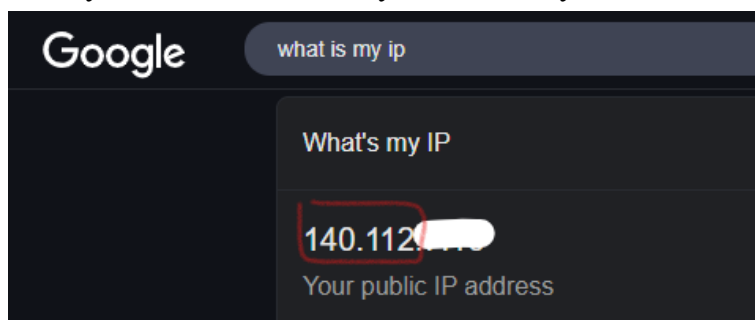# National Taiwan University
Educational Authorization Softwares : Office 2024 for Windows Installation Guide

Please check the following requirements before installing:

A. Make sure your device is under **NTU IP environment（140.112.xxx.xxx）**

- You may browse "What is my IP" to find your current IP address.

- If you are not in NTU campus, you can connect to **NTU SSL VPN**, please click https://ccnet.ntu.edu.tw/vpn/ for the tutorial.

B. Make sure you have uninstalled **any other version of Microsoft Office** from your device. You can check "control panel" or use uninstall troubleshooter provided by Microsoft's official website.
Do not just manually delete system folders in case installation fails.

C. Make sure the clock of your device is synced, and the time zone should be **Taipei, UTC+8**.

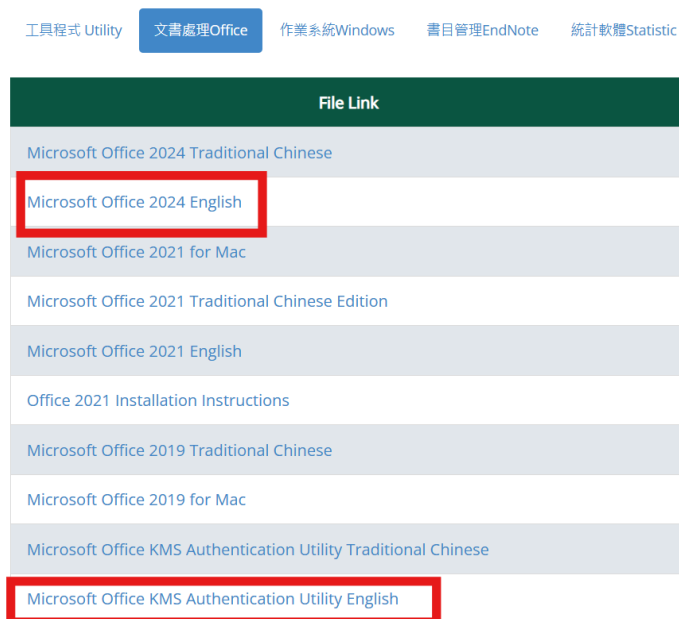D. This Office version is based on **KMS authorization**, which requires re-activation **every 180 days**.

- If your device is not in NTU IP environment during automatic activation, you would have to manually run the KMS software (See step #7 for details.)
- If you are not in NTU campus, you can connect to **NTU SSL VPN**, please click https://ccnet.ntu.edu.tw/vpn/ for the tutorial.

E. If the installation failed and can't be solved by the adjustments mentioned above, it's suggested to have your device restored, please contact PC stores for assistance.

1.Please browse https://download.cc.ntu.edu.tw and log in NTU account.
 Choose【Download】>【文書處理Office】, then download the following two files:

　　Software file:【Microsoft Office 2024 English】
　　Authentication file:【Microsoft Office KMS Authentication Utility English】

工具程式 Utility	文書處理Office	作業系統Windows	書目管理EndNote	統計軟體Statistic

File Link
Microsoft Office 2024 Traditional Chinese
Microsoft Office 2024 English
Microsoft Office 2021 for Mac
Microsoft Office 2021 Traditional Chinese Edition
Microsoft Office 2021 English
Office 2021 Installation Instructions
Microsoft Office 2019 Traditional Chinese
Microsoft Office 2019 for Mac
Microsoft Office KMS Authentication Utility Traditional Chinese
Microsoft Office KMS Authentication Utility English

