

All Queensland state school teaching staff and students can download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices.

Non-teaching school staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation.

The below installation method is only to be used Home devices not work computers. Do not follow these directions to install Office on a MOE device!

- 1. To download and install Office 365
- 2. Open internet browser and navigate to <u>http://portal.office.com</u>

3. You will need to **log into** the Office 365 home page using your EQ details. **Type** your @eq.edu.au email address.

4. Click Next.

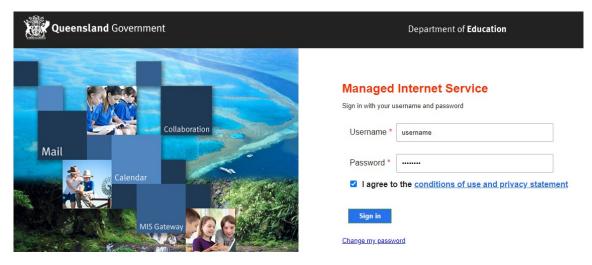
Sign in	
username@eq.edu.au	
No account? Create one!	
Can't access your account?	



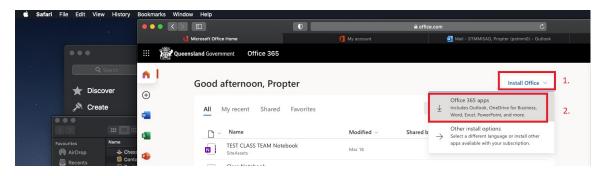
4. You may be prompted for your EQ username and password on the online authentication popup. **Type** your username and password.

Sign in			
https://fed.e	ducation.qld.gov.au		
Username	username		
Password			
		Sign in	Cancel

5. On the "Managed Internet Service page, **enter** your username and password. **Click** if you agree to abide by the relevant Conditions of use and privacy statement, and then **Click** Sign in.

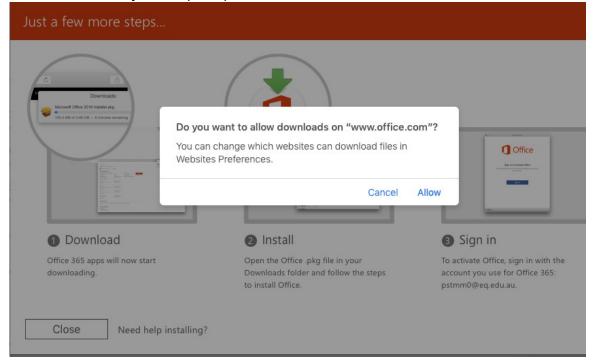


6. **Click** on 'Install Office', then **click** on "Office 365 apps".





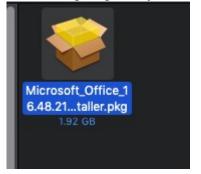
You may see a prompt to allow downloads. Click Allow:



The download package will begin to download.



7. When the downloading finishes, the file will be listed with the name shown in the previous window. **Double click** the installer file. You can also access this by going into your Downloads folder.





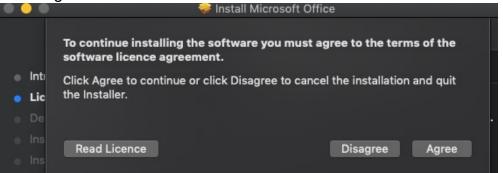
	🥪 Install Microsoft Office	
	Welcome to the Microsoft Office Installer	
Introduction	You will be guided through the steps necessary to install this software.	
	3011Wale.	
	Go Back Continue	

8. The Software Licence Agreement will display. **Read** and **click** Continue.

	🧇 Install Microsoft Office	0
	Software Licence Agreement	
	English (United Kingdom)	
Destination Select		•
Installation Type		
Installation		
Summary		
	Enterprise Customers: If you are an Enterprise customer, the below terms do not apply to you, and your use of the subscription service/ software is subject to the terms and conditions of the volume licence agreement you agreed to when you signed up for the subscription and by which you acquired the licence for the software. You may not use the service/software if you have not validly acquired a licence from Microsoft or its licensed distributors. If your organisation is a Microsoft automer, it has enabled you to use certain connected services in Microsoft, which are covered by separate terms and privacy commitments. Learn more about Microsoft's other connected services at https://support.com/ Print Save Go Back Continue	



9. You will be prompted to Agree or Disagree to the installation and the licence. **Click** Agree.



Note: The installation will take over 9GB of your space on your computer.

