Office 365 suite for School Users

- Students do not need to request Office ProPlus you get it by default - however for any issues, students/parents/caretakers must contact their school directly for assistance.
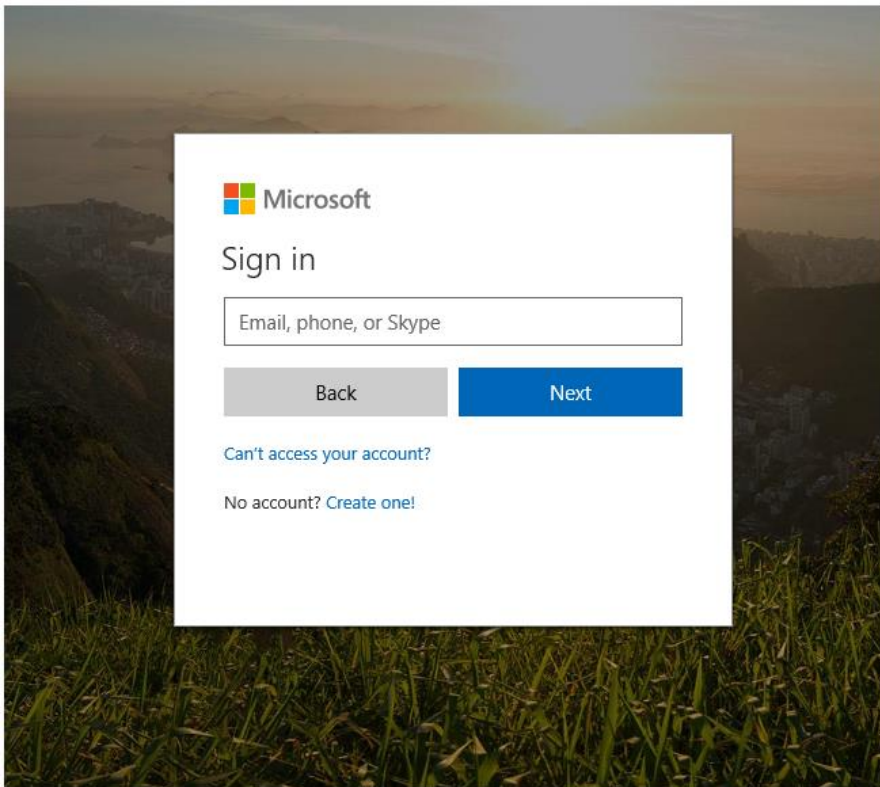- Contact your Care teacher in the first instance please.

Things to note

1. If you currently have version 2013 installed, you can update to Microsoft Office 365 by following the same process.
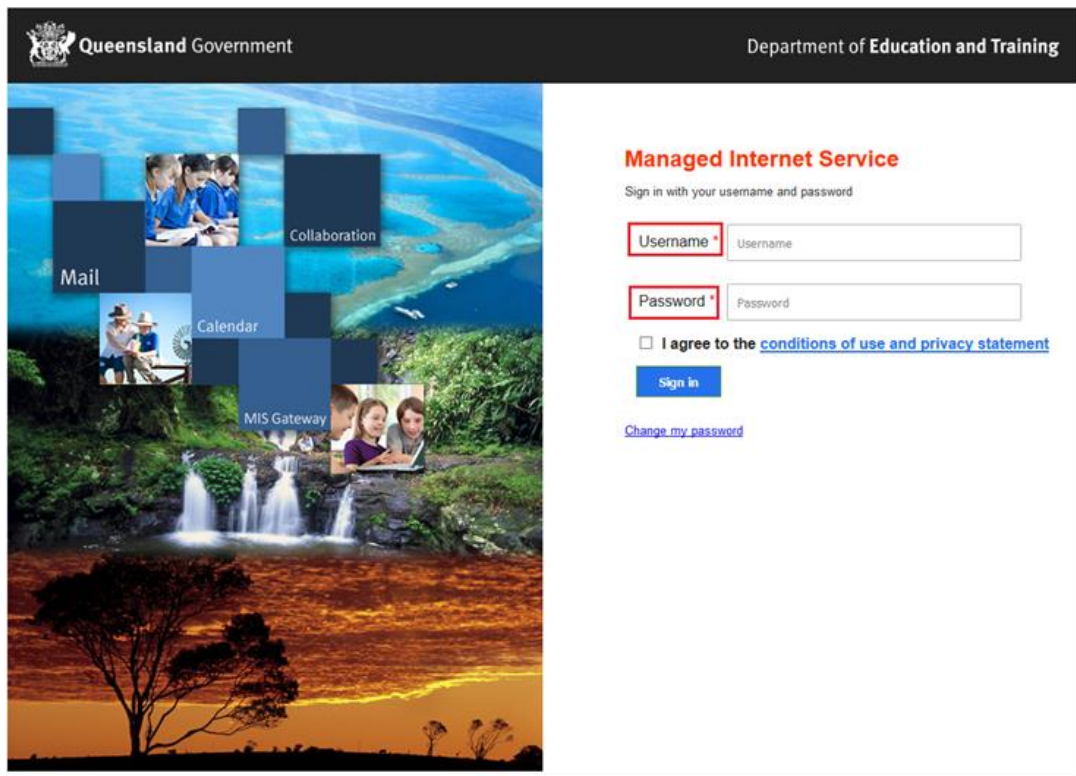2. When you install Office 365 or Office 2019, you will get OneNote for Windows 10 by default.