*If you encountered "**This File Can't Be Downloaded Securely**" warning message,
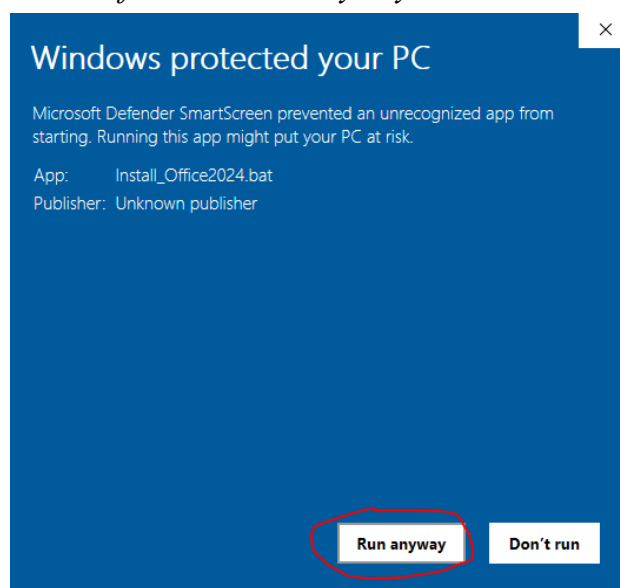please click 【Keep】 to continue.*

2.After downloading the files, **please EXTRACT them first**
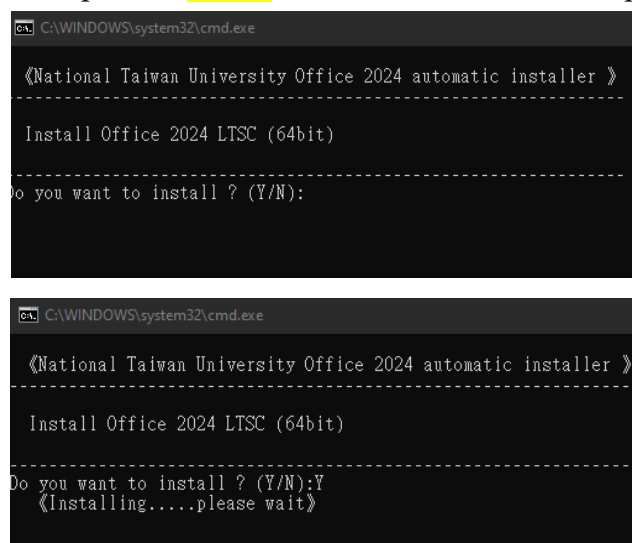　**(DO NOT execute them directly)**
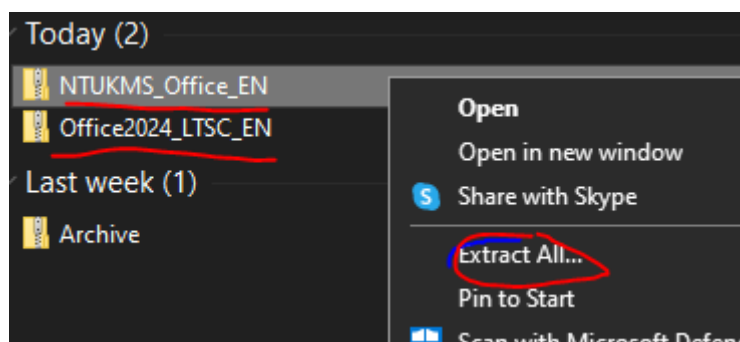
3.Please open the folder where the extracted files are, and keep internet ON.
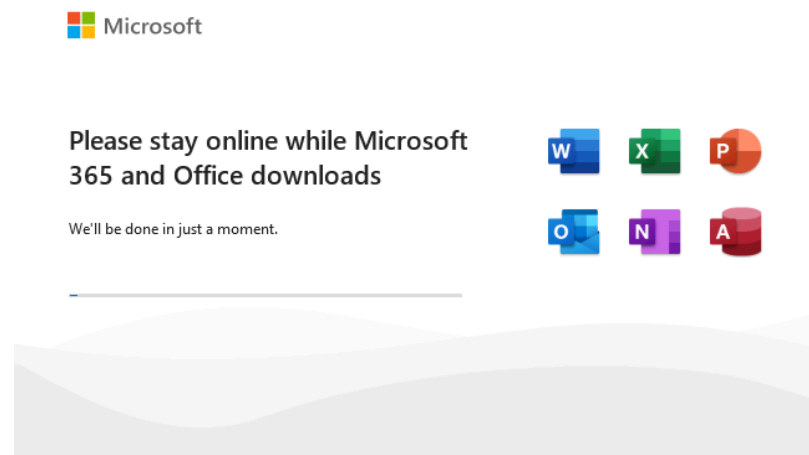 Then click【**Install_Office2024.bat**】
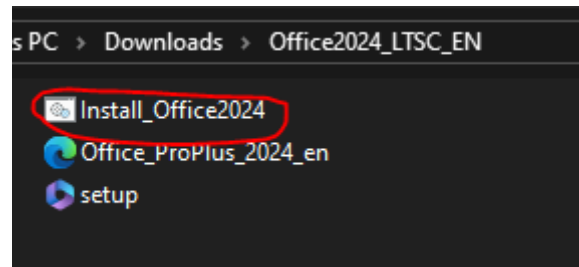
If you encountered "Windows protected your PC",
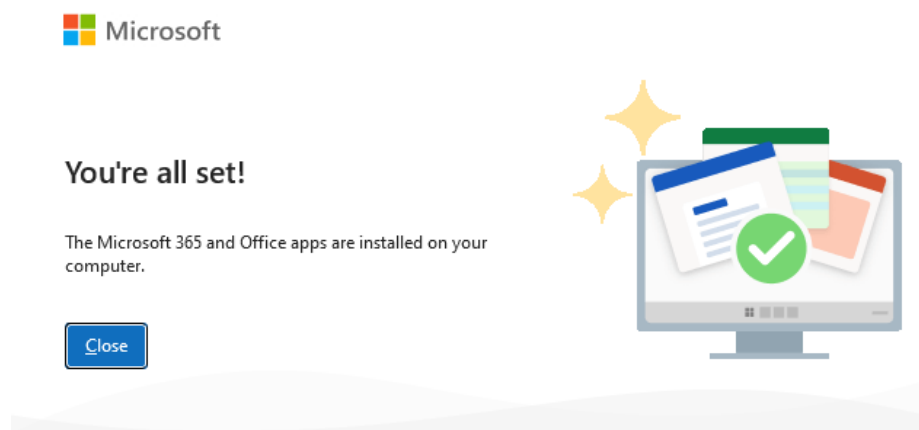*please click【More info】>【Run anyway】*

