

National Taiwan University Licensed Software

Office 2019 for Windows Installation Guide

Preparation before start installation:

A. Please check the computer or device you want to install OFFICE is connected with network, and its IP is NTU campus IP (NTU IP prefix: **140.112.xxx.xxx**).

➤ How to check your IP: Please search **【 What is my IP 】** on Google.



➤ If you are not in the campus, please dial NTUVPN. For details about using VPN, please refer to the webpage: <https://ccnet.ntu.edu.tw/vpn/PulseSecure-eng.html>

B. Please make sure the OFFICE software (all versions) on your device has been uninstalled.

➤ Open the Windows control panel to check the uninstallation is complete or not. If you haven't uninstalled it, please use the uninstall support tool on Microsoft website.

Uninstall support tool: <https://support.microsoft.com/en-us/office/uninstall-office-from-a-pc-9dd49b83-264a-477a-8fcc-2fdf5dbf61d8>

Don't remove the software from your device directly, please use the uninstall support tool. Otherwise, you will fail to install the OFFICE.

C. Please make sure the time of your device is accurate, and the time zone is in Taipei (**Taipei, UTC+8**).

D. The software we provide belongs to the volume licensing program which means you have to use the authentication program (**KMS**) to verify the software once **every 180 days**.

*****We don't have the product key!!!*****

➤ Normally, the authentication program will execute automatically but if your device is not under NTU IP, your verification will fail. Therefore, **we strongly recommend verifying the software once every 180 days manually.**

E. The verification of OFFICE software is required once **every 180 days**.

F. If the OFFICE software can't be installed or verified in your device, after troubleshooting, it is not the problem of setting we've mentioned above.

We recommend restoring the device to the factory settings. For related information, please contact the manufacturer of your device.






- After checking your IP, please open the website (<https://download.cc.ntu.edu.tw/en/>).

The followings are the files need to be downloaded:

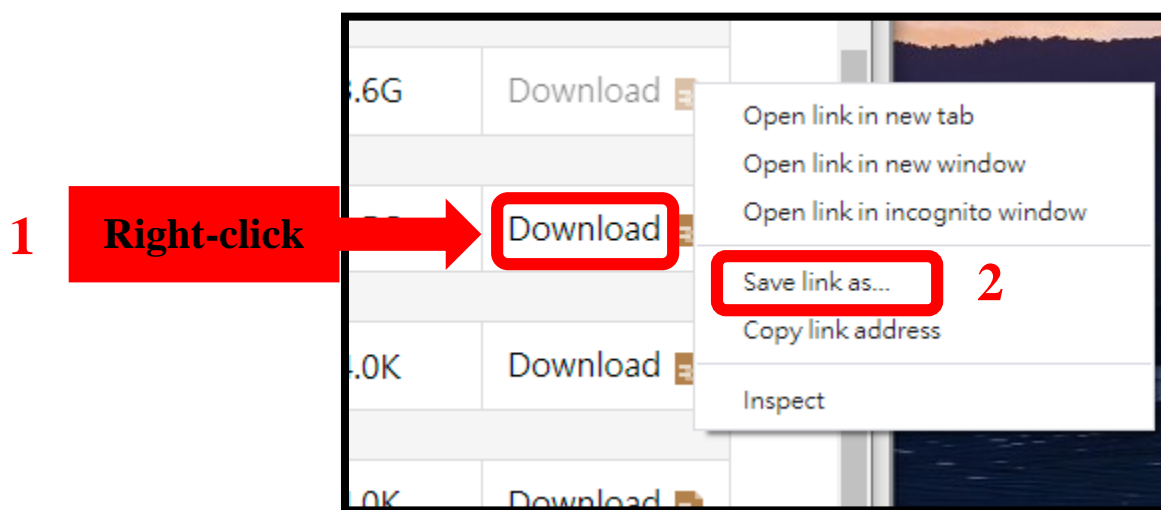
A: Microsoft Office 2019 English (Installation File)

