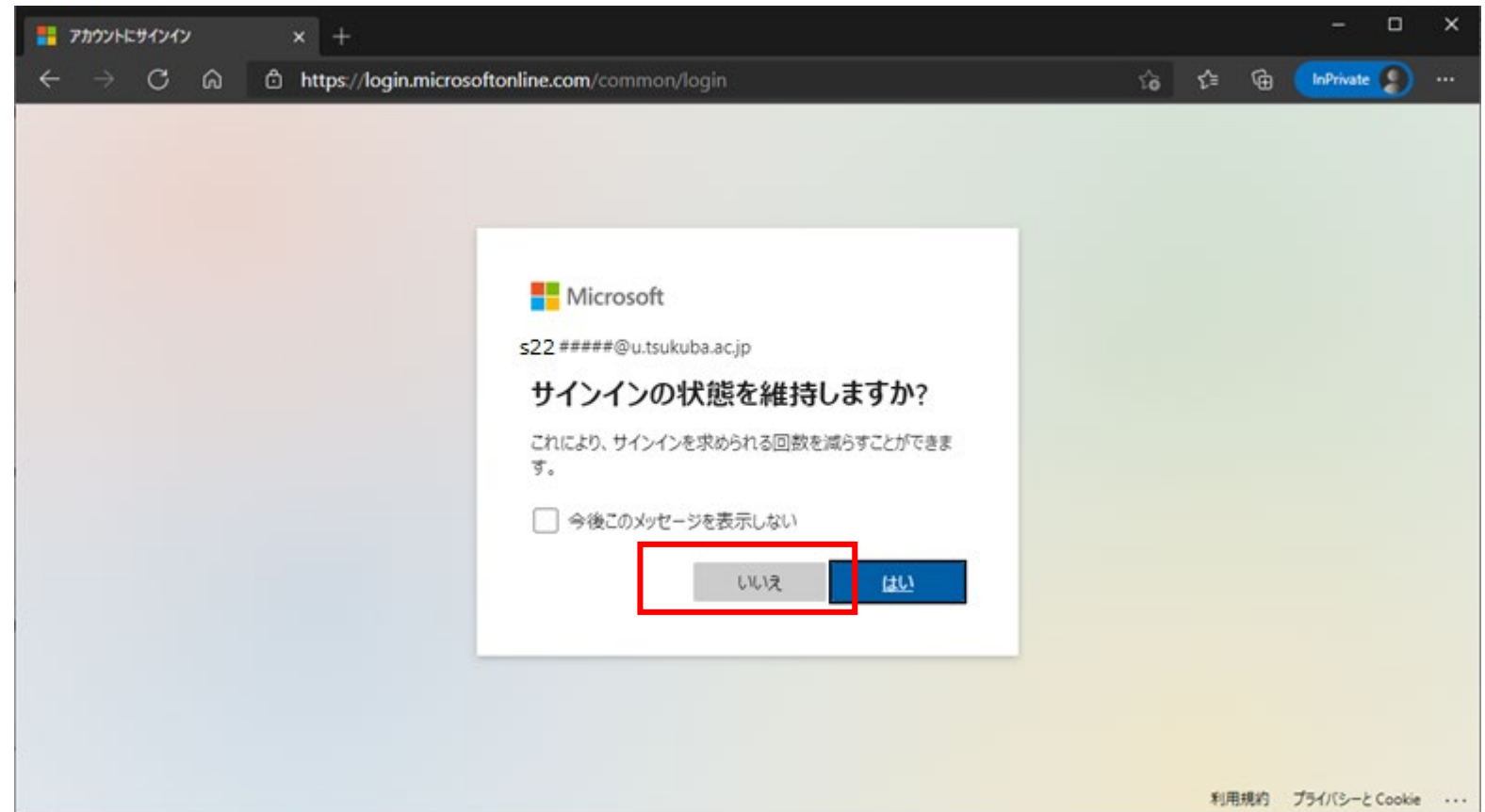
If the SMS authentication is successful, a screen similar to the one shown below will appear.
Click "Next", and on the last screen, click "Finish".
Complete the setting.



Step 1 -9

① If you see "Do you want to keep signed in?" , click "No" to proceed.

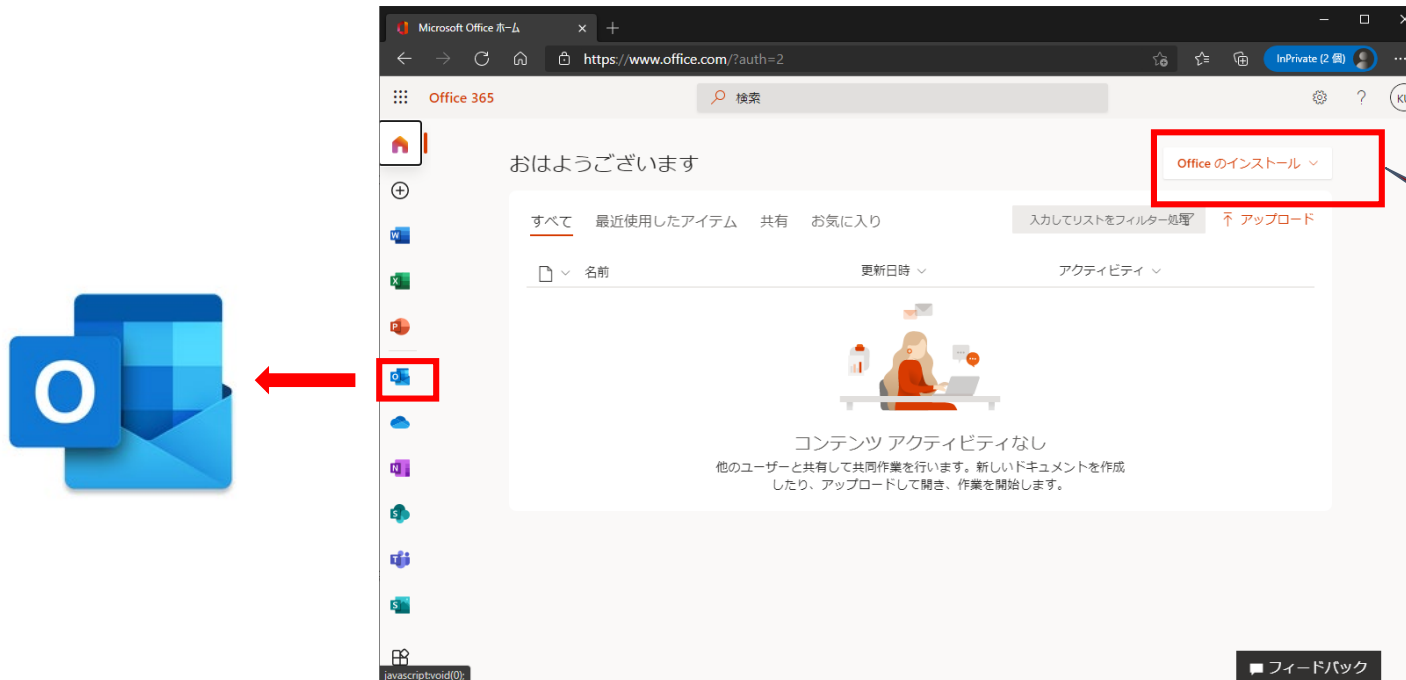
※ If you select "Yes", your sign-in status will be maintained even if you close your browser and restart your PC, so there is a risk of unauthorized use of Microsoft 365 by others in case you lose your PC.



