

Steps to use Microsoft 365 (M365) at the University of Tsukuba

Created March 2023:
Information Infrastructure Department

Contents

- ▶ Account Notification Cards Distributed to New Students (Overview)
- ▶ Procedures for getting started with Microsoft 365
 - Connect to the university network
 - Setting a password
 - Set up multi-factor authentication
 - Signing in to Microsoft 365
- ▶ Using email
- ▶ Other Reference Information

3

About the account notification cards that will be distributed

Account notification cards (printed on both sides) are distributed to new students upon enrollment. This is very important information that you will need to use the university's systems, Office software, etc.

Read carefully. **Please be sure to change your password.**

-Unified Authentication System
Initial Password-

Affiliation:	人文・文化学群人文学類
Name:	情報 太郎
Student ID Number:	202399999
Unified Authentication UTID-13:	0001202399999
Unified Authentication UTID-NAME:	s2399999
Email Address:	s2399999@u.tsukuba.ac.jp
Initial Password:	Asdfghj8

The initial password **expires on 2023/6/30**
Change your initial password immediately at the URL below.

○ Unified Authentication System
<https://account.tsukuba.ac.jp/index-e.html>
(Also accessible from off-campus)

.....

[Notes on the Unified Authentication System Account]
○ If you have forgotten your password, please bring your student ID card and go to the Academic Computing and Communications Center office or the counter of each library for reissue procedures.

○ There are two types of account names for the Unified Authentication System: UTID-13 and UTID-NAME. Which one to use depends on the system.

.....

[Main systems using the Unified Authentication System]
(Account types used in parentheses)


○ Zengaku Computer System (UTID-NAME)
○ TWINS (UTID-NAME, UTID-13, Student ID Number)

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.

(※If you have not received a distribution or have lost it, please contact the respective support office.)

About Unified Authentication System Accounts

-Unified Authentication System

Initial Password-

Affiliation: 人文・文化学群人文学類
 Name: 情報 太郎
 Student ID Number: 202399999
 Unified Authentication UTID-13: 0001202399999
 Unified Authentication UTID-NAME: s2399999
 Email Address: s2399999@u.tsukuba.ac.jp

Initial Password: Asuigijyo

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Change your initial password immediately at the URL below.

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<https://account.tsukuba.ac.jp/index-e.html>
 (Also accessible from off-campus)



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[Main systems using the Unified Authentication System]

(Account types used in parentheses)

- Zengaku Computer System (UTID-NAME)
- TWINS (UTID-NAME, UTID-13, Student ID Number)
- manaba (UTID-NAME, UTID-13)
- Library (UTID-NAME, UTID-13)
- On-Campus Wi-Fi System (UTID-13)

Instructions on how to use [Microsoft 365 \(Office, Teams, Etc.\)](#) are on the reverse side.

Account Information

Unified Authentication System account. **The initial password has an expiration date!!**

If you **do not change** your initial password by the deadline, you will **not be able to use** the university system, Be sure to change it as soon as possible.

Cautions for use, etc.
Read carefully!

About Microsoft 365 Accounts

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

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at University of Tsukuba : s2399999@u.tsukuba.ac.jp

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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/

After this instructional material,
Follow your Microsoft 365 account notification card,
we will explain in detail how to set up your account.

Your M365 account name

To be done before starting
to use the service,
password setting procedure

Microsoft 365 (hereafter M365) Instructions

▶ ① Set a password

Have your account notification card ready at hand.

For more information about the account notification card and how to set your password,

Please refer to the next page for instructions on how to set your password.

▶ ② Sign in to M365

Once you have set your password, sign in to M365.

M365 Account Password Setup Instructions

Connect to the @ University network

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

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

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

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

Now, follow the instructions on the notification card,
Let's set up your password.

First, as a preliminary preparation
Connect to the university network.

First, let's connect to the university network as a preliminary preparation.

There is an explanation on the notification card,
How to connect to the university's wireless LAN system,
instructions for each OS on the following URL page.

The instructions for each operating system are provided on the following URL. Please refer to this page,

Let's connect to 「utwlan-w」

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

If you are already connected to the university network if you are already connected, Go to next slide



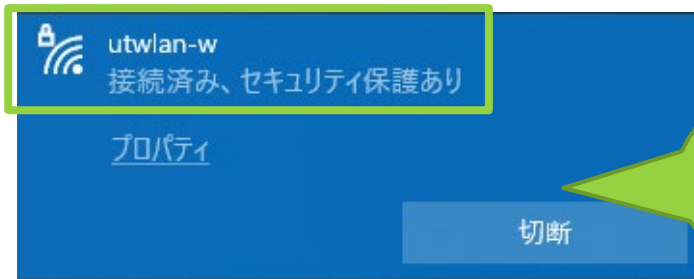
M365 Account Password Setup Instructions

① Access the site for settings from a browser.

