

國立雲林科技大學

Office 2021、Project 2021 及 Visio 2021 下載、安裝及 KMS 啟用說明

Instructions for Downloading, Installing, and KMS Activation of Office 2021, Project 2021, and Visio 2021

注意(Attention)：

1. 安裝 Office 2021 前，請先移除舊版 Office(移除舊版 Office 操作影片請按這裡)。Before installing Office 2021, please make sure to uninstall any previous versions of Office ([click here for a video tutorial on uninstalling previous versions of Office](#))
2. Office, Project, Visio 等軟體僅授權校園使用。The software, including Office, Project, and Visio, is authorized for campus use only

壹、下載、安裝(Download, Installing)：

一、檔案下載：(檔案下載及安裝操作影片請按這裡)(Download)

請至校園軟體網頁([資訊中心/校園軟體/微軟中文版 辦公室應用軟體](#))，點選要下載的軟體(圖 1-1)，接著會要求輸入帳號與密碼，請再以個人雲端 Office 365 帳號與密碼進行身份驗證(圖 1-2) 證，取得安裝檔 Office2021downloadInstall.Zip(圖 1-3)。如何使用個人雲端 Office 365 帳號與密碼請參考 [附件一](#)，密碼忘記，請到 [學校單一入口](#)，點選「忘記密碼」重設密碼。

Please go to the campus [software webpage](#), select the software you wish to download (Figure 1-1). You will then be prompted to enter your username and password. Please use your personal cloud Office 365 account and password for identity verification (Figure 1-2) and obtain the installation file Office2021downloadInstall.Zip (Figure 1-3). For instructions on how to use your personal cloud Office 365 account and password, please refer to Attachment 1. If you forget your password, please visit the school's single sign-on portal and click on 'Forgot Password' to reset it.

網頁要求個人有效的雲端Office 365帳號進行身份驗證，取得可在校內、外下載軟體的授權。		
軟體名稱	檔案名稱	
Microsoft 365(僅限本校專任教師申請)雲林科技大學校園軟體申請表		
Microsoft 365 使用說明		
Office 2021 for Mac standard (支援Apple Silicon 和 Intel 等機型)	Office2021forMac.Zip	
Office 2021 for Mac下載及安裝說明		
Office 2019 for Mac standard	Office 2019 Mac.Zip	
Office 2019 for Mac下載及安裝說明		
Office 2021, Porject 2021, Visio 2021 for 64bitbit	Office2021DownloadInstall.Zip	啟用方式 KMS