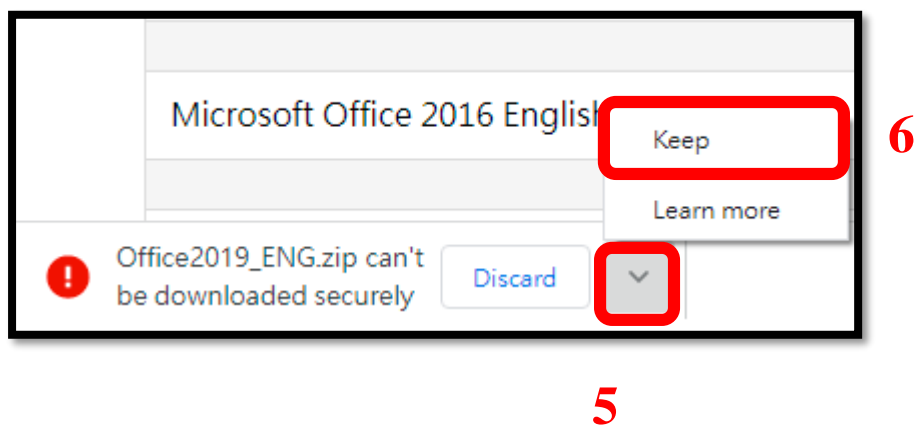
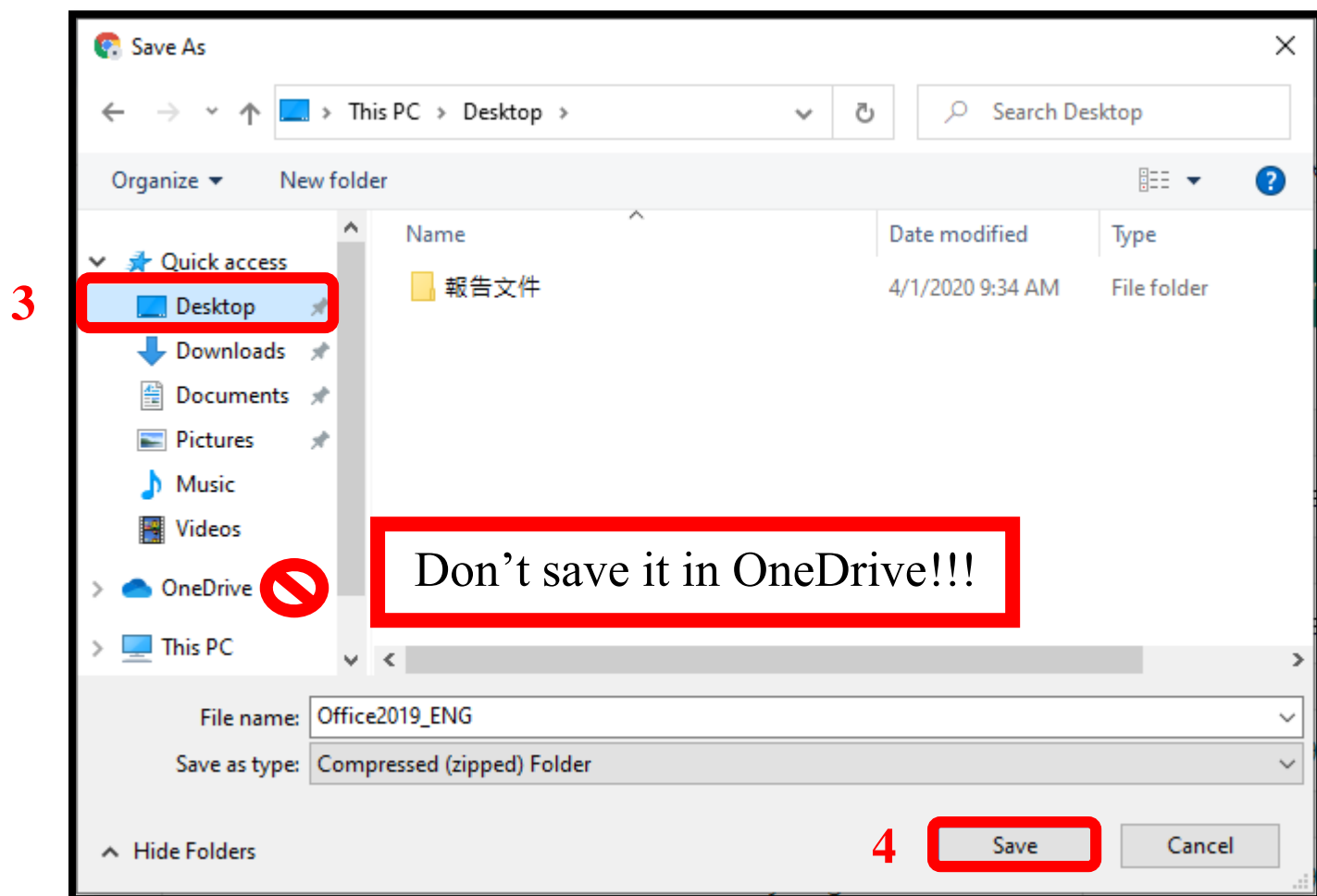
B: Microsoft Office KMS Authentication Utility English (Authentication File)