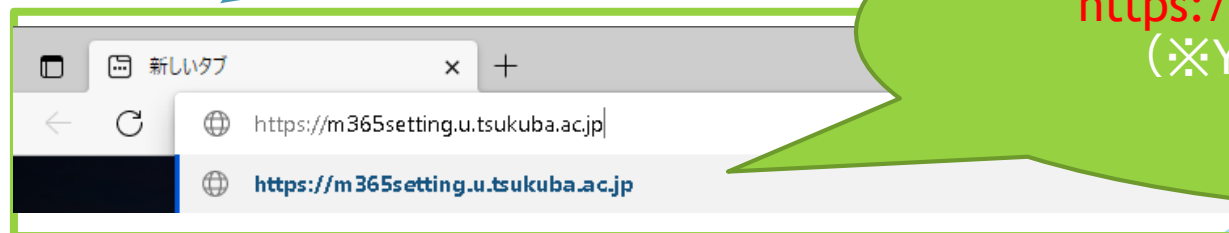
While connected to the university's network,

Access to the

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



Verify that you are connected to the university network (image shows an example of an on-campus wireless LAN system)



Launch your web browser, access to the <https://m365setting.u.tsukuba.ac.jp> (※You can also use the QR code above.)

M365 Account Password Setup Instructions

① Access the site for settings from a browser.

※The campus network, such as the campus wireless LAN system, is not available,

If you must only access the site from off-campus,

Please use the 「VPN Service」 of the Academic Center for Computing and Media Studies.

For details on how to use the service, please refer to the following web.

https://www.cc.tsukuba.ac.jp/wp_e/service/vpn/



If you have any questions, please
contact Center for Academic
Computing and Media Center

M365 Account Password Setup Instructions

② Log in with UTID-NAME and Unified Authentication System password

The site for setting passwords is

「Cloud Mail Service Authentication Setting System」.

Enter your account information as shown in the figure on the left,

Click on 「Login」.

Unified Authentication System Password

The Unified Certification System UTID-NAME

Select 「u.tsukuba.ac.jp」

※Check the notification card for account information on the Unified Authentication System.

If you have already changed the initial password, Please enter the changed password.

-Unified Authentication System Initial Password-

Affiliation:	人文・文化学群人文学類
Name:	情報 太郎
Student ID Number:	202399999
Unified Authentication UTID-13:	0001202399999
Unified Authentication UTID-NAME:	s2399999
Email Address:	s2399999@u.tsukuba.ac.jp
Initial Password:	Asdfghj8

The initial password expires on **2023/6/30**.
Change your initial password immediately at the URL below.

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- manaba (UTID-NAME, UTID-13)
- Library (UTID-NAME, UTID-13)
- On-Campus Wi-Fi System (UTID-13)

Instructions on how to use Microsoft 365 (Office, Teams, Etc.) are on the reverse side.

M365 Account Password Setup Instructions

③ Click 「Change Password」 and follow the prompts to set your Microsoft 365 password.

After successfully logging in, you will see the following picture, Click on 「Change Password」 .

クラウドメールサービス認証設定システム

xxxxxxxxx@u.tsukuba.ac.jp ログアウト

Topページ | パスワード変更 | 多要素認証切り替え

機能概要

以下の機能を提供します。

- ・ **パスワード変更**
-クラウドメールサービスで使用しているパスワードを変更することができます。
- ・ [多要素認証切り替え](#)
-クラウドメールサービスの多要素認証の有効/無効を切り替えることができます。

[操作マニュアルはこちらからダウンロードできます](#)

【問い合わせ】
筑波大学 情報環境機構 学術情報メディアセンター

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M365 Account Password Setup Instructions

③ Click 「Password Change」 and follow the prompts to set your Microsoft 365 password.

クラウドメールサービス認証設定システム

Topページ | パスワード変更 | 多要素認証切り替え

パスワード変更

パスワード (必須)

 表示 [表示中の入力は無効]

パスワードの入力確認 (必須)

 表示 [表示中の入力は無効]

ソフトウェアキーボードを使用して入力する

やり直し 変更

設定可能な文字数
 8文字以上(上限は 16文字)
 使用する文字の種類
 英大文字または英小文字、記号、数字の3種類を混在させて下さい。
 使用可能な文字
 半角数字 [0 ~ 9]
 小文字半角英字 [a ~ z]
 大文字半角英字 [A ~ Z]
 記号 [! # \$ % & ' () * + - . / : ; < = > ? @ [¥ ^ _ ` { | } ~]
 *記号 ¥ と \ は同一のものです。

【問い合わせ】
 筑波大学 情報環境機構 学術情報メディアセンター

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Want to set
Enter your
password

When the Set Password screen appears,
Take care to meet the password requirements
listed at the bottom of the screen,
Set a new password.

※Notice※

Please set something different from the
Unified Authentication System password.

※This 「password condition」
A password that satisfies the
must be set

M365 Account Password Setup Instructions

③ Click 「Change Password」 and follow the prompts to set your Microsoft 365 password.

クラウドメールサービス認証設定システム

Topページ | パスワード変更 | 多要素認証切り替え

パスワード変更

パスワード (必須)

ここにパスワードを入力

パスワードの入力確認 (必須)

もう一度、ここにパスワードを入力

Click on 「Change」

やり直し 変更

設定可能な文字数
8文字以上(上限は 16文字)
使用する文字の種類
英大文字または英小文字、記号、数字の3種類を混在させて下さい。
使用可能な文字
半角数字 [0 ~ 9]
小文字半角英字 [a ~ z]
大文字半角英字 [A ~ Z]
記号 [! # \$ % & ' () * + - . / : ; < = > ? @ [¥ ^ _ ` { | } ~]
*記号 ¥ と\は同一のものです。

【問い合わせ】
筑波大学 情報環境機構 学術情報メディアセンター

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After entering your password,
Click the 「Change」 button.