圖 1-1

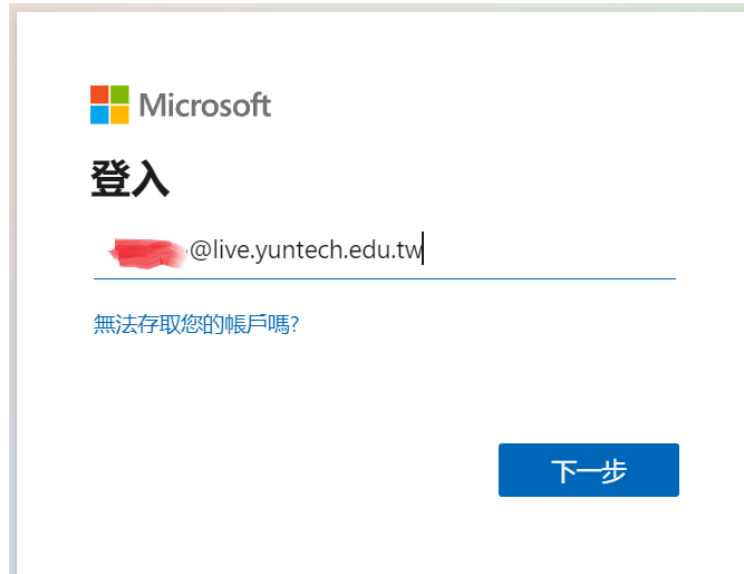


圖 1-2

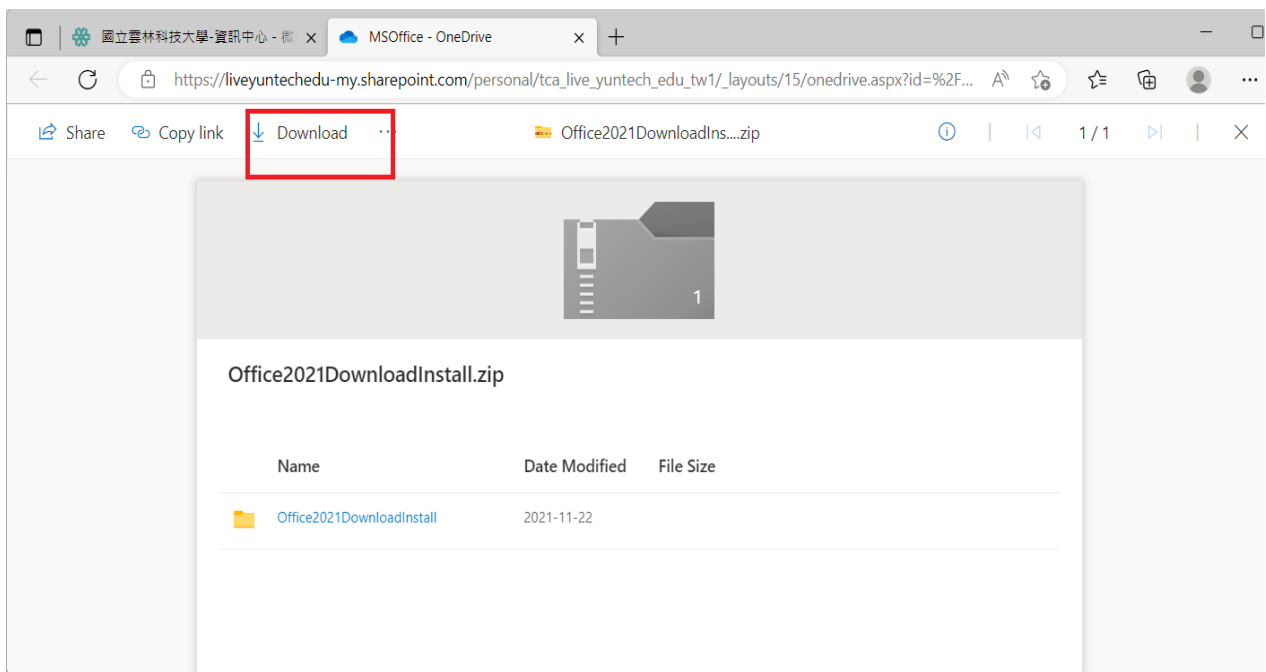


圖 1-3

二、執行 Download.bat 批次檔，進行安裝(Execute the Download.bat batch file to proceed with the installation)

1. 解壓縮 Office2021downloadInstall.Zip
Extract Office2021downloadInstall.Zip

使用任一解壓縮程式對 Office2021downloadInstall.Zip 進行解壓縮(圖 2-1)，產出 Office2021downloadinstall 目錄(圖 2-2)。

Use any decompression software to extract Office2021downloadInstall.Zip (Figure 2-1), resulting in the Office2021downloadinstall directory (Figure 2-2).