Download, update to and install Office 365 for Windows PC's

Important Information: This is not available to download from the School or Corporate networks, it must be done from home.
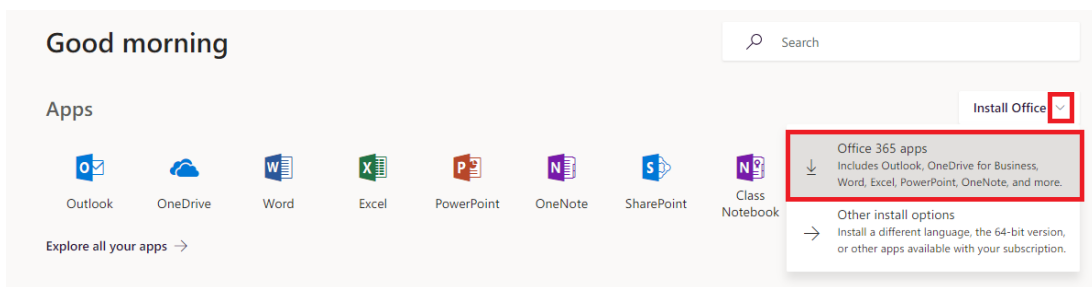
1. **Open** internet browser and **navigate to** http://office.com
2. In the top right corner **click** on "Sign in"

3. In the Username field, **type** in your EQ (e.g. jsmit1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** "next".

4. You will be prompted for your username (e.g. jsmit1) and password on the online authentication page. Type your username and password.

5. **Click** Login

6. In the top right corner, click on the "Install office apps" then "Office O365", if you cannot see this install button, please Log a Job to IT via Services Catalogue Online, use the IT Live Chat service, or contact IT Service Centre on 1800 680 445.

7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

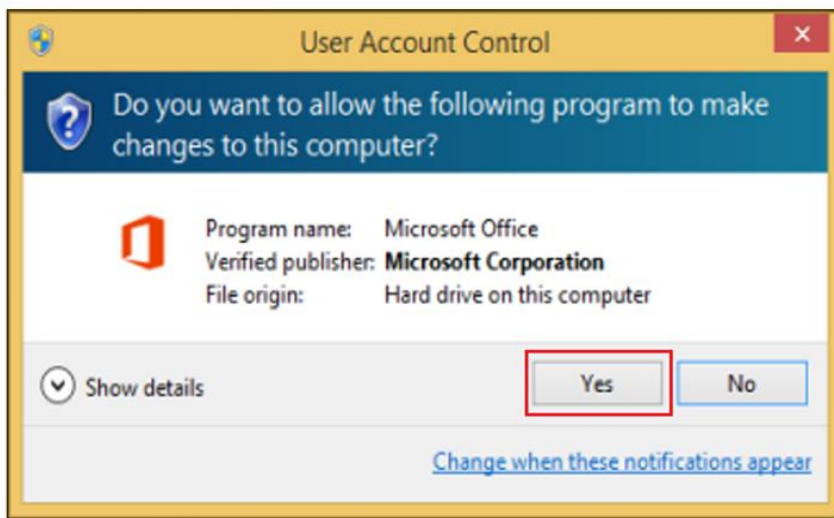8. **Click** on 'Save'. The file will automatically begin to download.