You have now changed the password for your
Microsoft 365 account.

password change for your Microsoft 365 account
has been completed.

In the 「Log in to the Microsoft 365 site」 section
that follows, you will be asked to enter your
password.

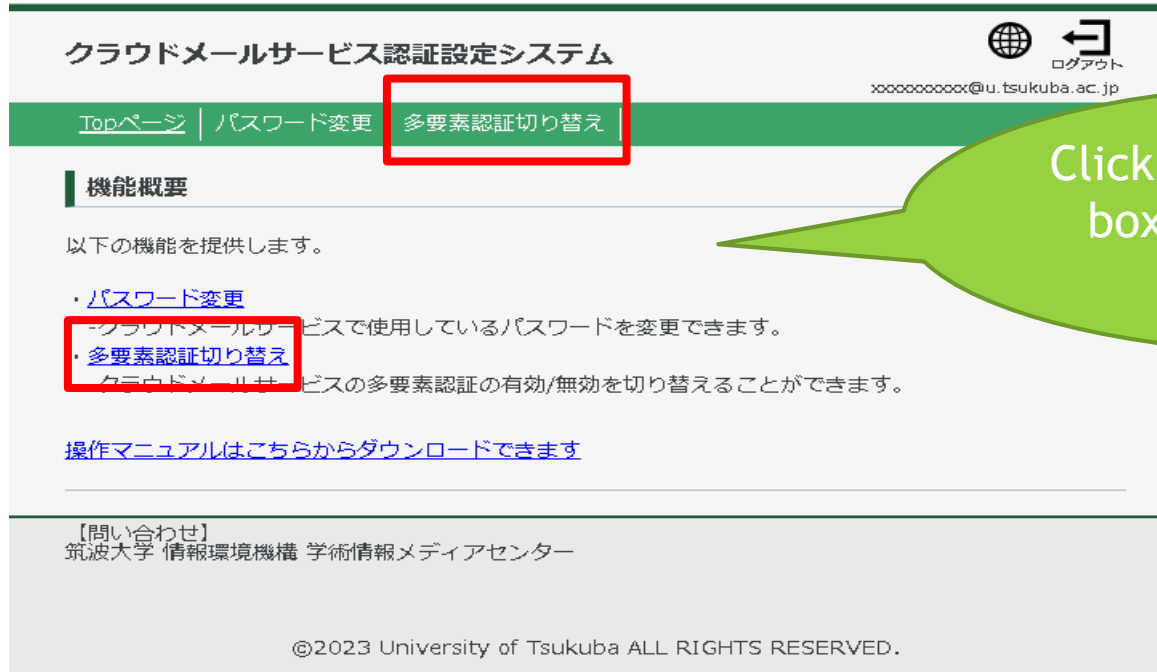
Log in to the Microsoft 365 site,
use this new password.

M365 Account Password Setup Instructions

④ Enable multi-factor authentication

For security reasons, the University of Tsukuba **strongly recommends** the use of multi-factor authentication for your Microsoft 365 account.

After changing your password, continue to set up multi-factor authentication.



クラウドメールサービス認証設定システム

xxxxxxx@u.tsukuba.ac.jp ログアウト

Topページ | パスワード変更 | **多要素認証切り替え**

機能概要

以下の機能を提供します。

- ・ **パスワード変更**
クラウドメールサービスで使用しているパスワードを変更できます。
- ・ **多要素認証切り替え**
クラウドメールサービスの多要素認証の有効/無効を切り替えることができます。

[操作マニュアルはこちらからダウンロードできます](#)

【問い合わせ】
筑波大学 情報環境機構 学術情報メディアセンター

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Click on either of the red boxes in the figure on the left.

M365 Account Password Setup Instructions

④ Enable multi-factor authentication

If you are using the system for the first time, the 「Setting Status」 is 「Disabled」 as shown in the figure below.

Click the orange button 「Enable multi-factor authentication」.