4. You will see the question on the screen "Do you want to install? (Y/N)"
  Please type 【**Y**】 then press【**Enter**】 to start the installation procedure.

5.Please wait until "Office 2024 for Windows" is installed successfully.

6.When you see "You're all set!" or "Installation successful",
   it's time you can turn off those two windows.

7. Please go back to the folder, and **right click** the file【**NTUKMS_Office_EN.bat**】
   then click【**Run as administrator**】

* The file "NTUKMS_Office_EN.bat" must be extracted in advance.
* KMS authentication file and Office installation file **are under different folders**.
* KMS authentication file can NOT be applied to any other Office version that's not downloaded from https://download.cc.ntu.edu.tw , including Office 365, Office Home Edition, etc.

Make sure the following two things before authentication:
    A. Your device's IP location is in **NTU (140.112.xxx.xxx)**.
    B. Your device's time zone is **Taipei, UTC+8**.
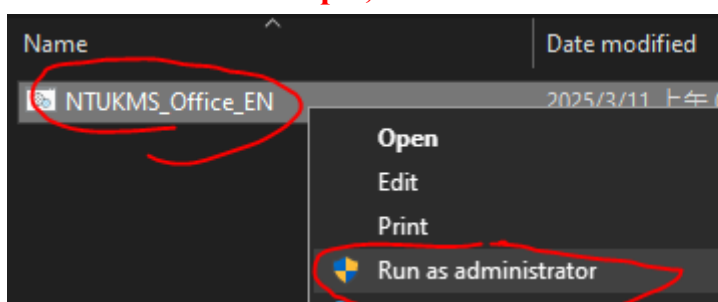
8. If you see the message **<Product activation successful>** , that means the authentication is done successfully, so you can press any key to continue.