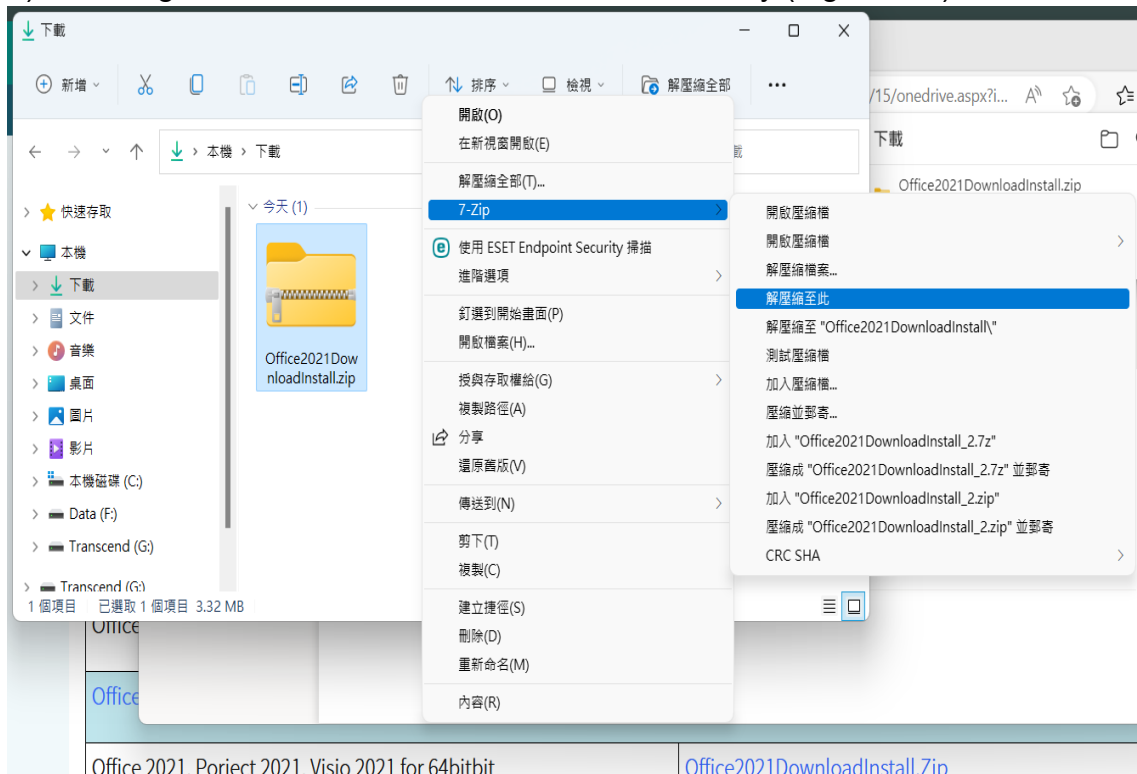


圖 2-1

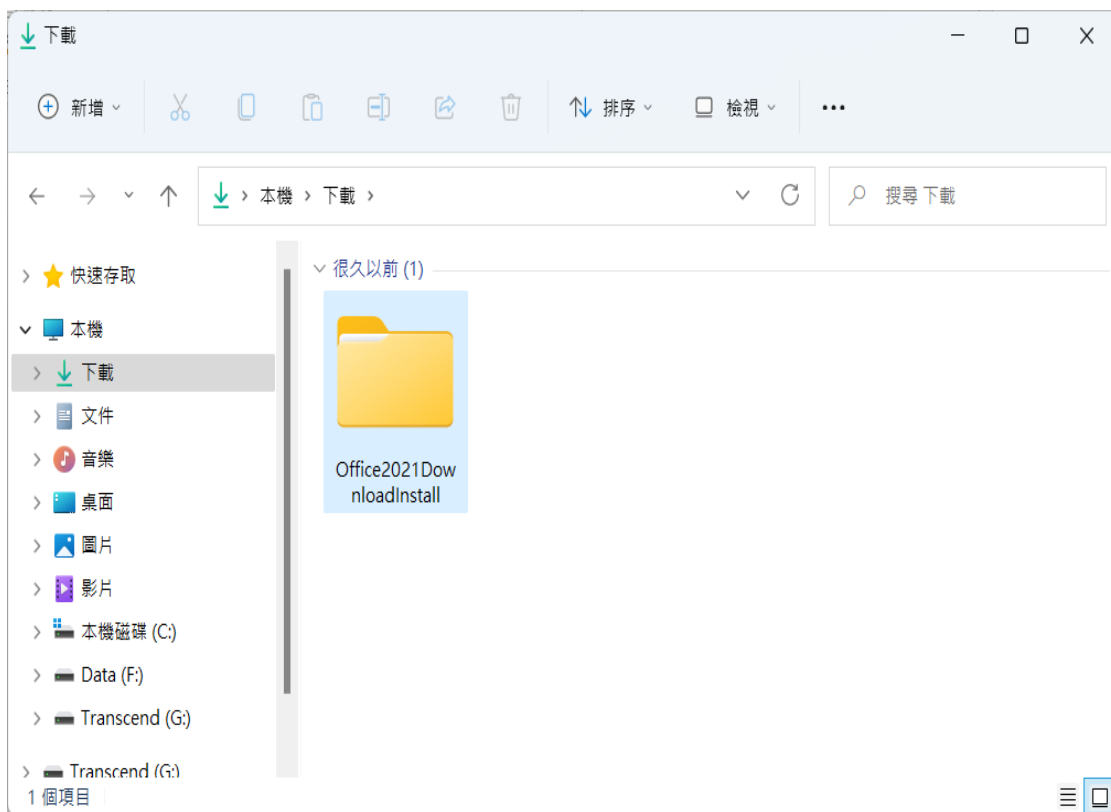


圖 2-2

2. 在該目錄雙點擊執行 Download.bat 批次檔
Double-click on the Download.bat batch file in that directory.