9. When the file has completed downloading, **click** on 'Run'.

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64_.exe download has completed.
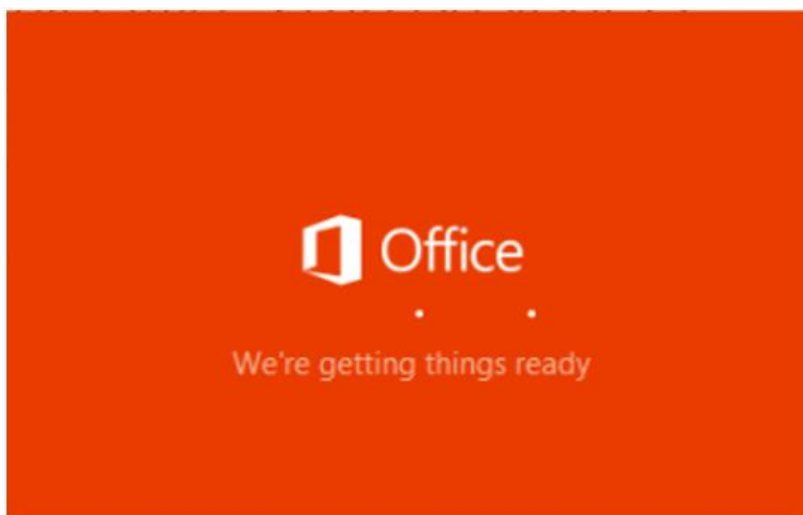
Run   Open folder   View downloads

  Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.

User Account Control

Do you want to allow the following program to make changes to this computer?

Program name: Microsoft Office
Verified publisher: **Microsoft Corporation**
File origin: Hard drive on this computer

Show details   Yes   No

Change when these notifications appear

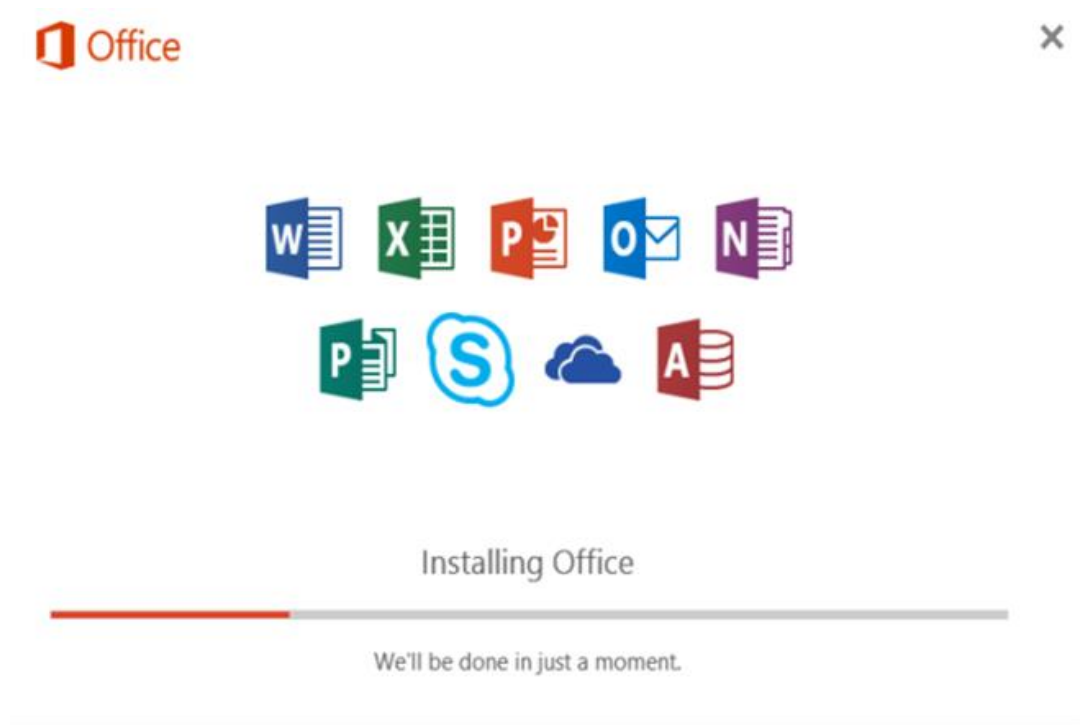11. Office will start downloading.