Please **right-click** 【download】 and select 【save link as...】 for downloading.

	Subject	Version	File Size	File Link
	Microsoft Office 2019 for Mac	Mac	1.8G	Download 
A	Microsoft Office 2019 English	Include 64-Bit and 32-Bit	3.6G	Download 
	Microsoft Office 2019 Traditional Chinese	Include 64-Bit and 32-Bit	3.5G	Download 
	Microsoft Office KMS Authentication Utility English	For Office 2019 and Office 2016	4.0K	Download 
B	Microsoft Office KMS Authentication Utility English	For Office 2019 and Office 2016	4.0K	Download 

Both of them need to be downloaded

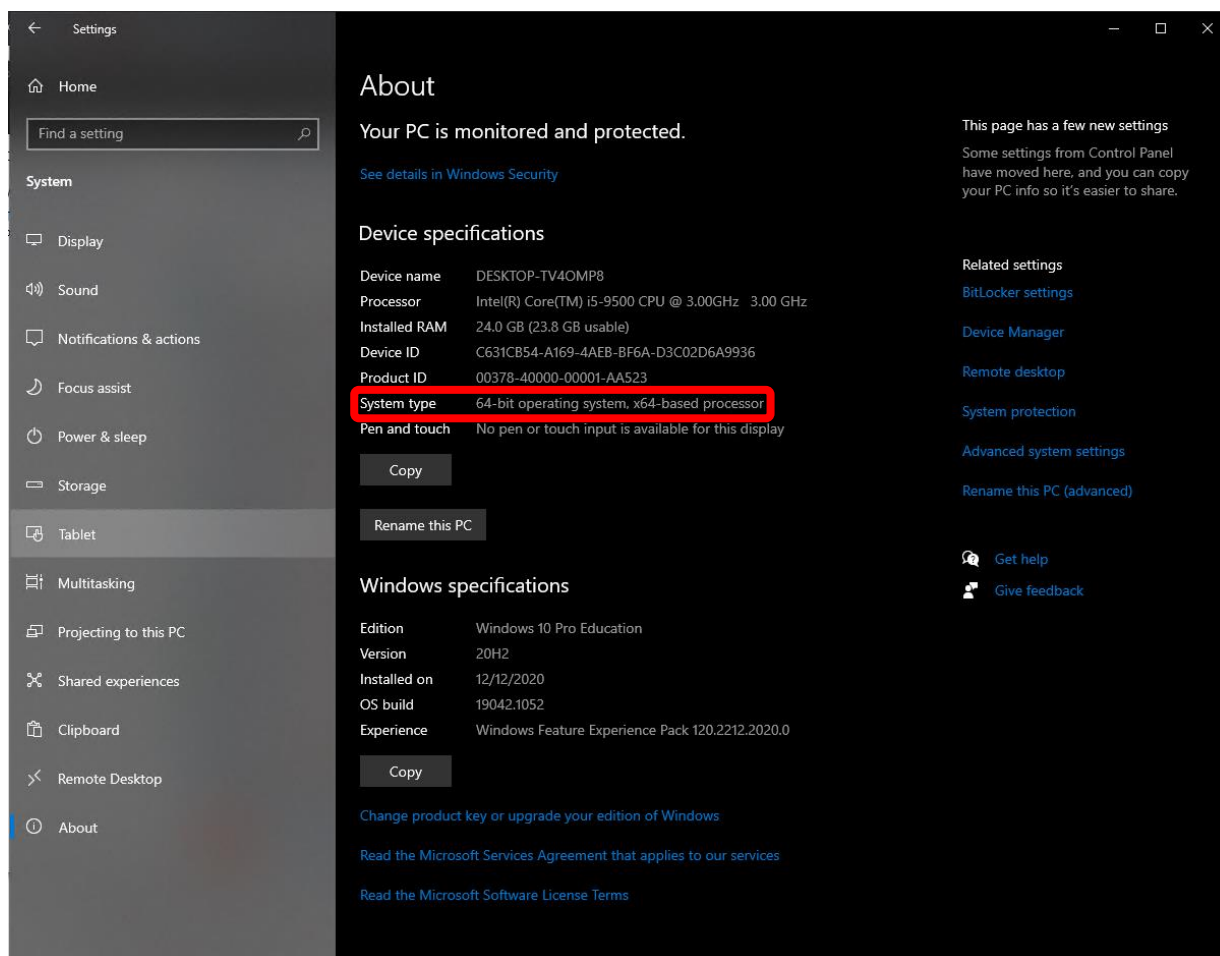




Before installing, please make sure the Office 2019 for Windows is installable on your device.
The user may check the Windows OS version in the

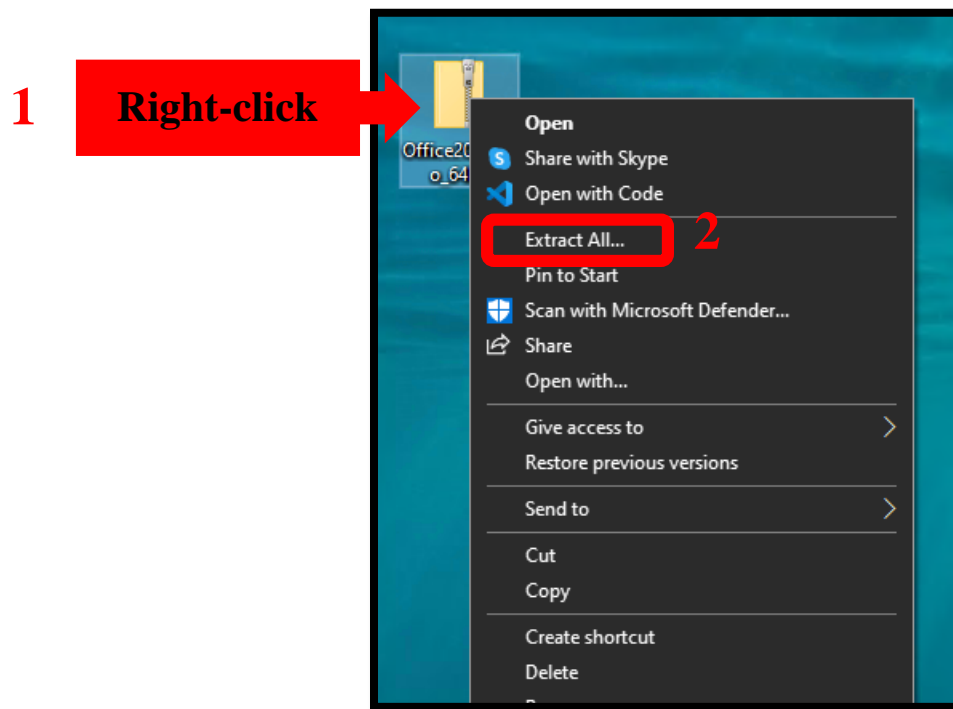
【Settings】 → 【System】 → 【About】 .