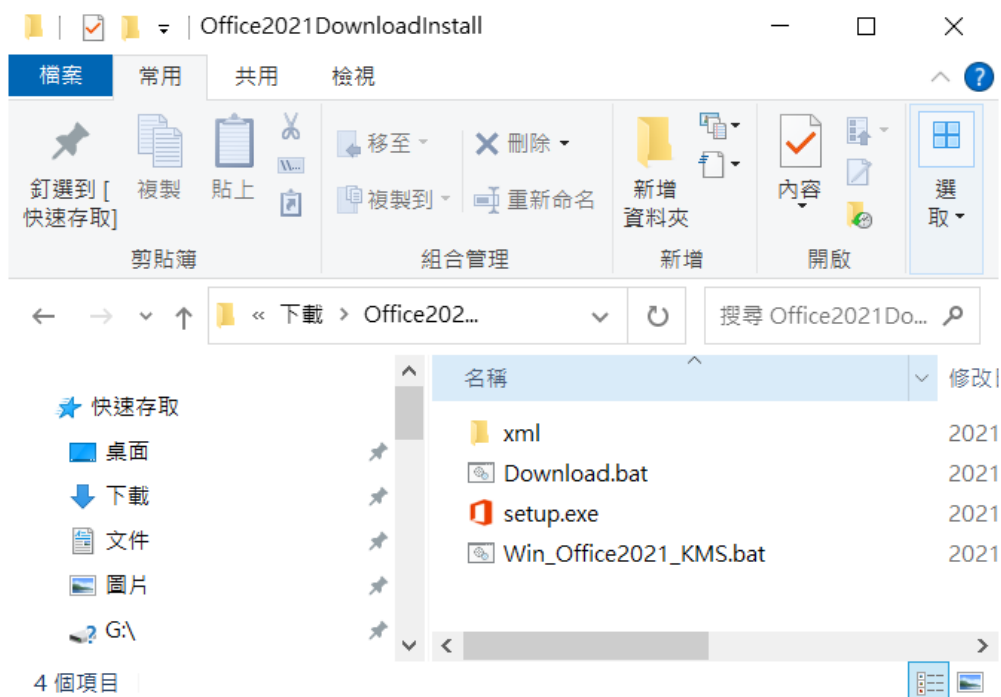
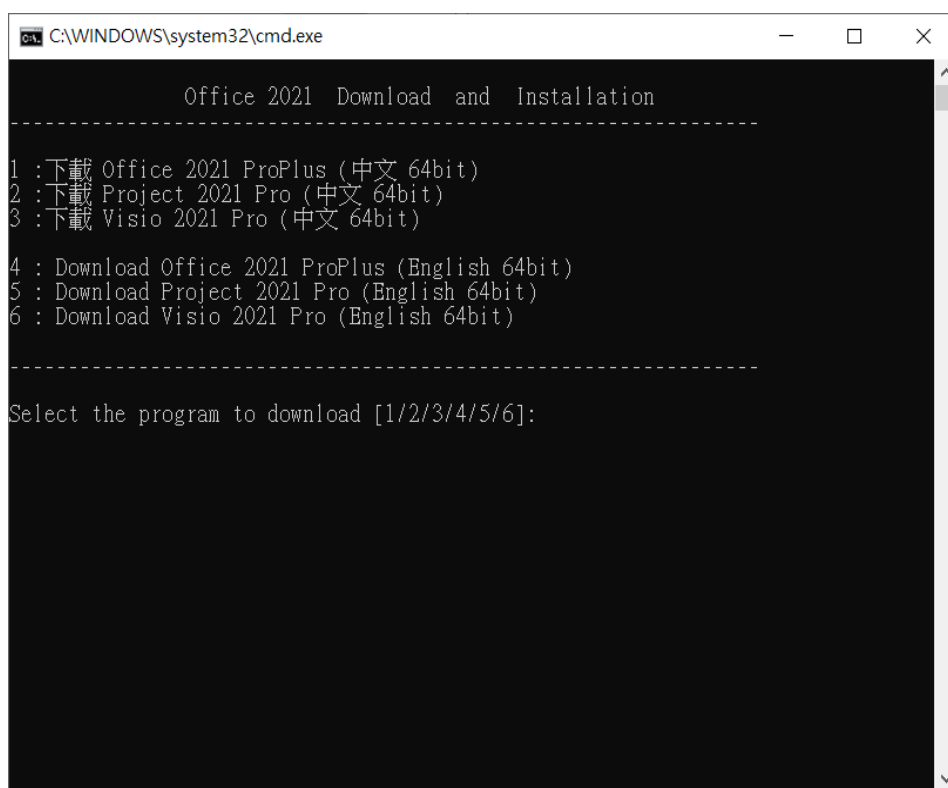


圖 2-3

3. 在軟體列表中選擇將安裝的軟體，例如，Office 2021 ProPlus (中文 64bits)，輸入 1(圖 2-4)，進行軟體下載。

In the software list, select the software you want to install, for example, Office 2021 ProPlus (Chinese 64-bit), enter '1' (Figure 2-4), and proceed with the software download.



```
C:\WINDOWS\system32\cmd.exe
Office 2021 Download and Installation
-----
1 : 下載 Office 2021 ProPlus (中文 64bit)
2 : 下載 Project 2021 Pro (中文 64bit)
3 : 下載 Visio 2021 Pro (中文 64bit)
4 : Download Office 2021 ProPlus (English 64bit)
5 : Download Project 2021 Pro (English 64bit)
6 : Download Visio 2021 Pro (English 64bit)
-----
Select the program to download [1/2/3/4/5/6]:
```

圖 2-4

4. 等至下載結束，按任意鍵開始安裝(圖 2-5)，直至安裝結束(圖 2-6)。

Once the download is complete, press any key to begin the installation (Figure 2-5), and wait until the installation is finished (Figure 2-6).

