

Tips for avoiding confusion between using Microsoft products and University e-mail!!

* Essentials

(a) Sending and receiving e-mail as a student.

Use UT-ID s22*****@s.tsukuba.ac.jp and password (Left side of the Card)
(ID is the part before @)

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

(b) Microsoft Products (Word, Excel, PowerPoint, Teams)

Use s22*****@u.tsukuba.ac.jp and password (Right side of the Card)

<https://www.office.com/>

Install the product first and then use the application.

(c) How to watch Stream (Video)

Sign in using a different browser than (a)

When viewing Stream videos from manaba, access manaba from the same browser (open in a new tab) as in (b)

(d) Use different browsers for (a) and (b)

Example : For Windows PC

Microsoft Edge Use @ s mail

Google Chrome Sign in to Microsoft365

For Mac

Safari Use @ s mail

Google Chrome Sign in to Microsoft365

* Sign out if it doesn't work.

* Refer to the more detailed information

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

• Procedure for preparation to sign in to Microsoft 365 and take online classes

https://www.cc.tsukuba.ac.jp/wp_e/wp-content/uploads/Procedure-for-preparation-to-sign-in-to-Microsoft-365-and-take-online-classes.pdf

• FAQ page on signing in

<https://www.cc.tsukuba.ac.jp/wp/support/faqs/>