Step 1 – 10

- ① Microsoft 365 portal site screen will now appear and you can now sign in.
 - ② You can also download and install Office software (Word, Excel, etc.) on your PC, smartphone, or other device. You do not need to do so. To install, click "Install Office" in the upper right corner of the portal screen. (Microsoft Office (EES benefit: personal use) (https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/ees/tokuten/)
 - ③ The icons on the left are the web version of the application.
 - ④ Outlook" in the "Microsoft 365" portal will receive notifications from the application in the portal.
- For more information on the use of e-mail, please refer to the following.

<https://www.u.tsukuba.ac.jp/en-email/>



**(optional)
Installation of
desktop version of
office**

This completes the Microsoft 365 sign-in procedure.

2. Watch videos uploaded to Stream on manaba (Learning Management System)

Step 2 – 1



- ① Sign in to the "Microsoft 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 a new tab) while signed in to the Microsoft 365 portal site.
- ③ The screen will move to the login page for the University of Tsukuba.
Log in using the **user ID and password** for the Unified Authentication System.

Keep the Microsoft 365 portal site open

In a new tab, go to <https://manaba.tsukuba.ac.jp/> Unified Authentication System of University of Tsukuba's login page will open.

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

<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サービス

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

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際の、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 page.)

統一認証システム 利用ガイド

筑波大学のmanabaサービス (教育支援アプリケーション)

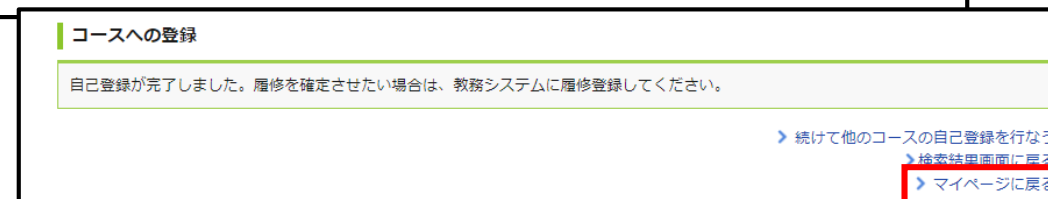
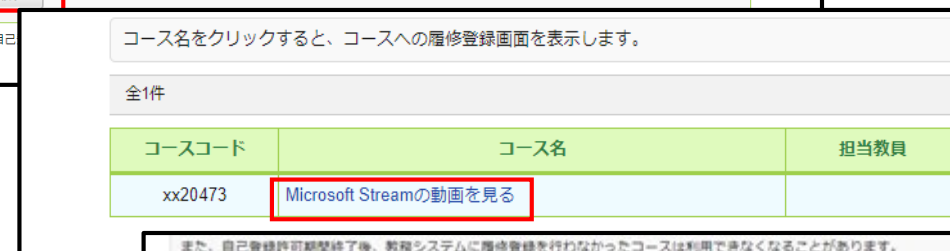
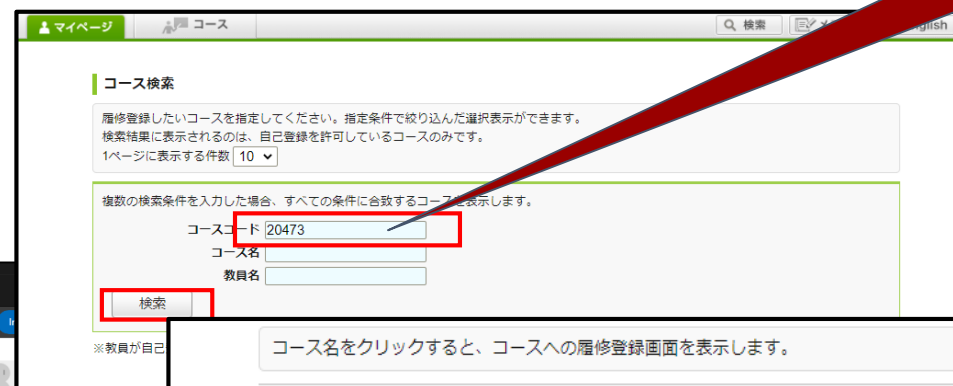
Using your ID and password for the Unified Authentication system

Step 2 - 2

One-time work only for video viewing test

- ① When the manaba opens, click "Search and Register Courses" on the right side of the "My Page" screen.
- ② On the "Course Search" screen, enter 20473 in the "Course Code" field and click "Search".
- ② Click "View Microsoft Stream Videos".
- ④ Click the "Register" button.
- ⑤ The message "Self-registration completed... Please register in the teaching system" will appear, but it is not necessary this time. Click "Return to My Page".

Enter 20473 in the Course Code field



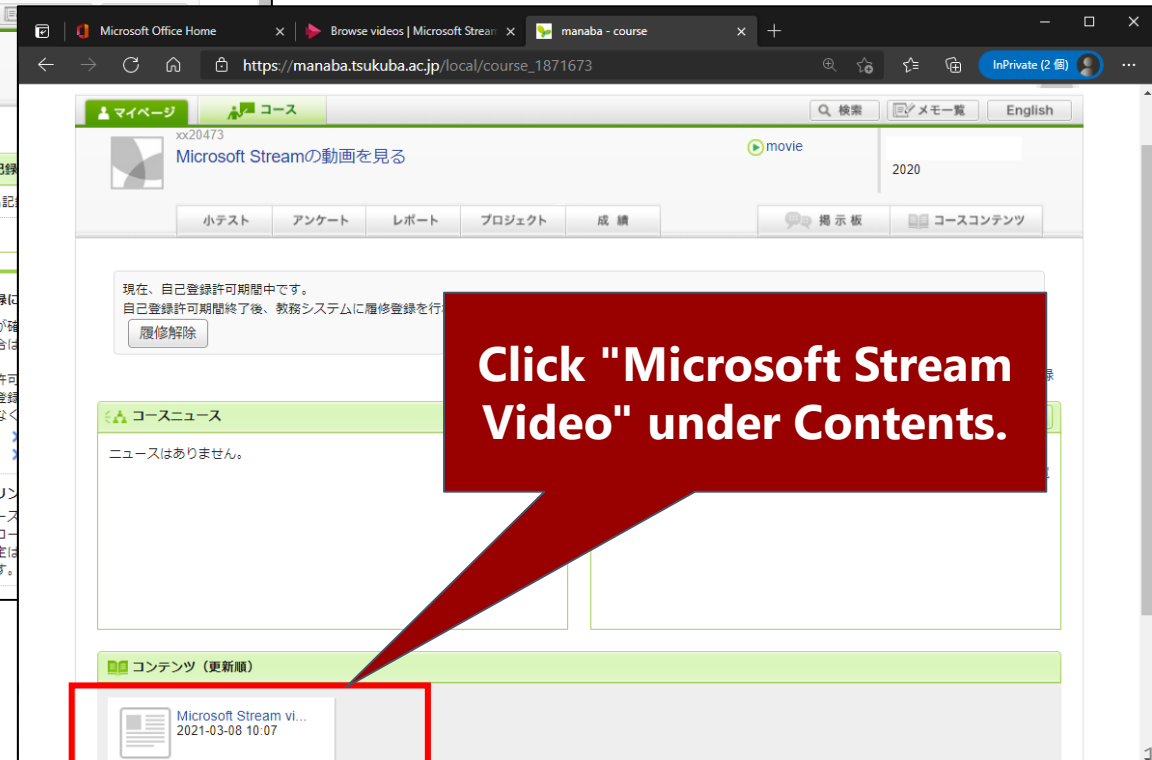
Step 2 – 3

One-time work only for video viewing test

- ① Click "View Microsoft Stream Video" in the "Course List" on My Page.
- ② Click "Microsoft Stream Video" under Contents.