クラウドメールサービス認証設定システム

xxxxxxxxxxxx@u.tsukuba.ac.jp

Topページ | パスワード変更 | 多要素認証切り替え

多要素認証切り替え

設定状況

無効

多要素認証を有効にする

Click this orange button

【問い合わせ】
筑波大学 情報環境機構 学術情報メディアセンター

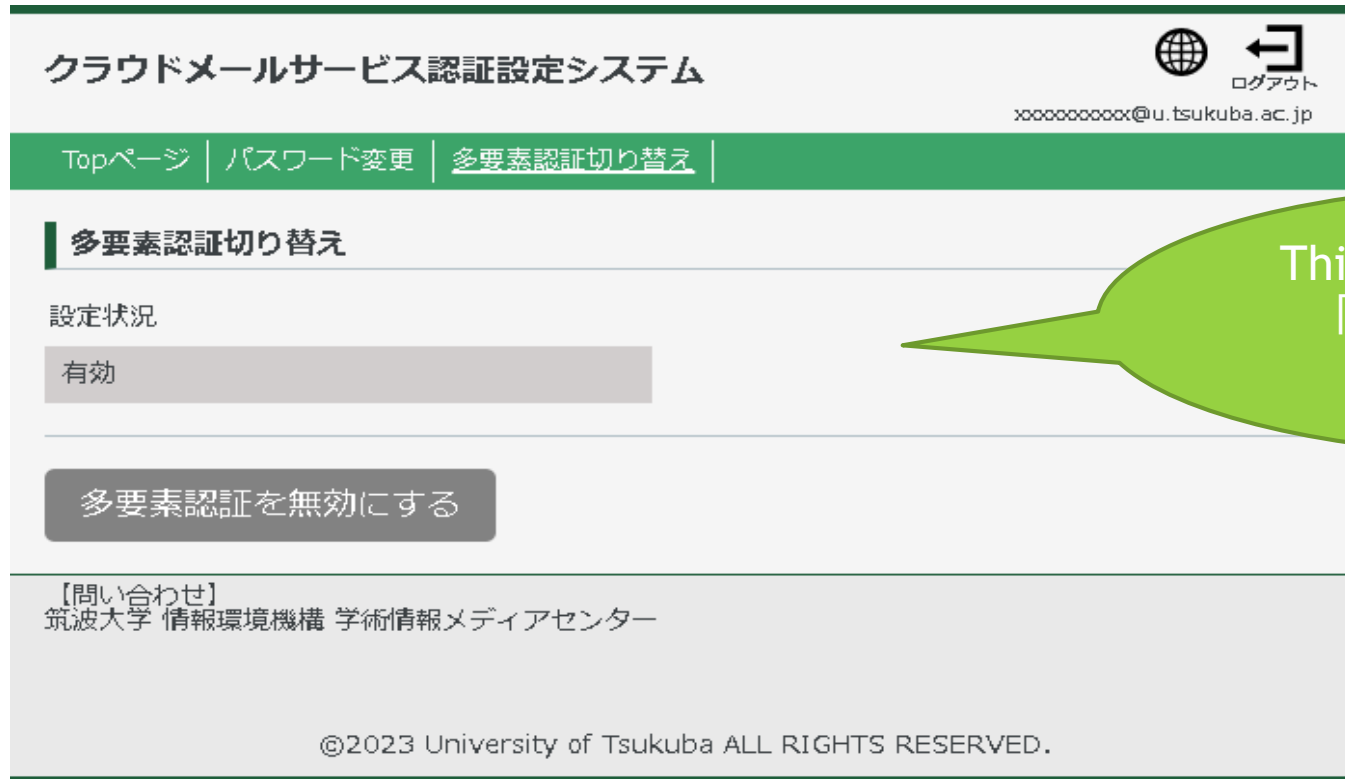
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M365 Account Password Setup Instructions

④ Enable multi-factor authentication

(Reference)

Note that if the 「Setting Status」 is set to 「Enabled」 as shown here, there is no need to change it.



The screenshot shows the 'クラウドメールサービス認証設定システム' (Cloud Mail Service Authentication Setting System) interface. The user's email address is 'xxxxxxxxxxx@u.tsukuba.ac.jp'. The navigation menu includes 'Topページ', 'パスワード変更', and '多要素認証切り替え'. The '多要素認証切り替え' (Multi-factor authentication toggle) section shows the '設定状況' (Setting status) as '有効' (Enabled). A button labeled '多要素認証を無効にする' (Disable multi-factor authentication) is visible. The footer includes contact information for Tsukuba University and a copyright notice: '©2023 University of Tsukuba ALL RIGHTS RESERVED.'

This image, Multi-factor
「authentication」 is
enabled.

M365 Account Password Setup Instructions

⑤ Log out of the password setting site

After completing the password setting and multi-factor authentication switching settings, Log out of the 「Cloud Mail Service Authentication System」. You are now ready to start using your M365 account.



Click the 「Logout」
button

※If you have been using a VPN, after logging out of the setup site, Be sure to disconnect the VPN connection after logging out of the setup site.