10. Click Install.

	🥪 Install Microsoft Office 🛛 🔒
	Standard Install on "MacOS"
 Introduction Licence Destination Select Installation Type Installation Summary 	This will take 9.69 GB c space on your computer. Click Install to perform a standard installation of this software on the disk "MacOS".
	Customise Go Back Install



11. You will be prompted by the Installer software on your computer. **Enter** your username and password and **click** Install Software.

	epartment of Education and Training
Installer is trying to install new software. Type your password to allow this.	
Username Password:	
Cancel Install Software	

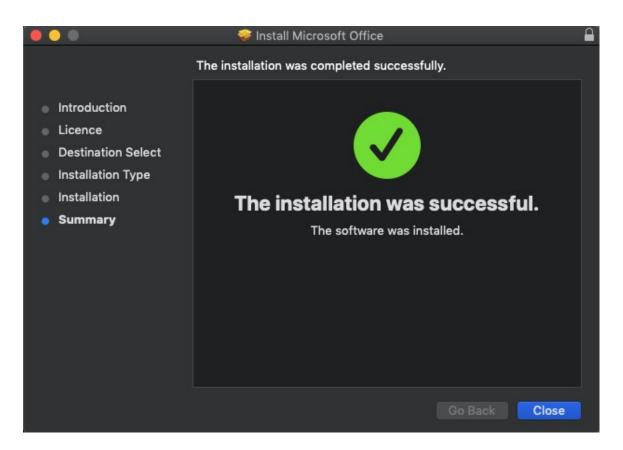
12. The installation of Office 2016 will commence. Wait for the installation to finish.

•••	💝 Install Microsoft Office 🚽
 Introduction Licence Destination Select Installation Type Installation Summary 	Install Microsoft Office Installing Microsoft Office Validating packages
	Go Back Continue

13. A message will appear to say that your software has been successfully installed.

Click Close.





The software installation will close. It may immediately check for updates as below. Please allow it time to complete, and ensure that the option "Automatically keep Microsoft Apps up to date" is selected if desired.

	Microsoft AutoUpdate	
Checking for updates		Checking
Automatically keep Microsoft App	s up to date	Advanced

14. To access your newly installed applications, go to your Applications folder (*Command* + *Shift* + A).

/		
X Microsoft Excel	Today at 1:53 pm	1.92 GB
Microsoft OneNote	Today at 1:53 pm	1.04 GB
💁 Microsoft Outlook	Today at 1:53 pm	2.03 GB
Dicrosoft PowerPoint	Today at 1:53 pm	1.66 GB
靖 Microsoft Teams	Today at 1:53 pm	254.8 MB
🚾 Microsoft Word	Today at 1:53 pm	2.19 GB

15. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on Get started.

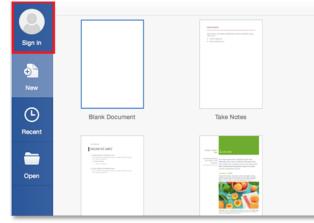


	What's New in Word
₫	Unmistakably Office, Designed for Mac Modern Office design now fully optimized for the Mac, including Retina display and full screen view.
	Redesigned Ribbon and New Task Panes All the power of Office now organized the same way across Mac and Windows.
6	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.
P	New Tools and Improved Features New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.
7	Threaded Comments Easily track comments and reply to others, so you can have helpful conversations where they matter.
	Get started >

16. You are now ready to use all the benefits included with your Office 365 subscription. **Click** Start Using Word.

You're All Set
You're now ready to use all of the benefits included with your Office 365 subscription.
Start Using Word

17. On the main page of your Microsoft application, **click** 'Sign in'.





18. You will be prompted to enter your email address (<u>username@eq.edu.au</u>). **Press** Next.

	s or phone number would you like to use you already have an account that you use
•	Microsoft services, enter it here).
username@eq.ed	lu.au
Next	
Next	
	Privacy statement

19. You will need to log in to the online authentication page again. **Enter** your username and password and **click** Log in.

Government	Department of Education,
Logon ID Password <u>Change my password</u>	
	Login
Copyright I Disclaimer I Privacy I Access keys I Cother languages © The State of Queensland (Department of Education, Training and Employment) 2012. <u>Queensland Government</u>	

After successfully logging in, you will be taken back to the application.



Your Microsoft Office software is now ready for you to use. This software is only for personal devices and will remain available as long as you are a Queensland state school student, or employed by the department.

For staff and Students, contact the School IT officer if you have any issues with downloading or installing Office.