Click on "Watch Microsoft Stream Videos" under Course List.



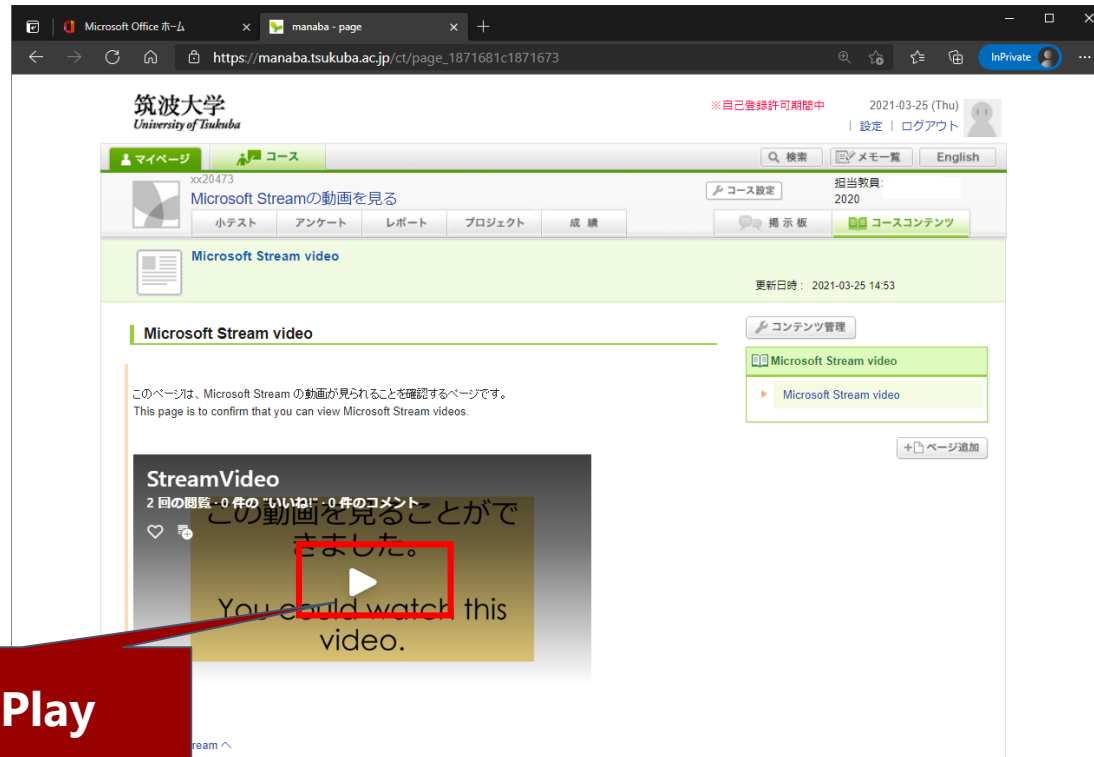
Step 2 – 4

One-time work only for video viewing test

- ① When the "Microsoft Stream video" screen opens, confirm that the embedded video can be viewed.
- ② Once the video is confirmed, you may cancel this course, "Viewing Microsoft Stream videos".

To cancel the course, click the "Back" button on your browser to return to the previous page and click the "Cancel" button.

(The videos may not be viewable in some browsers, such as Safari, so we recommend using Google chrome or Firefox.)



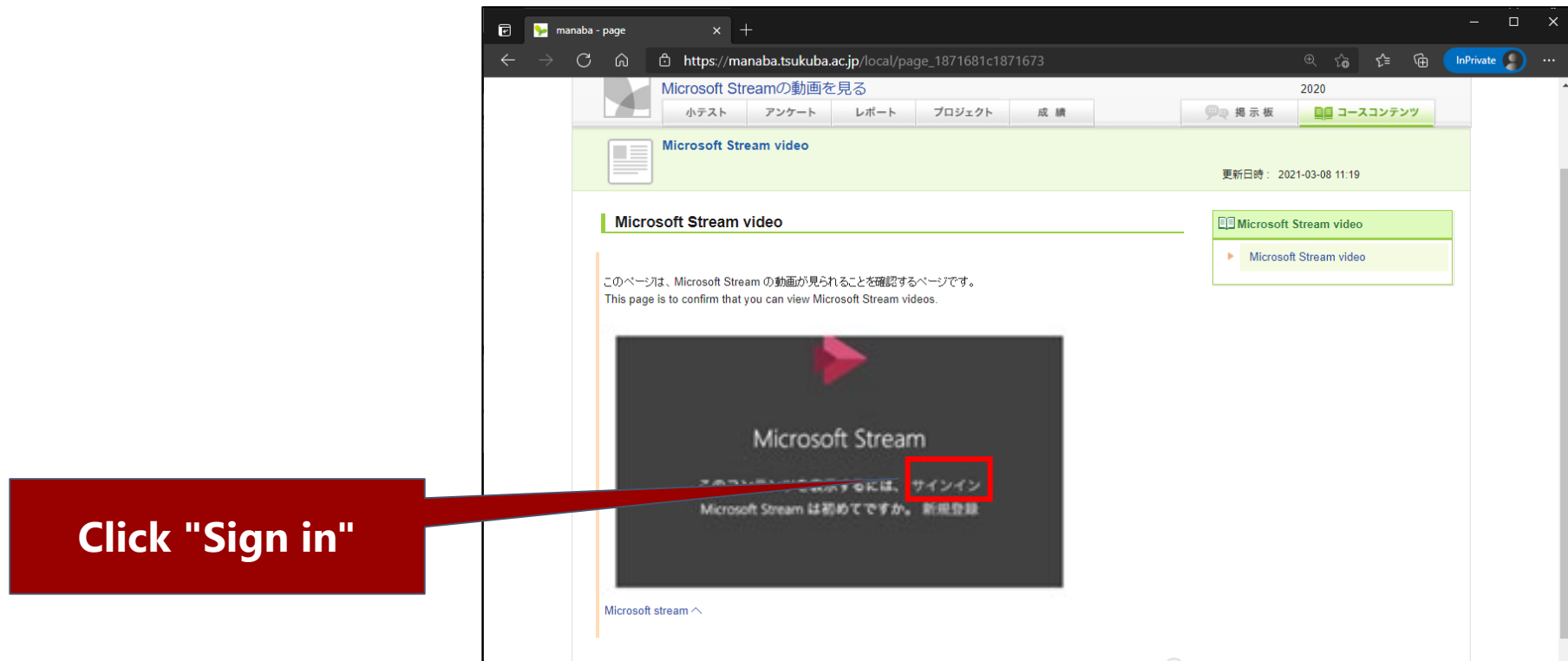
If the video is viewable, go to Step 2-5.

<If you cannot view the videos listed >

⇒ You are not signed in to "Office365" at the same time on the same browser accessing manaba.

Sign in to Office365.

⇒ Click "Sign in" to view this content.