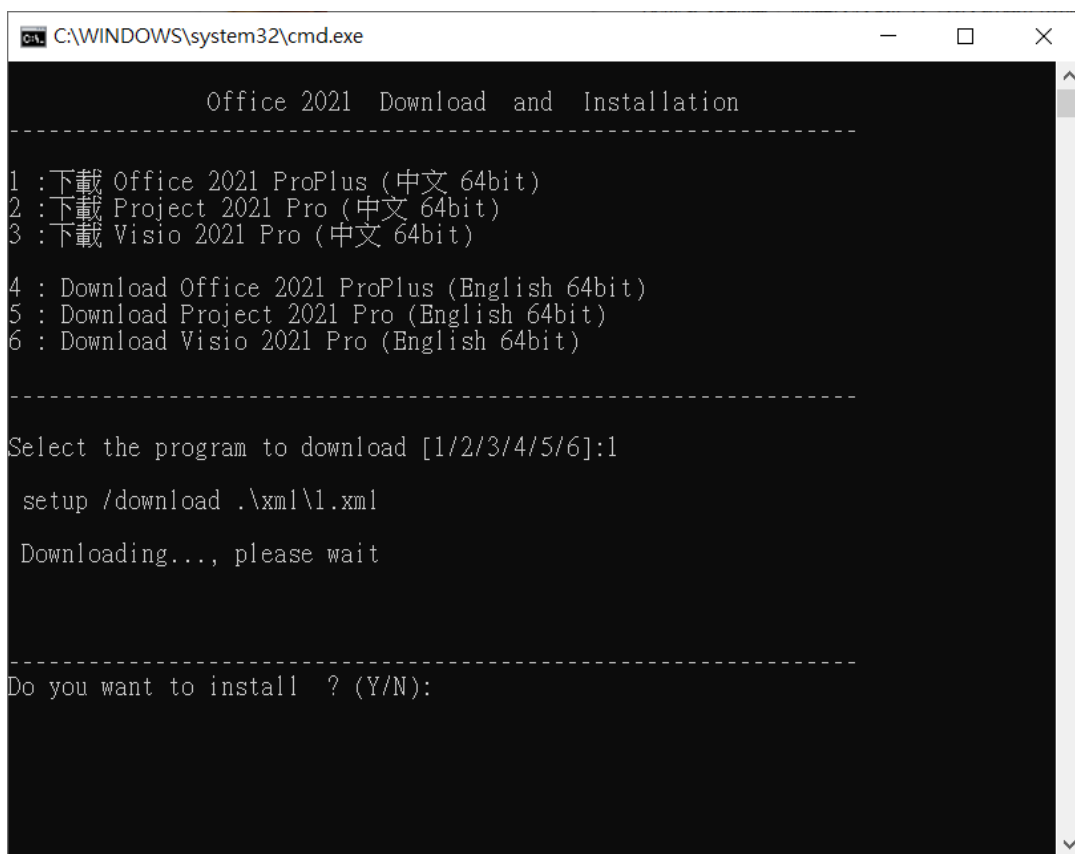


圖 2-5

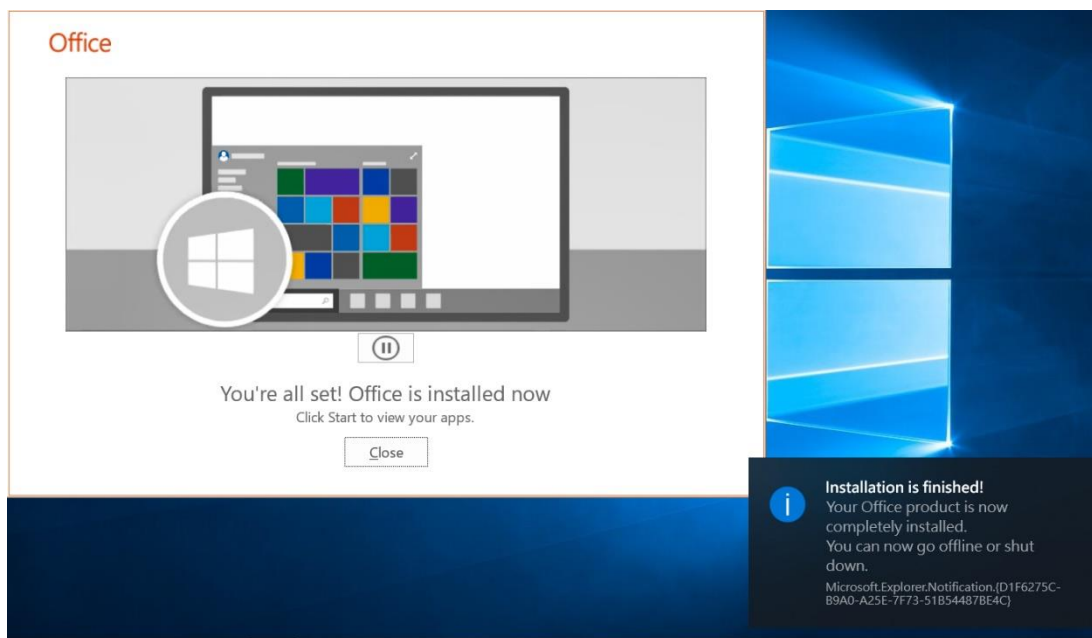


圖 2-6

5. 安裝過程不用任何序號，安裝完成後有 30 天內啟用的試用期限，超過 30 天沒有啟用，將導致 Office 進入精簡功能模式之中。啟用軟體請參考後續 KMS 啟用說明。

During the installation process, no serial number is required. After installation, there is a trial period of up to 30 days for activation. Failure to activate beyond 30 days will result in Office entering Reduced Functionality Mode. For software activation, please refer to the subsequent KMS activation instructions.

貳、KMS 啟用(KMS Activation)：

以下 KMS 啟用說明是以校內網路的展示，若使用非校內網路的環境，請先參考學校「雲科大 SSL VPN」的網路環境設定說明，網址：資訊中心/服務項目/虛擬網路 VPN，使你的電腦如同使用學校 IP 的網路環境，其後再依以下 KMS 啟用說明操作。

The following KMS activation instructions are provided for use within the campus network. If you are in a non-campus network environment, please refer to the school's 'Yuntech SSL VPN' network environment setup instructions, available at the Information Center/Service Items/Virtual Network VPN webpage. This will allow your computer to operate as if it were in the school's IP network environment, after which you can proceed with the KMS activation instructions below.

一、執行 Win_Office2021_KMS.bat 批次檔([KMS 啟用操作影片請按這裡](#))(Execute the Win_Office2021_KMS.bat batch file)

1. 在該目錄內點選 Win_Office2021_KMS.bat 批次檔，按右鍵，以系統管理員身份執行(圖 3-1)。

Inside that directory, click on the Win_Office2021_KMS.bat batch file, right-click, and run it as an administrator (Figure 3-1).

