Download, update to and install Office 365

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. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** "next".

Microsoft		
Email, phone, or Skype		
Back Can't access your account? No account? Create one!	Next	
		NAX.

- 4. You will be prompted for your username and password on the online authentication page. Type your username and password.
- 5. Click Login



 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.

Good n	norning						و م	Search	
Apps									Install Office 🖂
٥Z	(W	X	P	N	S		Ŧ	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Outlook Explore all your	OneDrive $ arrow apps ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Notebook	\rightarrow	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.

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.

Do you want to run or save Setup.X86.en-US_0365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from c2r	setup.office	app	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save	•	Cancel

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

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_6	4exe downlo	ad 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'.

8	User Account C	Control	×
Do you change	u want to allow the follo es to this computer?	owing program to	o make
0	Program name: Microsoft Verified publisher: Microsof File origin: Hard driv	Office t Corporation e on this computer	
Show detai	ls <u>Cha</u>	Yes	No ations appear

11. Office will start downloading.



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

First things first.	×
This product also comes with Office Automatic Updates.	
By clicking "Accept" you agree to the Microsoft Office License Agreement.	Accept
View Agreement	Acch

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

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V	ou're all set!	Office is install	ed now	