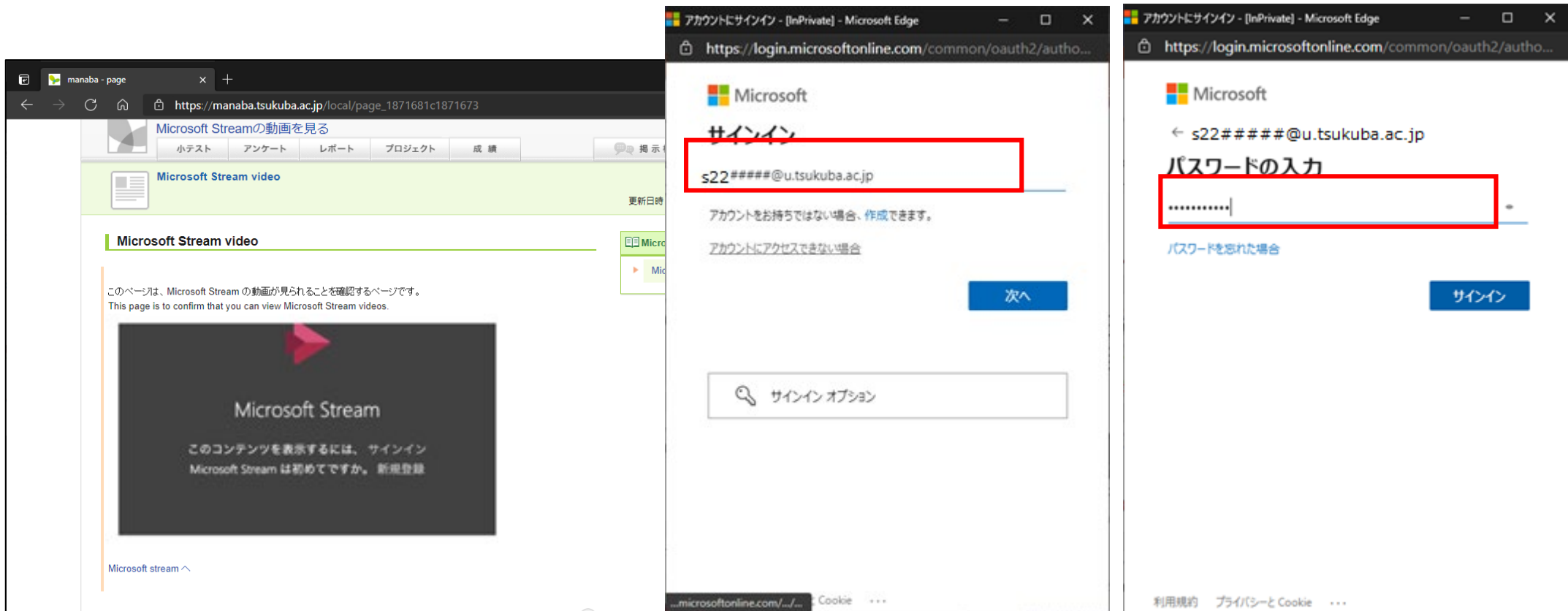


Click "Sign in"

If the video is viewable, go to Step 2-5.

<If you cannot view the videos listed >

- ① The "Office365 sign-in" screen will pop up.
- ② Enter your Microsoft 365 account "s" + "last 7 digits of student ID number" + "@u.tsukuba.ac.jp" and click "Next".
- ③ Enter your password and click "Sign in".



If the video is viewable, go to Step 2-5.

<If you cannot view the videos listed >

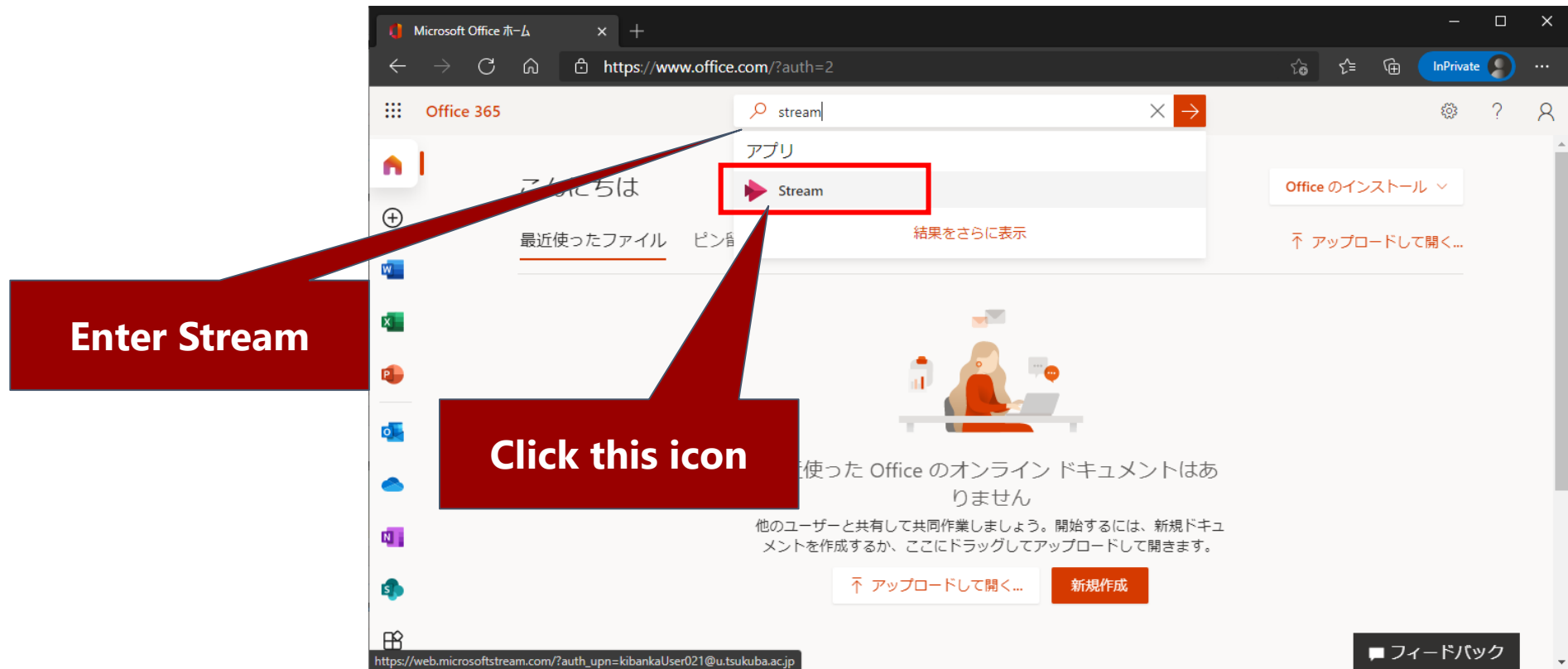
- ① Go back to the "manaba" tab and confirm that the embedded Stream video is displayed.
If it does not appear, try refreshing your browser to the latest version using the "F5" key.
- ② Next, confirm that the Stream video can be viewed from Microsoft 365 portal site.



Step 2 – 5

This is a reference procedure. Not required.

- ① You can also view videos directly on Stream.
- ② Access the Microsoft 365 portal site <https://portal.office.com> with a web browser and sign in.
- ③ Enter stream in the "search box".🔍 at the top of the portal screen.
- ④ Click the "Stream"🔴 icon when it appears.



Step 2 – 6

This is a reference procedure. Not required.

- ① The top screen of Stream will appear.
- ② Search for the preferred video of a class or other purpose.
- ③ Click "Video" from the "Explore" menu on the screen.