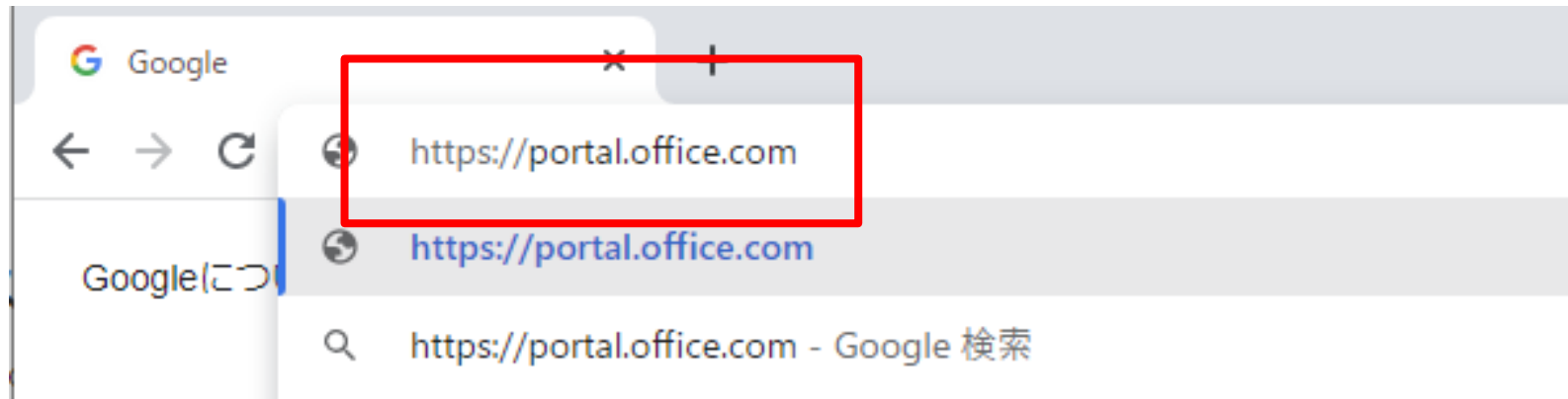
Sign in to M365

Once you have set up your password and multi-factor authentication switching, You will be able to sign in to M365.

Start your web browser and access the following site.



Access the 「Microsoft 365」 portal site <https://portal.office.com> from your web browser (edge, chrome, safari, etc.).



Sign in to M365

Once you go to <https://portal.office.com>, you will be prompted to enter your account information.

Verify your notification card, enter your Microsoft 365 account name, and click 「Next」 .

Account name is
this section of the
notification card

How to use Microsoft 365 (Office 365, 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.)

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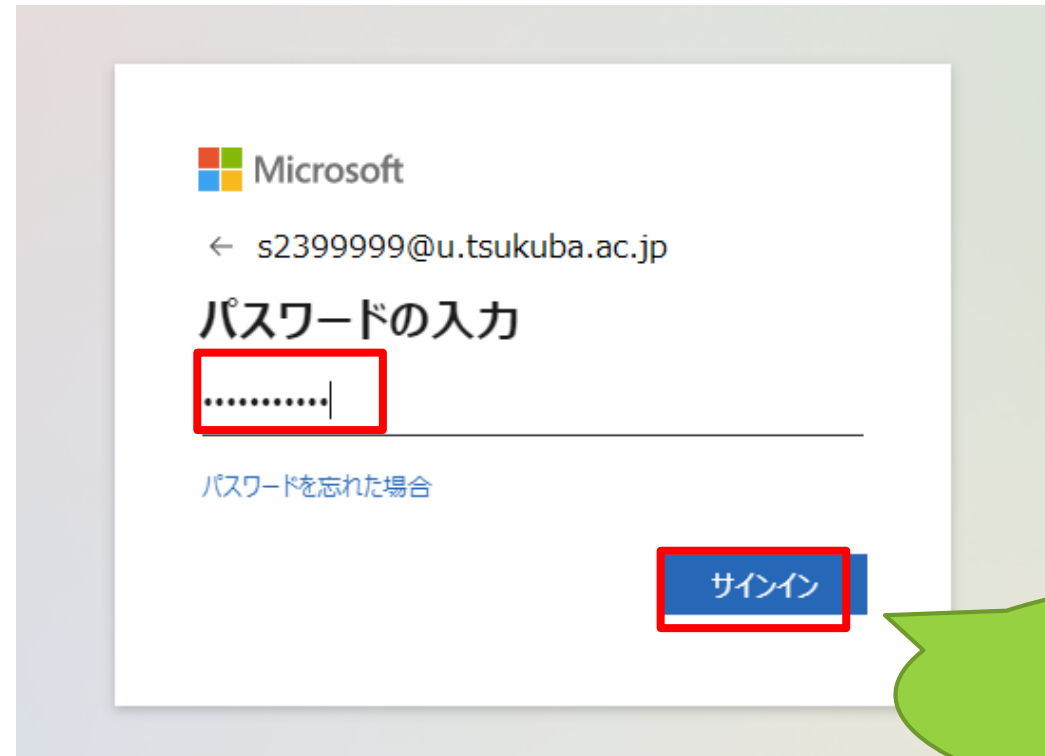
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Microsoft
サインイン
s2399999@u.tsukuba.ac.jp
アカウントをお持ちではない場合、作成できます。
アカウントにアクセスできない場合
戻る 次へ
サインイン オプション

Enter the account name
for the notification card
and click 「Next」 .

Sign in to M365

When the password entry screen appears,
Enter the password you set earlier in the **「M365 Account Password Setting Procedure」** ,
Click Sign In.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 's2399999@u.tsukuba.ac.jp' is displayed with a back arrow. The main heading is 'パスワードの入力' (Password Input). Below this is a password input field containing a series of dots and a cursor, which is highlighted with a red rectangular box. Underneath the input field is a link that says 'パスワードを忘れた場合' (Forgot your password?). At the bottom right of the sign-in area is a blue button labeled 'サインイン' (Sign In), which is also highlighted with a red rectangular box.

After entering your
password
Click 「Sign In」

Setting up multi-factor authentication

If you have **「Enable Multi-factor Authentication」** on the M365 Password Settings site as described earlier,

When you sign in to M365 for the first time, you will be asked to set up multi-factor authentication.