The picture below shows the 64-bit version of the Windows 10 operating system.

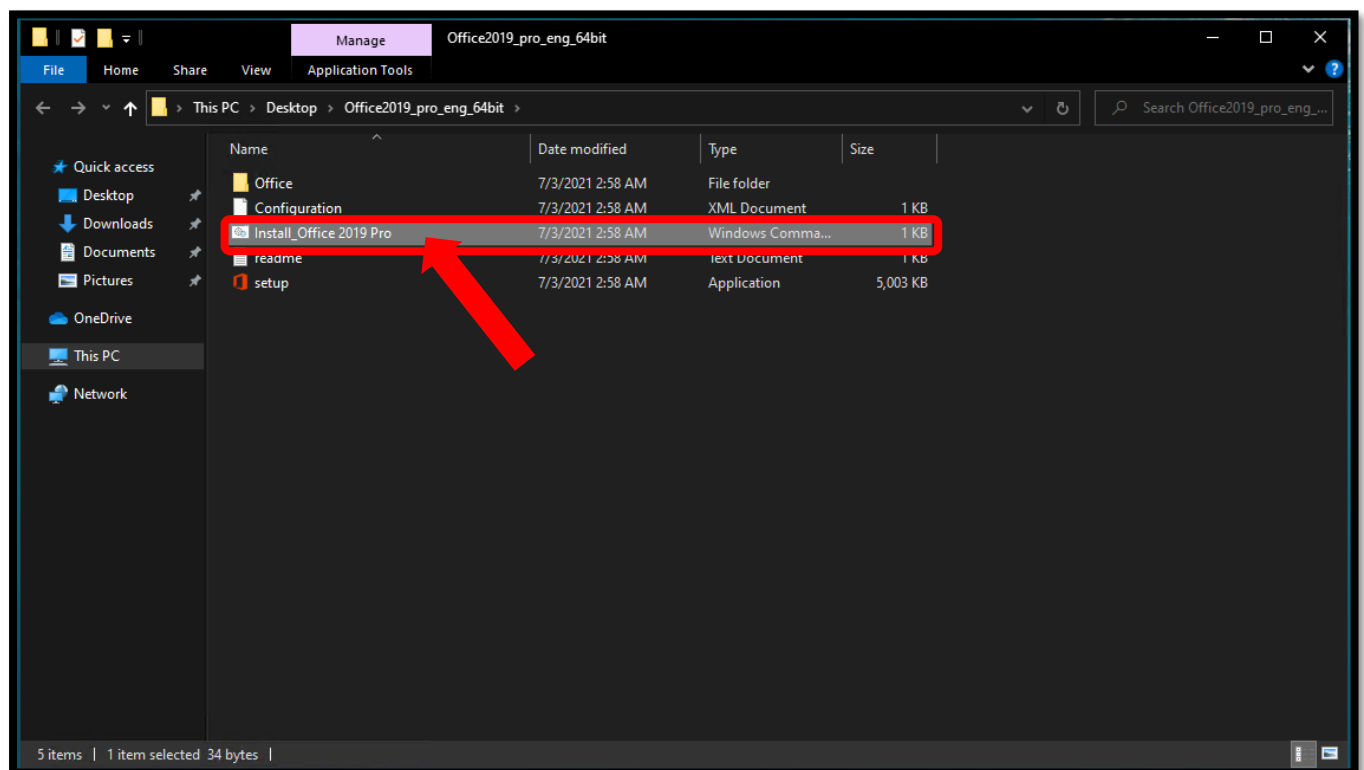


2. After downloading, please right-click the file and select **【Extract All...】** to unzip it.

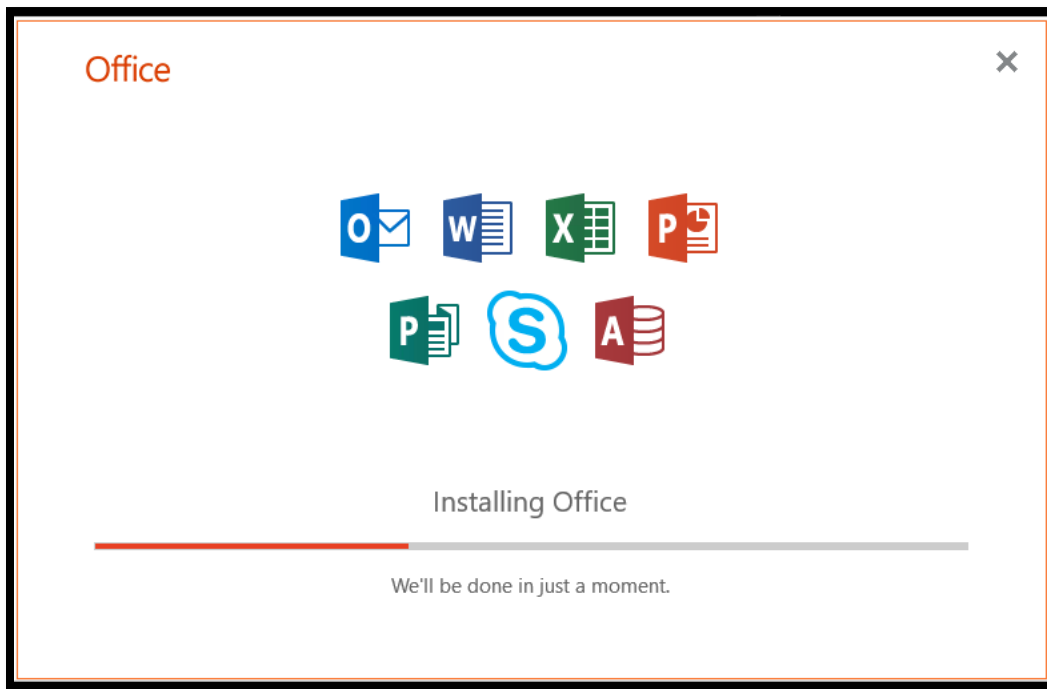
***Both of the installation file **【A】** and authentication file **【B】** need to be unzipped. ***



3. After extracting, please **disconnect any network connection**, open the unzipped **installation file **【A】**** and click **【Install_Office 2019 Pro】** .