    If you receive response having error code(s),
    you may browse the link for solution(s): https://download.cc.ntu.edu.tw/FAQJ.aspx

9. Finally, you may open an arbitrary software of Office 2024, then click 【**File**】→ 【**Account**】,and you will see 【<mark>**Produce Activated**</mark>】.
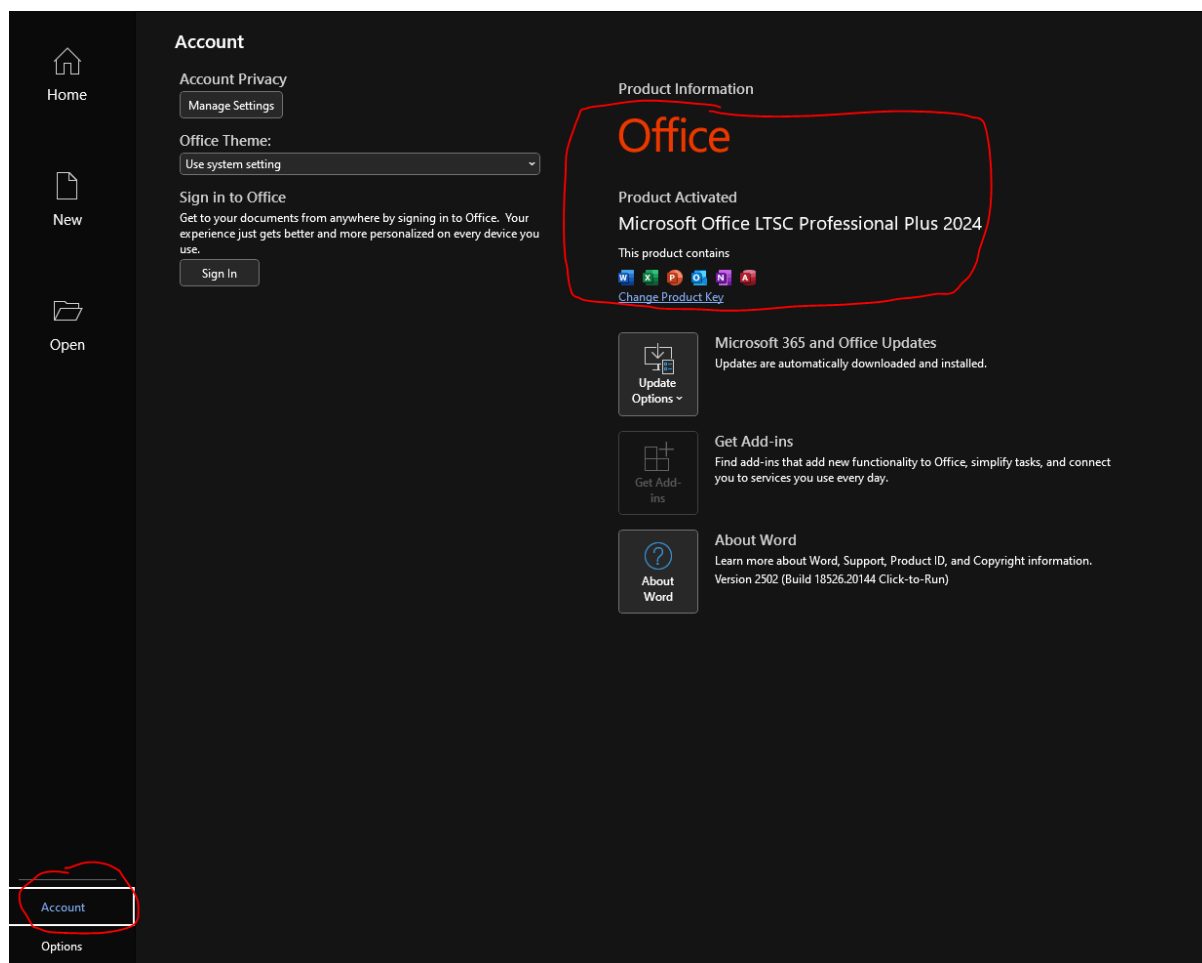
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