Refer to the following manual starting on page 168 to set up multi-factor authentication.

<https://www.u.tsukuba.ac.jp/icho23-files/m365-user-manual-en.pdf#page=168>

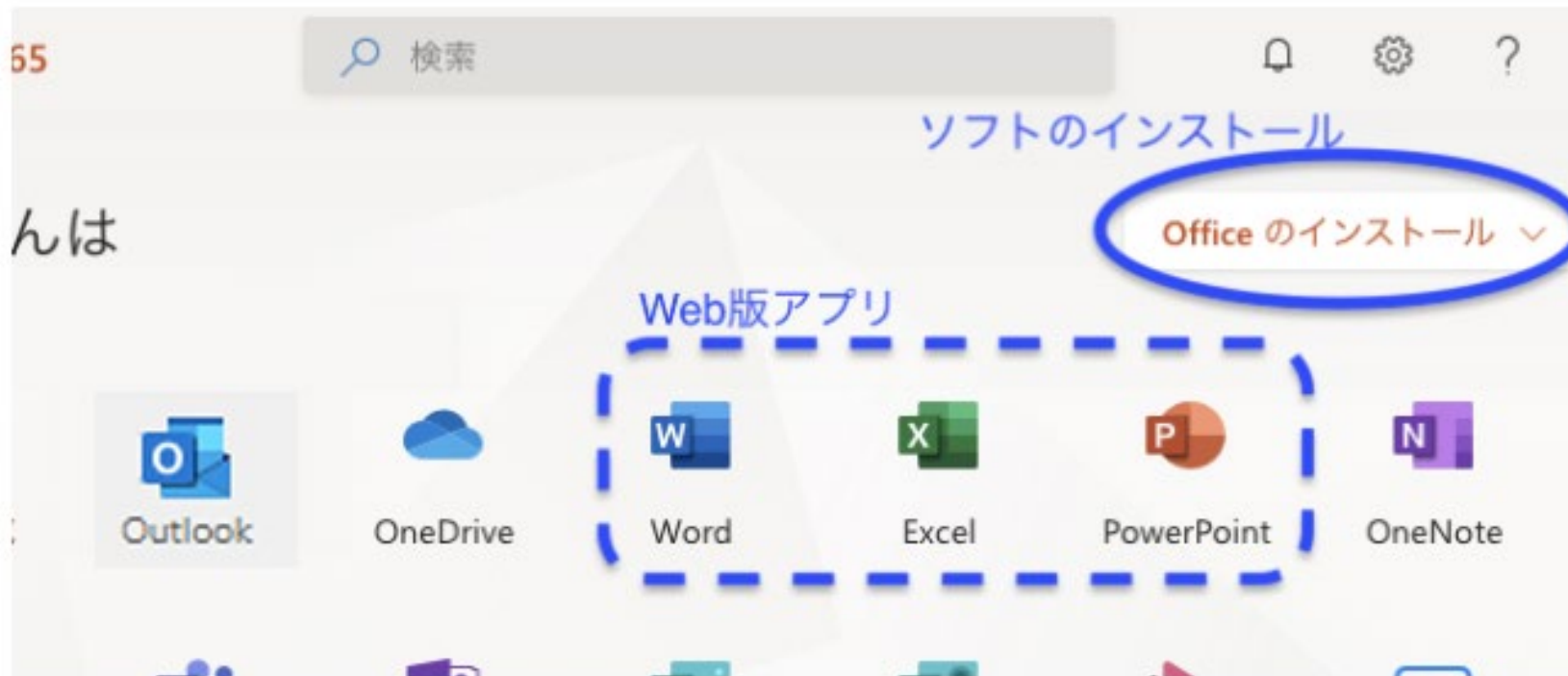


Once the sign-in is complete...

Once the multi-factor authentication has been set up and you have signed in, you will see the following screen.

This is your M365 portal site.