4. After clicking, please wait for the process of installation.

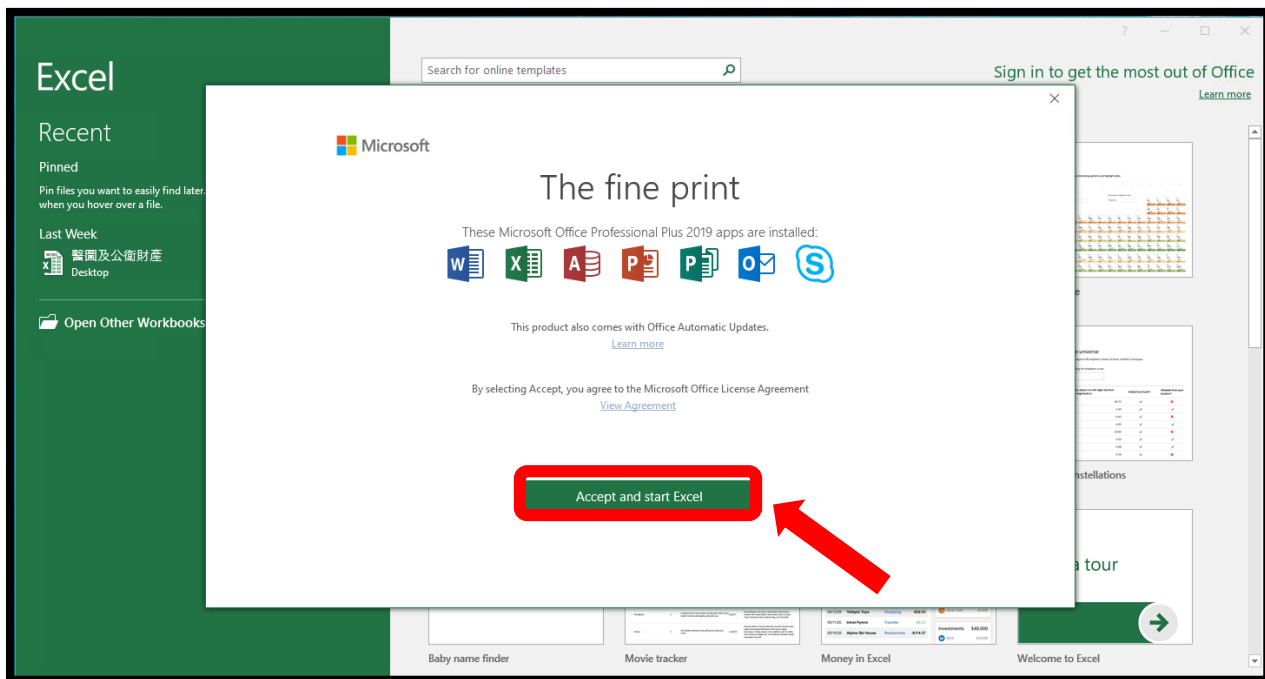


5. After the process is complete, please open any OFFICE 2019 application.

【The fine print】 will pop out, please click 【Accept and start Excel】

The following is an example for Excel.

*****Office 2019 for Windows has not been successfully licensed yet in this step!!!*****

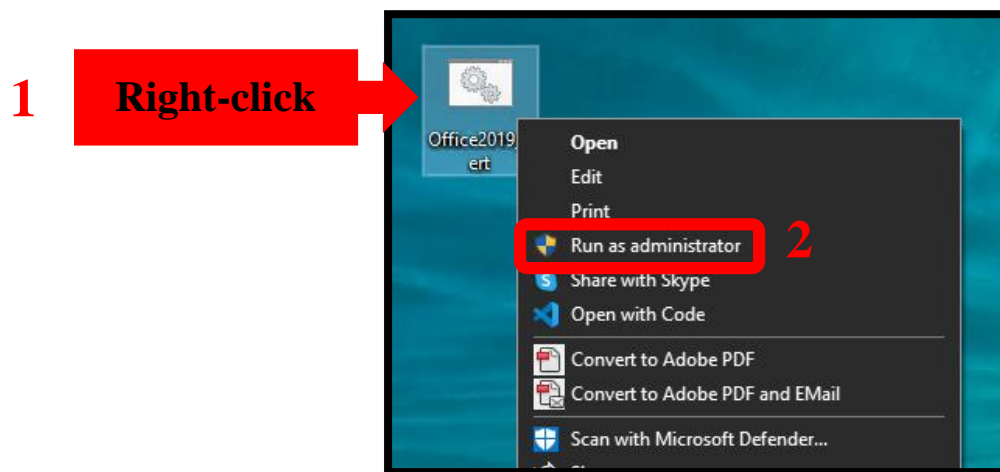


6. Please close the OFFICE application, **reconnect to the internet**.
 Before verifying, please make sure your device is under following conditions:
- Your IP address is NTU IP
 - The time zone of your device is Taipei, UTC+8

Right-click the unzipped authentication file **【Office2019_cert】** and select

【Run as administrator】.

If the OFFICE 2019 is not downloaded from NTUCC website, this method cannot be used for verification.



7. If the **【Press any key to continue . . .】** prompt is displayed on the authentication file window, please press any key to exit.

```

C:\Windows\System32\cmd.exe
C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office16\"

C:\Program Files\Microsoft Office\Office16>cscript ospp.vbs /sethst:140.112.8.166
Microsoft (R) Windows Script Host Version 5.812
Copyright (C) Microsoft Corporation. All rights reserved.

---Processing-----
Successfully applied setting.
---Exiting-----

C:\Program Files\Microsoft Office\Office16>cscript ospp.vbs /act
Microsoft (R) Windows Script Host Version 5.812
Copyright (C) Microsoft Corporation. All rights reserved.

---Processing-----
Installed product key detected - attempting to activate the following product
SKU ID: 85dd8b5f-eaa4-4af3-a628-cce9e77c9a03
LICENSE NAME: Office 19, Office19ProPlus2019VL_KMS_Client_AE
Product activation successful
Last 5 characters of installed product key: *****
---Exiting-----

C:\Program Files\Microsoft Office\Office16>pause
Press any key to continue . . .
  