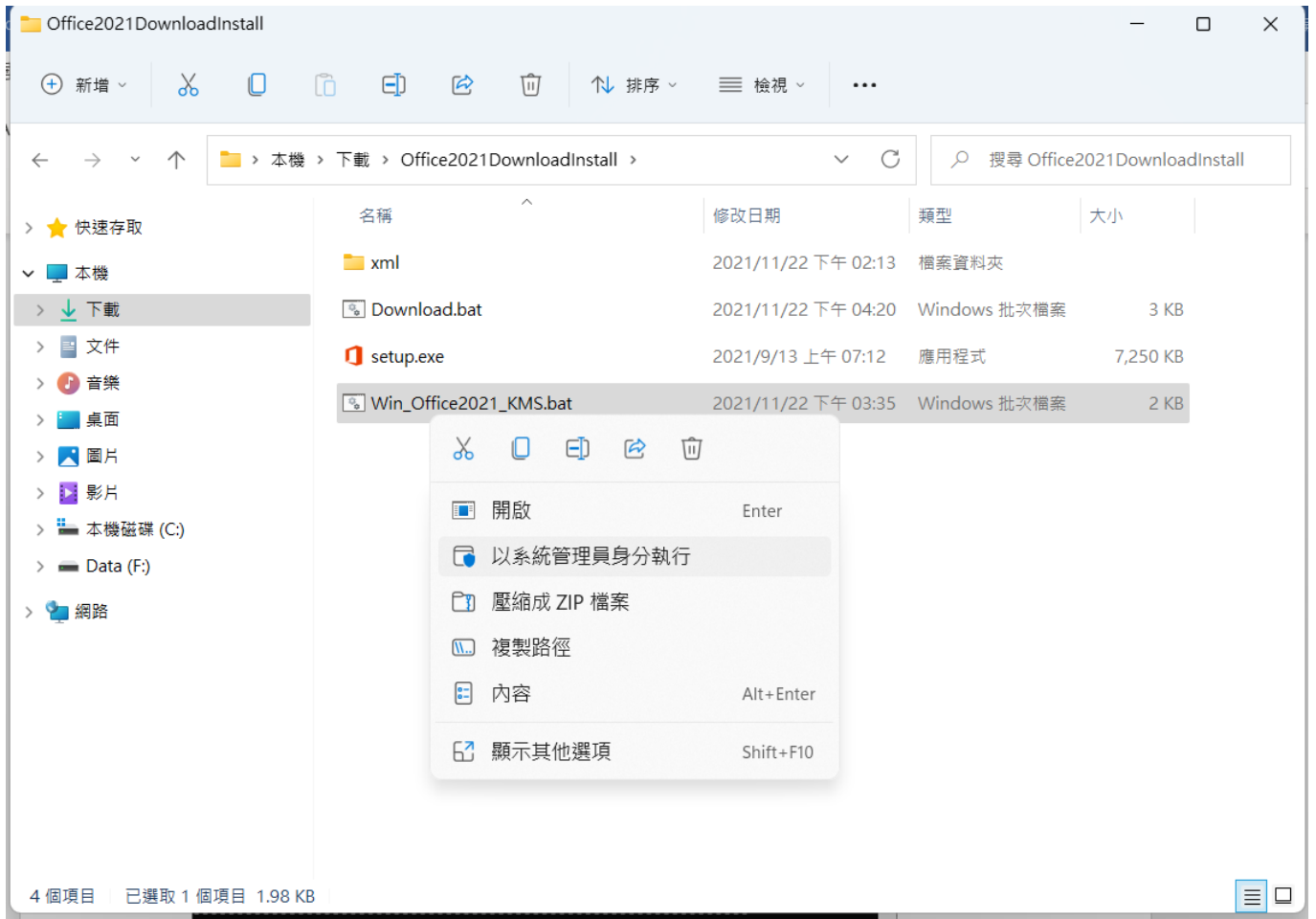


圖 3-1