Click Video



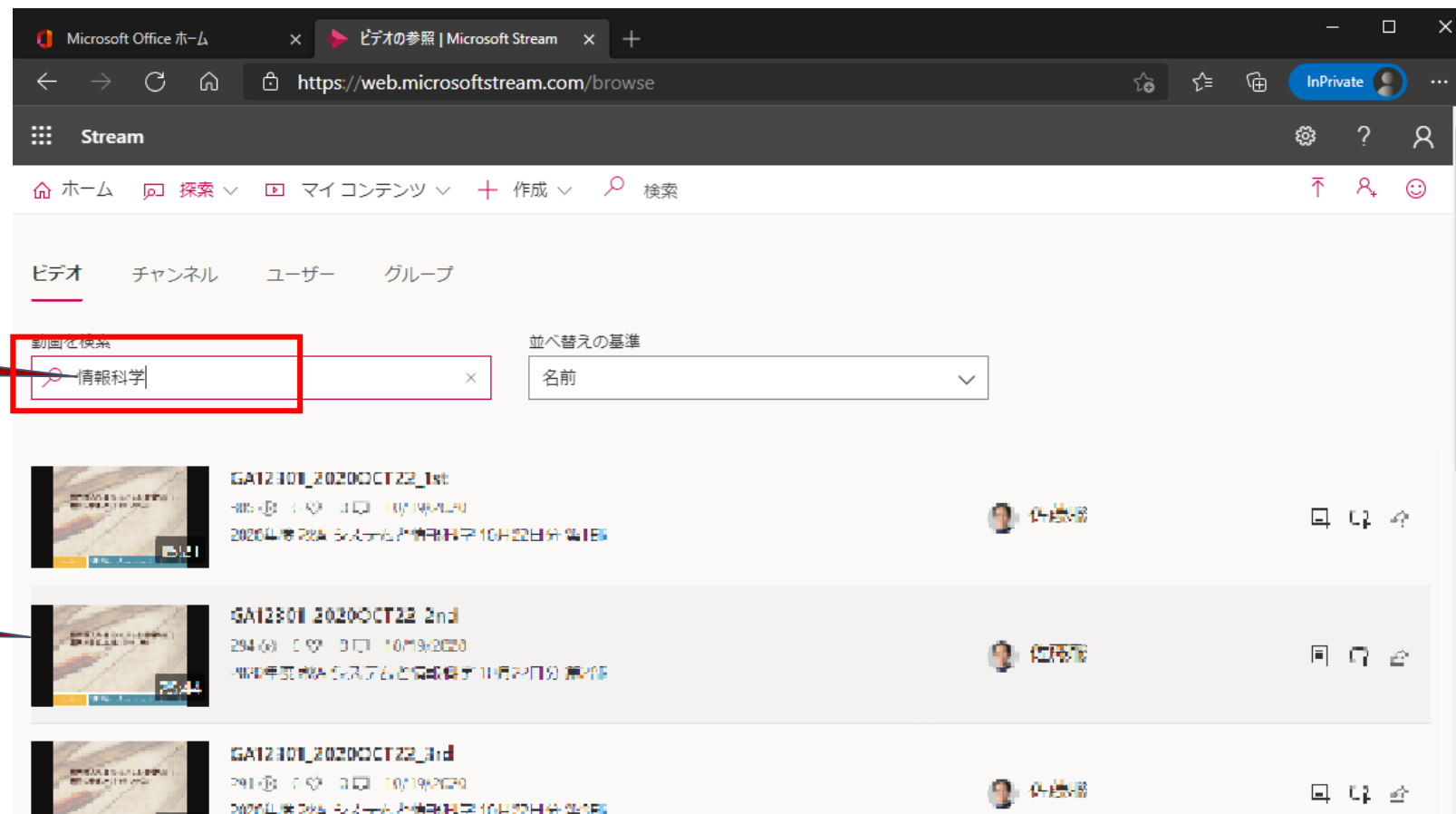
Step 2 – 7

This is a reference procedure. Not required.

- ① Enter the "title of the video" or "name of the teacher" you wish to search in the "Search Videos" box.
- ② A list of hits will be displayed and click to view the video.

Enter the title of the video you want to search

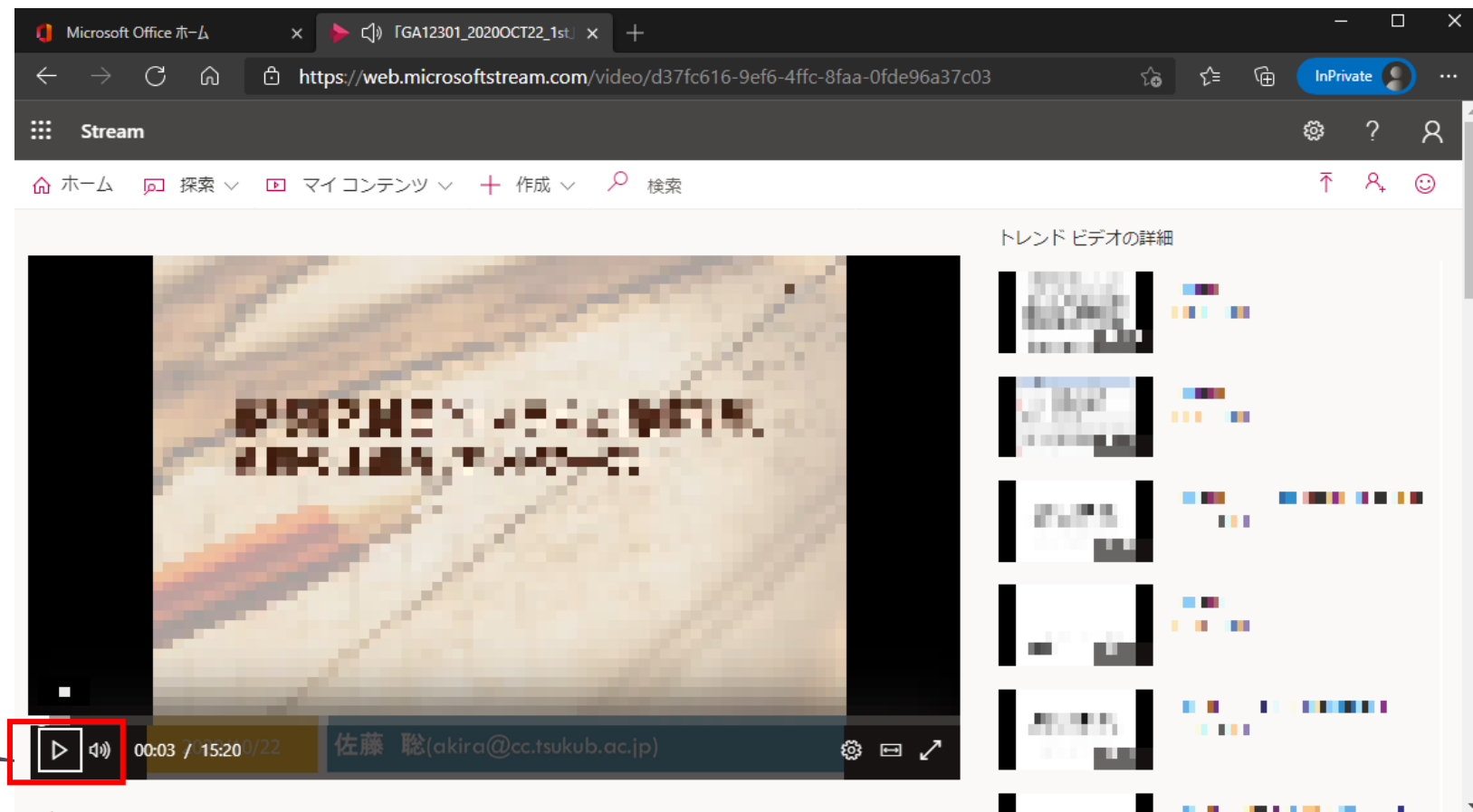
Click on the video you wish to view



Step 2 – 8

This is a reference procedure. Not required.