Office

We're getting things ready

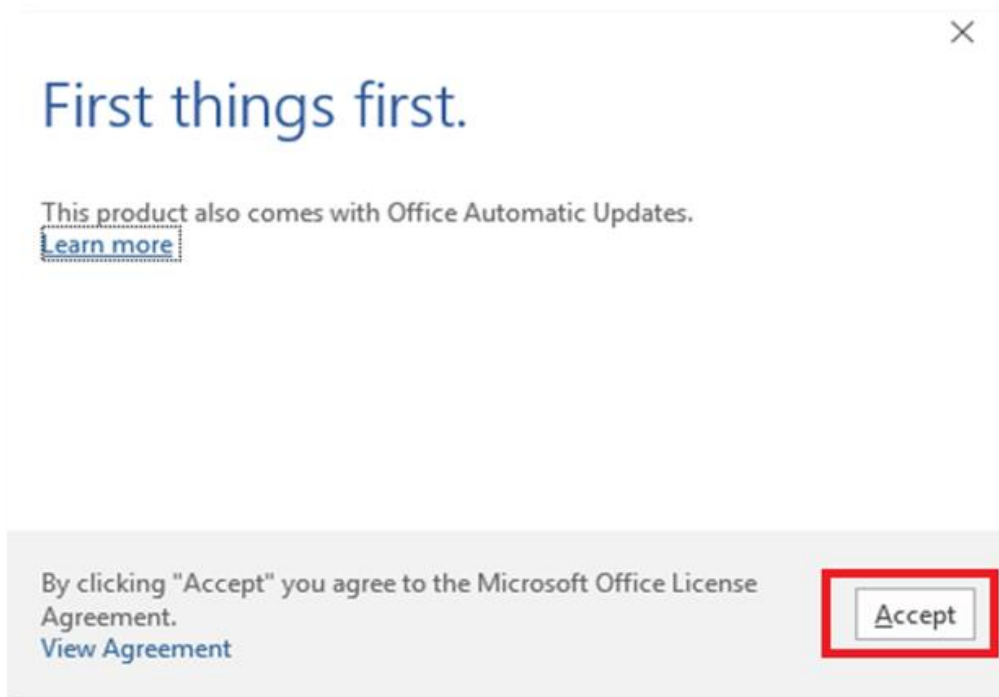You will also see the office icon pop up on the task bar.

12. Office 365 will start to install onto your computer, wait for this to finish.
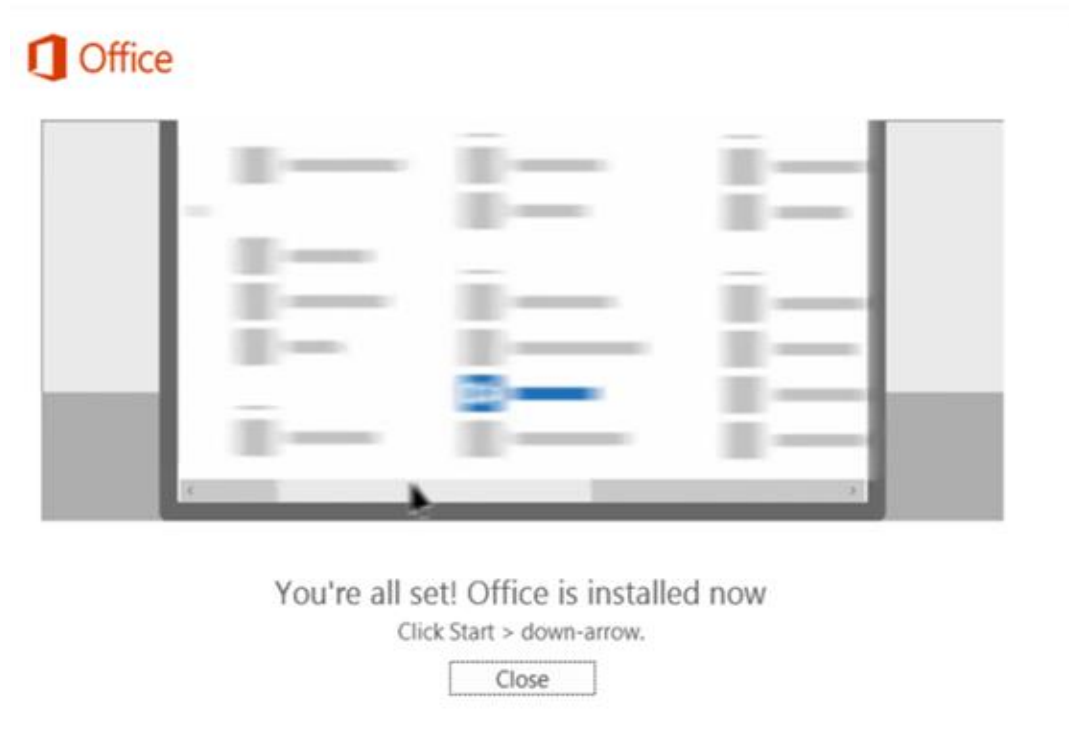
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.

13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept

14. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.

After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account).

Your Microsoft Office 365 software is now ready for you to use.

This software is only for personal devices and will remain available as long as you're a Queensland state school staff member, or employed by the department (corporate).