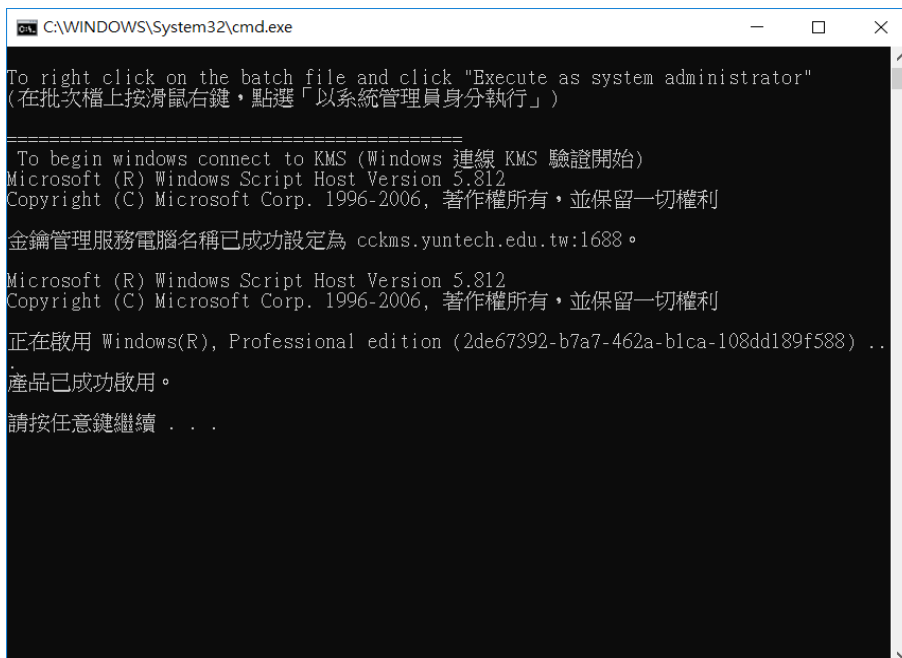
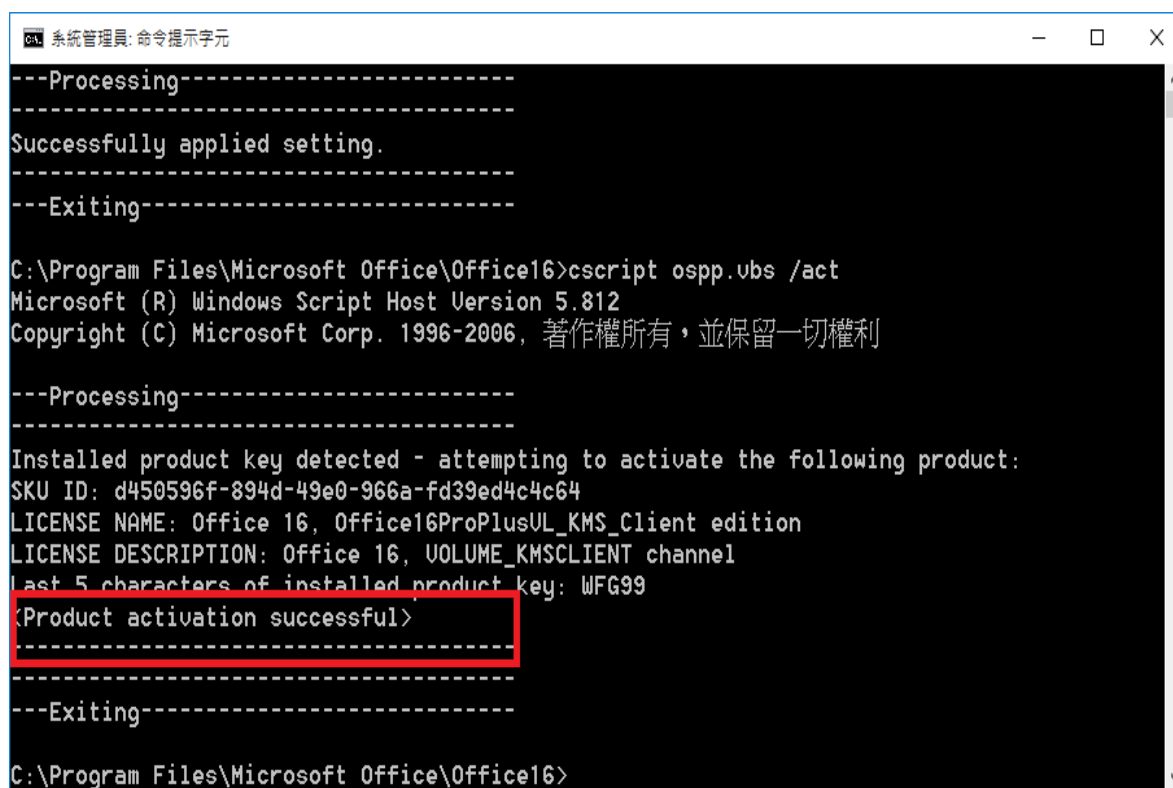