- ① Click the "Play" button to confirm that the video can be viewed.
- ② Complete the procedure for viewing Stream videos.



Play by pressing
the play button

3. Try Teams

Step 3 - 1

- ① Access the "Microsoft 365" portal site <https://portal.office.com> with a web browser and sign in.
- ② Enter Teams in the "search box" at the top of the portal screen.
- ③ 「 Teams」 icon will appear.



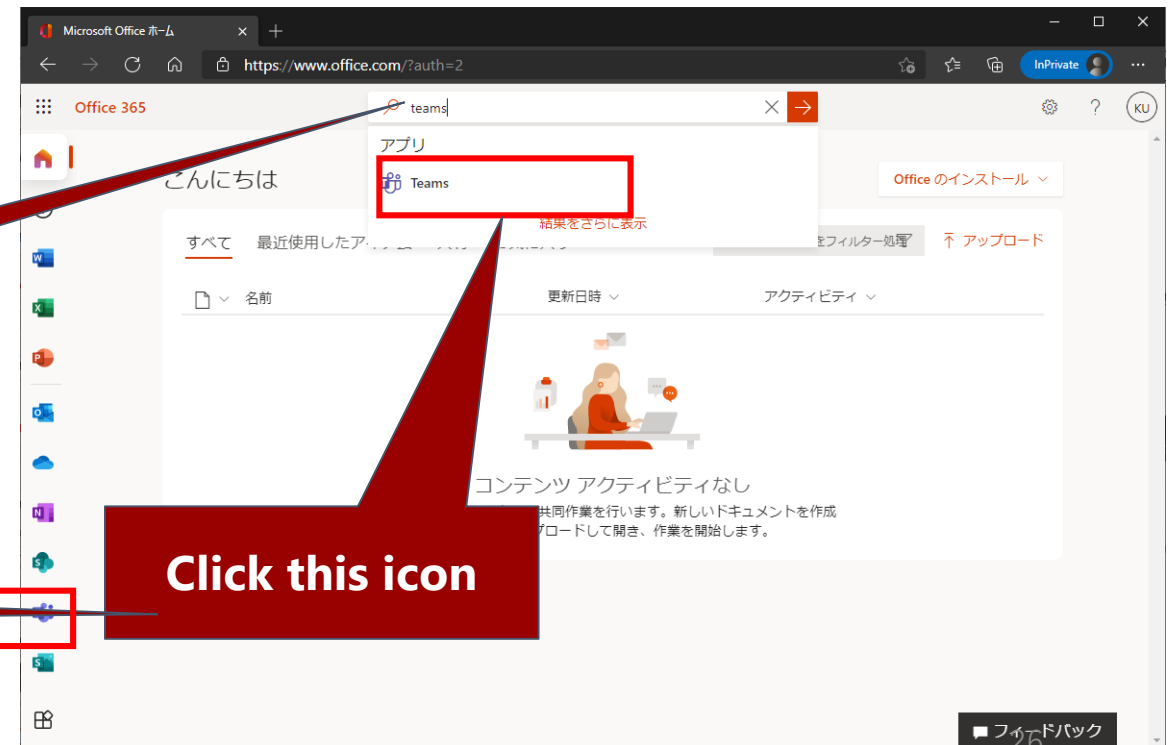
with a web browser and sign in.

Click on it.

Enter Teams

**Click on
appears**  **if it**

Click this icon

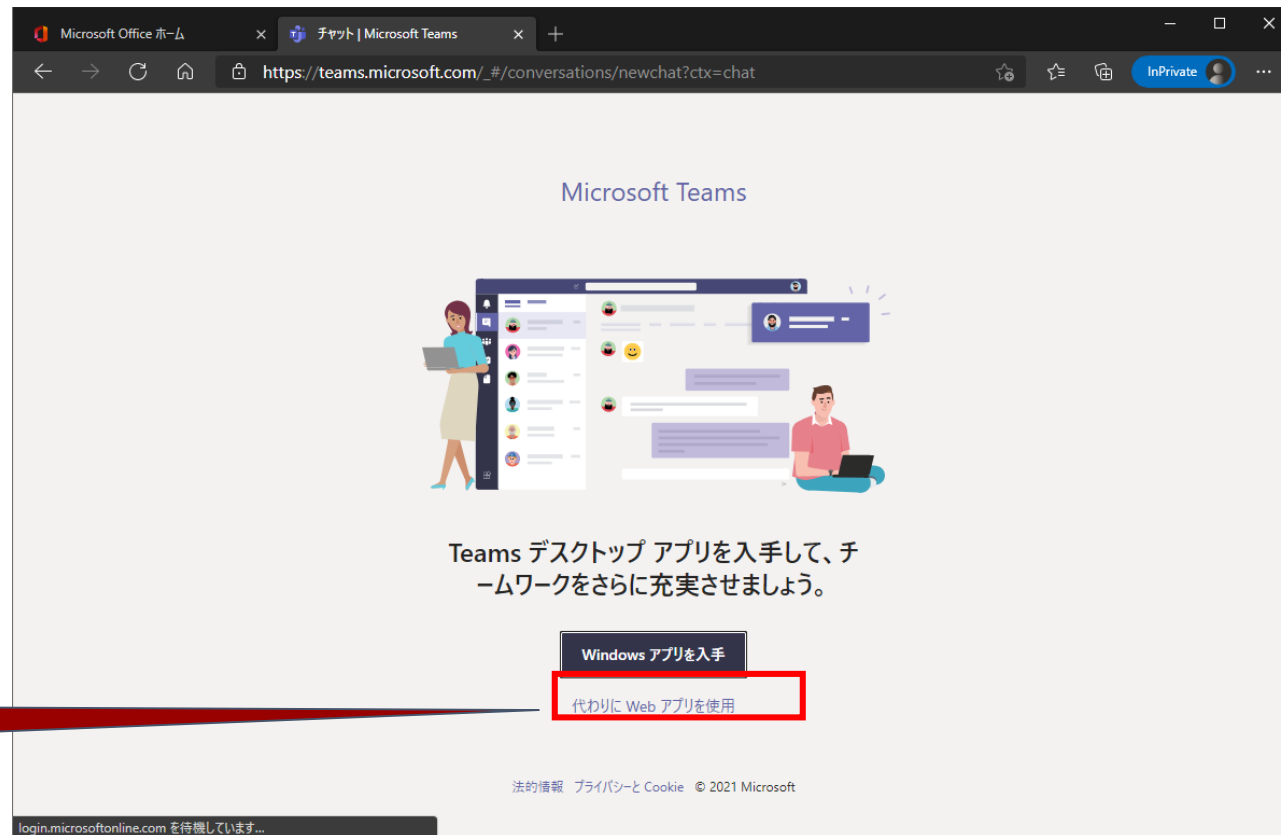


Step 3 – 2

Start Teams

- ① You can install the "Teams" application, but here we will use the web application.
Click on "Use web app" instead.