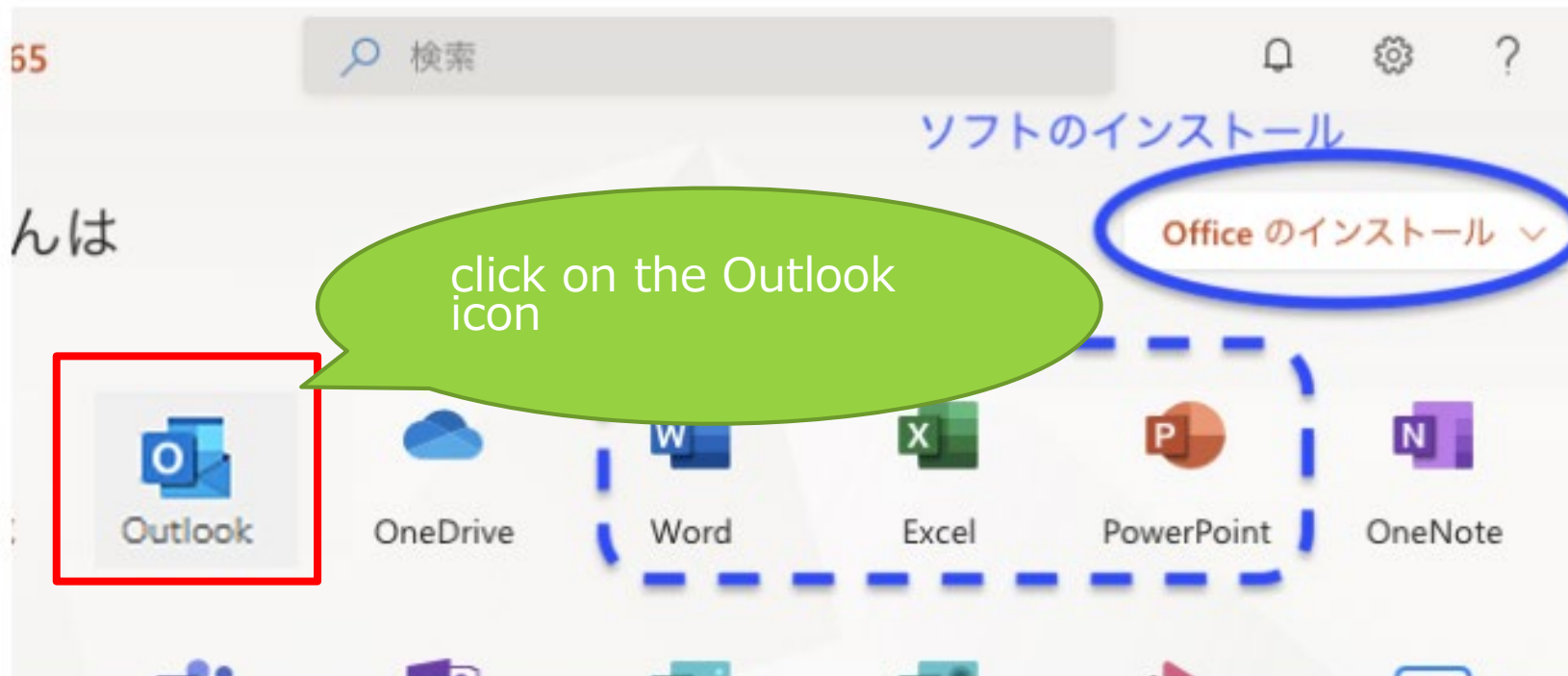
If necessary, you can install Office software.



Let's use e-mail

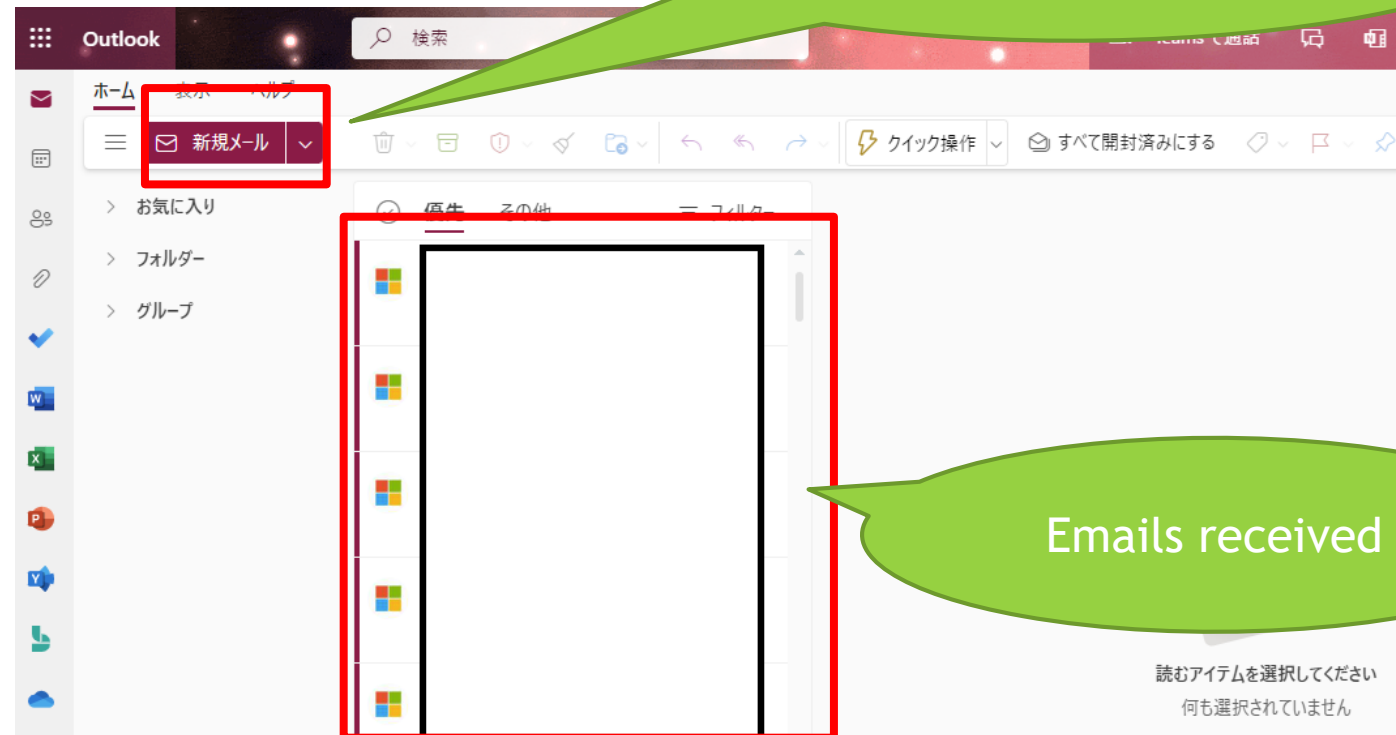
Your email address is listed on your 「Unified Authentication System Account Notification Card」 .
You can use that email address from Outlook (the software used to use email) in M365.