圖 3-2

2 在命令提示字元視窗中顯現”<Product activation successful>”訊息，表示已啟用了 Office 2021 ProPlus(圖 3-3)。

In the Command Prompt window, the message '<Product activation successful>' will appear, indicating that Office 2021 ProPlus has been activated (Figure 3-3).



```
---Processing-----  
-----  
Successfully applied setting.  
-----  
---Exiting-----  
  
C:\Program Files\Microsoft Office\Office16>cscript ospp.ubs /act  
Microsoft (R) Windows Script Host Version 5.812  
Copyright (C) Microsoft Corp. 1996-2006, 著作權所有，並保留一切權利  
  
---Processing-----  
-----  
Installed product key detected - attempting to activate the following product:  
SKU ID: d450596f-894d-49e0-966a-fd39ed4c4c64  
LICENSE NAME: Office 16, Office16ProPlusUL_KMS_Client edition  
LICENSE DESCRIPTION: Office 16, VOLUME_KMSCLIENT channel  
Last 5 characters of installed product key: WFG99  
<Product activation successful>  
-----  
---Exiting-----  
  
C:\Program Files\Microsoft Office\Office16>
```

圖 3-3

雲端 Office 365 帳號與密碼格式說明

Cloud Office 365 Account and Password Format Instructions

本校在職同仁與在校學生，皆有雲端 Office 365 帳號。

Both the staff and enrolled students at our school have cloud Office 365 accounts.

登入帳號：學號或員編 @live.yuntech.edu.tw

Login ID: Student ID or Employee ID @live.yuntech.edu.tw

密碼：本校單一入口密碼

Password: School Single Sign-On Password

說明(Explanation)：

本校雲端 Office 365 為微軟免費之服務，僅提供給在職教員工及在校學生使用，離職或畢業，其個人在此雲端平台內，儲存的各類型檔案，雲端平台，會刪除，另為免費服務，雲端平台不負保管責任，請各使用者，自我備份個人檔案。

Our school's cloud Office 365 is a Microsoft free service, exclusively provided to current faculty and staff, as well as enrolled students. For those who leave their positions or graduate, any personal files stored on this cloud platform will be deleted. As a free service, the cloud platform does not assume responsibility for data retention. Users are advised to perform self-backups of their personal files.