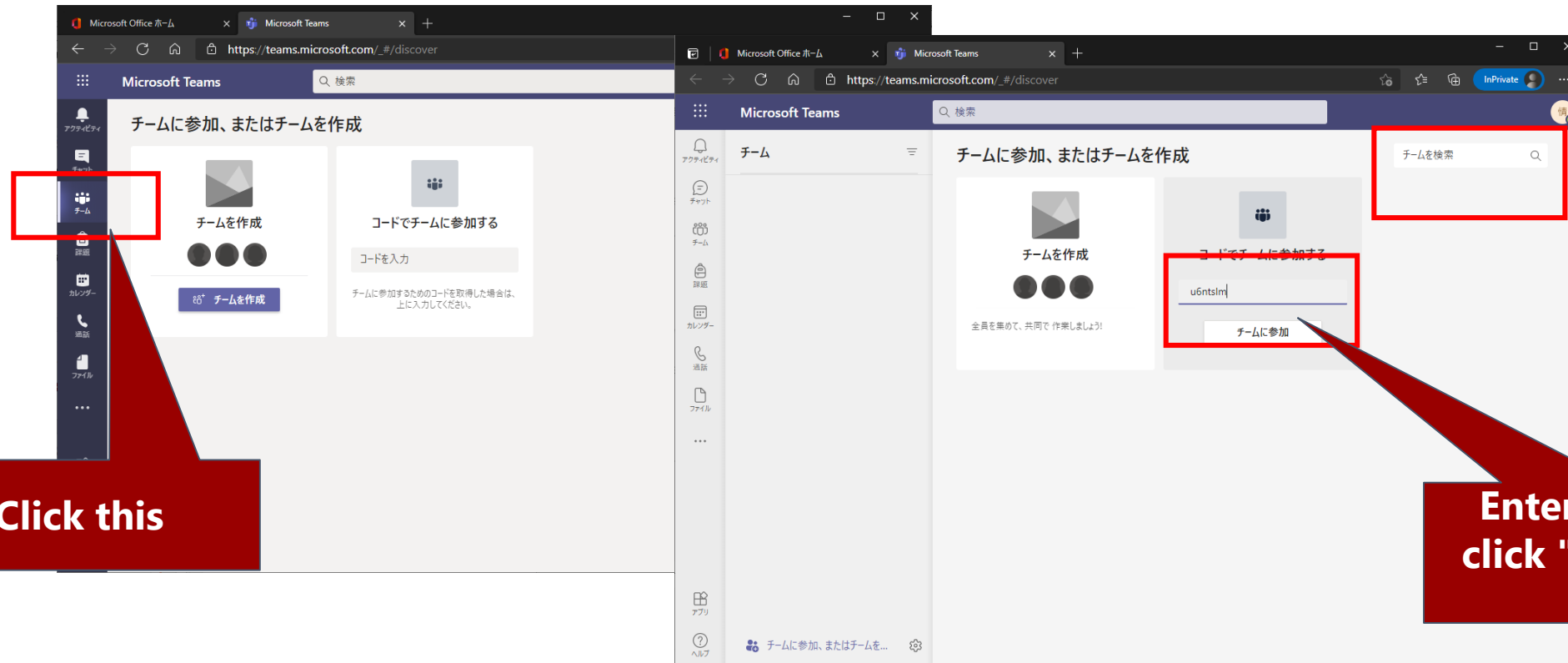
Click this





Step 3 – 3

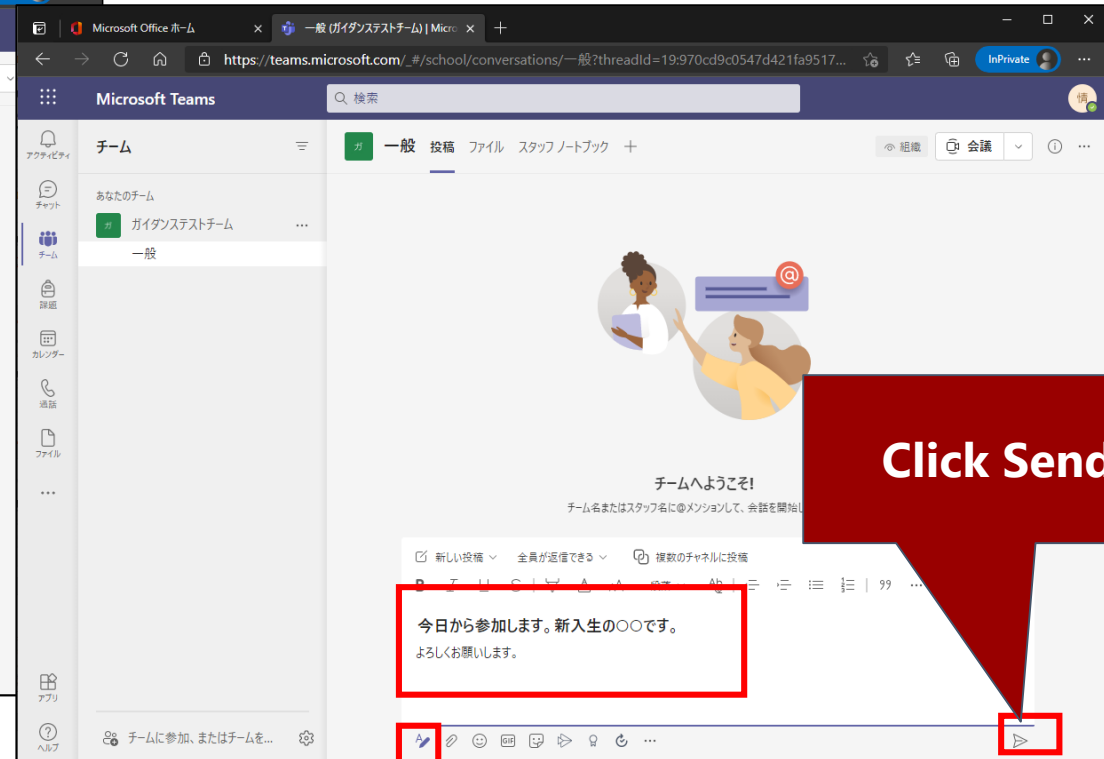
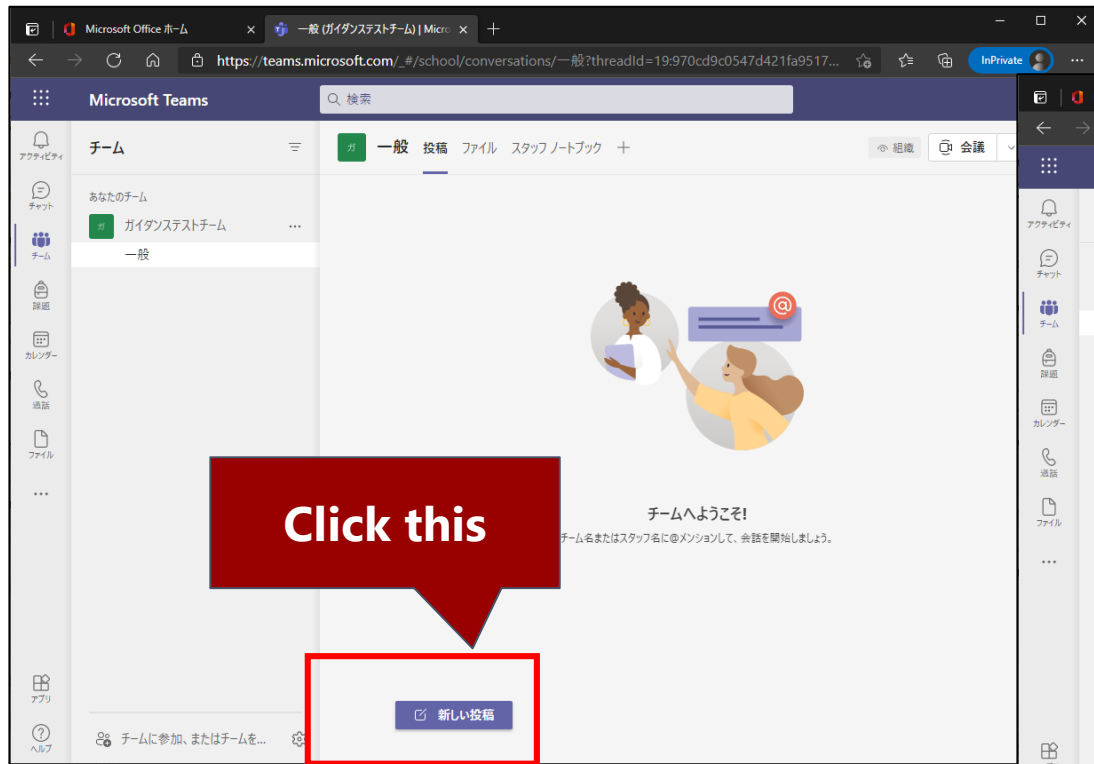
Find the desired team