```

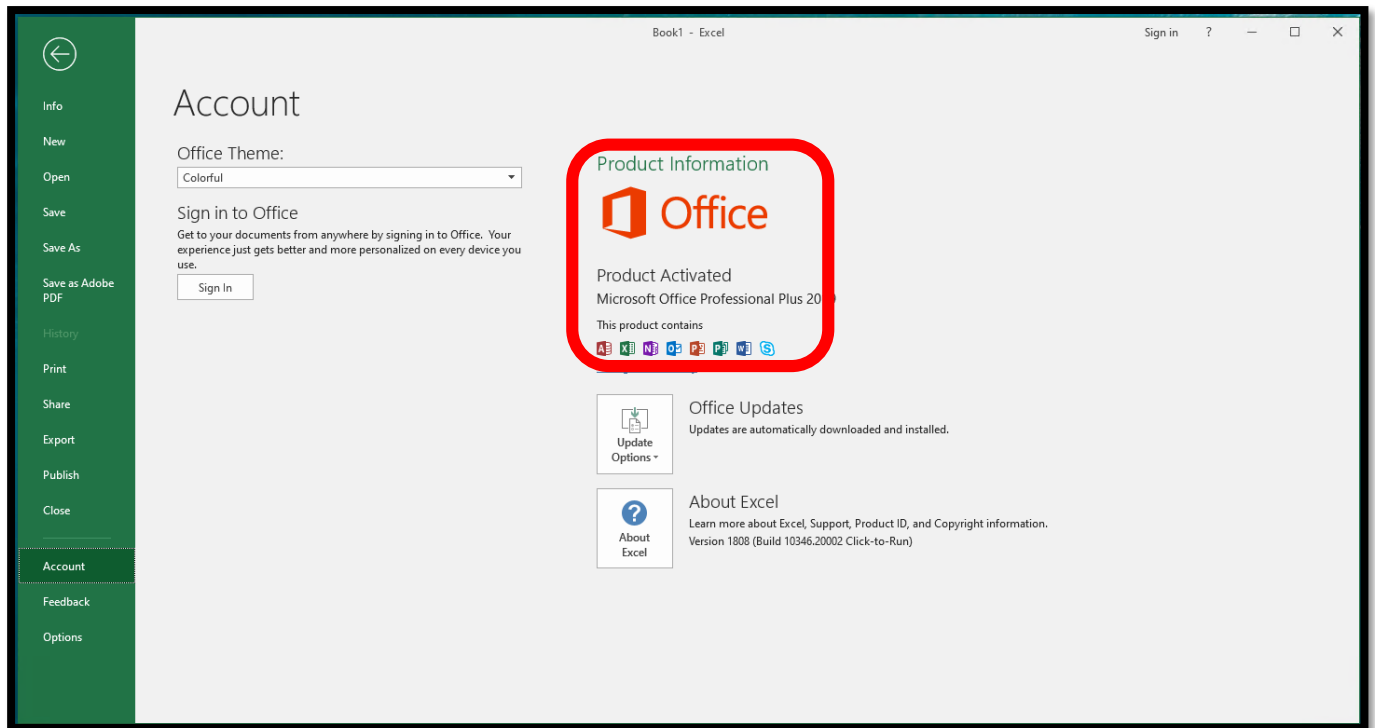
It means the verification is done!

8. After the verification is complete, please open any OFFICE 2019 application.

Click **【File】** on the upper left corner and select **【Account】** .

If the **【Product Information】** shows **【Product Activated】** , it means that OFFICE 2019 has been installed successfully.

The following is an example for Excel.



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