On the screen after signing in, click on the Outlook icon



Let's use e-mail

When you start up Outlook, you will see a screen like this.



Supplement) Use of e-mail

The web version of Outlook was described earlier.

You can also use Outlook as an application installed on your computer.

In addition to PCs, the application can also be used on smart phones such as iPhone and Android.

For details, please check the 「University-wide Computing System」 page of the Academic Center for Computing and Media Studies.

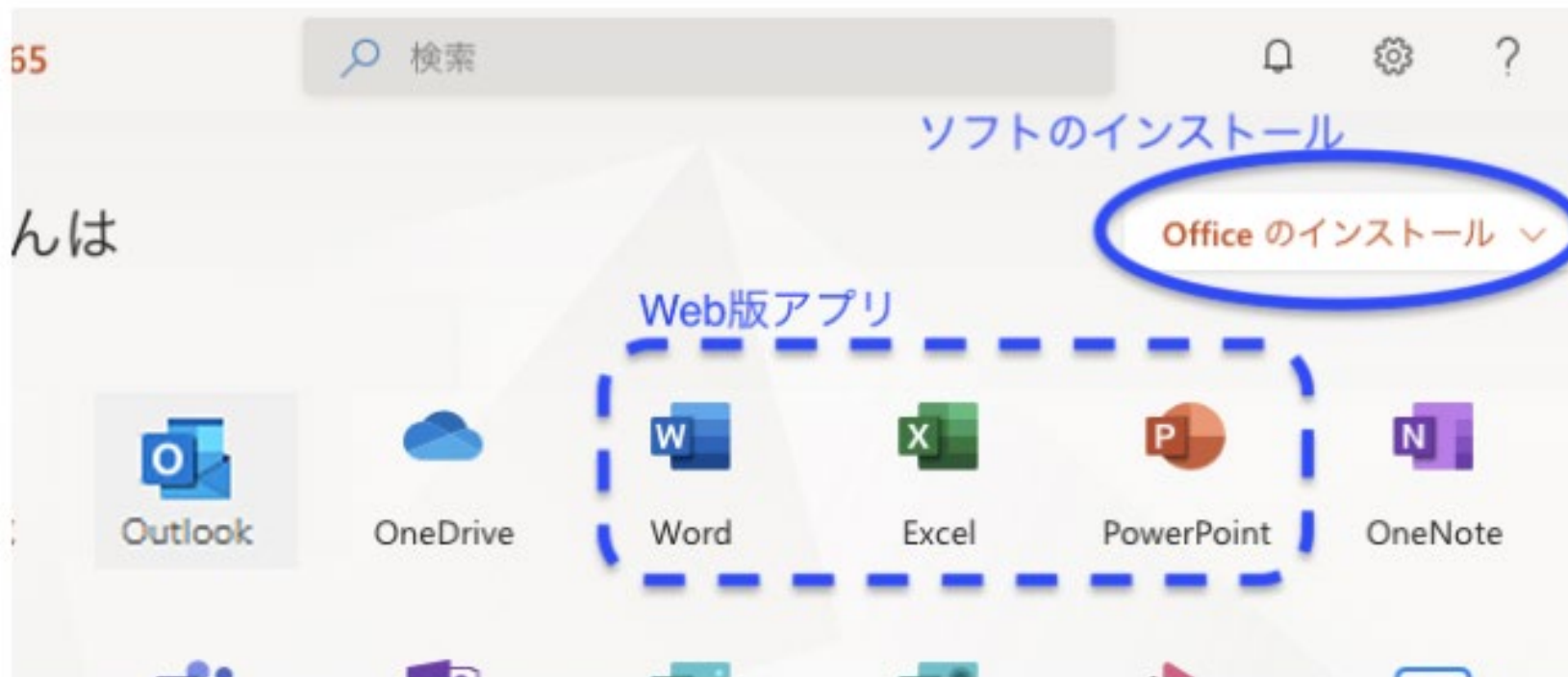
<https://www.u.tsukuba.ac.jp/en-email-u-client/>



Other reference information) How to obtain Office

If you want to install Office software (Word, Excel, etc.) used for creating reports, etc. on your own computer,

After signing in to M365, go to 「Install Office」 below to obtain the software.



Other reference information) Contact for inquiries

If you have any questions about each service,

If you have any questions about each service, please contact us as follows.

OLost the account notification card.

→To the support office of your affiliation

OM365 account and how to use it

→Academic Information and Media Center

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

OUse of e-mail

→University-wide computer system HP

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

OAbout the Unified Certification System

→Academic Information and Media Center

https://www.cc.tsukuba.ac.jp/wp_e/contact/