- ① Click "Teams" on the left.
- ② Search for the desired team (by class or class name) in "Search Teams" in the upper right corner. If you have been notified in advance of the team's code, enter the code in "Join a team by code".
- ③ Here we will try to join the team by code. There is a "Guidance Test Team" for testing. Enter the code "u6nts1m" and click "Join Team".



Step 3 – 4

- ① If you get a "Welcome" message, you are able to join the team.
Click "New Post" to send a message.
- ② Click the "pencil mark on A"  at the bottom of the screen.
- ③ Fill in the message in the text box and click the "Send mark"  to send the message.



Step 3 – 5

Withdraw from the team

- ① Let's take you out of the "Guidance Testing Team." Click "..." to the right of "Guidance Testing Team" on the left side of the screen.
- ② Click on "Withdraw from team". Click the "Withdraw from Guidance Test Team" button.
- ③ You have successfully withdrawn from the team. Some teams may not allow you to withdraw from the team by yourself. In that case, please consult with the team owner (administrator).
- ④ If you wish to join another team, click "Join or Create a Team" in the lower left corner of the screen to return to the screen in Step 3-3.

The image consists of three overlapping screenshots of the Microsoft Teams web interface, illustrating the process of withdrawing from a team and then joining a new one.

- Left Screenshot:** Shows the 'Teams' list on the left sidebar. The 'Guidance Testing Team' (ガイダンステストチーム) is selected. A red box highlights the three-dot menu icon to its right. A dropdown menu is open, and a red box highlights the 'Withdraw from team' (チームから脱退) option.
- Middle Screenshot:** Shows a confirmation dialog box titled '"ガイダンステストチーム" チームから脱退します' (Withdraw from 'Guidance Testing Team' team). It asks 'チーム「ガイダンステストチーム」から脱退しますか?' (Do you want to withdraw from the team 'Guidance Testing Team'?'). A red box highlights the 'Withdraw from team' (チームから脱退) button.
- Right Screenshot:** Shows the 'Join or Create a Team' (チームに参加、またはチームを作成) screen. A red box highlights the 'Join a Team' (チームに参加、またはチームを...) button in the bottom left corner.

Click on "Withdraw from team"

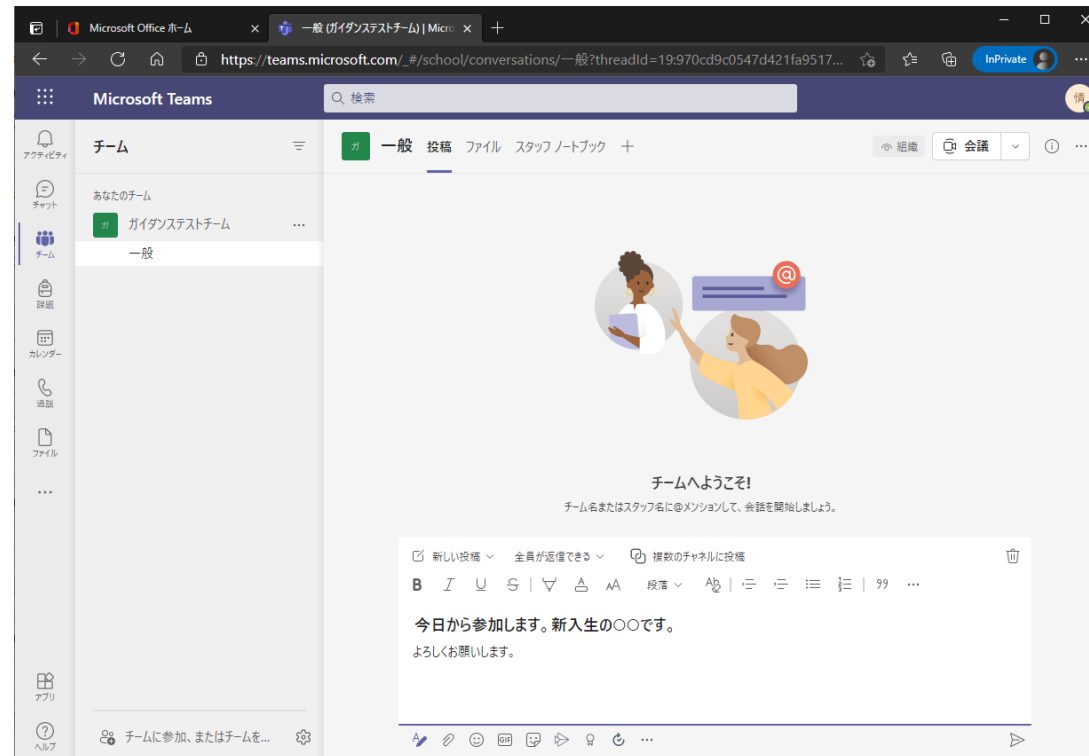
Click "Join a Team"

Step 3 – 6

Other Functions

In addition to sending messages, Teams allows users to share documents, make calls, hold video conferences, manage schedules, etc. Please look up how to use it on the Internet and try it.

This is the end of the procedure to try Teams.



Common problems and solutions

- No longer available
 - Sign out once.
 - Close all browsers and reopen them.
- Cannot view Stream videos
 - Please refer to "What to do if you cannot view class videos" in the " Online Class Enrollment Guide " on the next page.

Related Links

- Academic Information Media Center

- **Online Class Enrollment Guide** https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-students/



- **Microsoft Products (for private use)** https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/ees/tokuten/



- **About students' @s, @u address emails and Outlook EES benefits**

<https://www.cc.tsukuba.ac.jp/wp/student-s-u-address-and-ees-outlook/>



- **FAQs (EES)** https://www.cc.tsukuba.ac.jp/wp_e/faqs/#ees

