

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

Download, update to or install Office 365

1. Open internet browser and navigate to <u>http://portal.office.com</u>

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

3. Click Next.



Your email address is: your school username plus @eq.edu.au eg: adrot4@eq.edu.au



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

If you are unsure of your school username and passwordplease ask you teacher

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.

Queensland Government	Department of Education
Collaboration Mail Calendar MIS Gatewar	Managed Internet Service Sign in with your username and password Username * username Password * I agree to the conditions of use and privacy statement Sign in Change my password

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

		0	≙ o1	fice.com	Ċ	
	🏮 Microsoft Office Home		1 My account		💁 Mail - STMMISAD, Propter (pstmm0) - Outlook	
	:::: Queensland Government	Office 365				
Q Search	Good aftern	100n, Propter		_	Install Office $ \lor $	1.
Create	All My rece	nt Shared Favorites		Ŧ	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	2.
	Name		Modified ~ Shared	^b →	Other install options Select a different language or install other	
Favourites Name	TEST CI SiteAsse	LASS TEAM Notebook	Mar 18		apps available with your subscription.	
Recents						



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

Just a few more steps		
Downloads Microsof Office 35rd Issainer pig 193 Wild 200 EB – Sinduata marker U I I I I I I I I I I I I I I I I I I I	u want to allow downloads on "www.office.ce n change which websites can download files in es Preferences. Cancel	om"? Allow
1 Download	 Install 	3 Sign in
Office 365 apps will now start downloading.	Open the Office .pkg file in your Downloads folder and follow the steps to install Office.	To activate Office, sign in with the account you use for Office 365: pstmm0@eq.edu.au.
Close Need help installing	?	

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.







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





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

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

 Introduction Licence Destination Select Installation Type Installation Summary 	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	9
Checking for updates	Checking
Automatically keep Microsoft Apps 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
<u> </u>	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 Ail 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.
V	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.

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





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

username@eq.edu.au
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	
Change my password	
	Login
Copyright I Disclair © The State of Queensland	ner I Privacy I Access keys I ^{APR} Other languages (Department of Education, Training and Employment) 2012. Queensland Government

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

