

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. Please use the online form at the <u>Service Catalogue Online</u>, or call the Service Centre on 1800 680 445.

The below installation method is only to be used on devices which do not have the MOE build installed. Do not follow these directions to install Office on a MOE device.

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.





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

Username	
Password	

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
Calendar	Managed Internet Service Sign in with your username and password Username * Username * Password * • 1 agree to the conditions of use and privacy statement
MIS Gateway	Change my password

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

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		🌖 Mic	crosoft Office Home	0				💁 Mail - STMMISAD, Propter (pstmm0) - Outlook	
		::: 🕷 Queensla	and Government Office 365						
	Q Search		Good afternoon, Prop	pter				Install Office \vee	1.
•	A Create	(+)	All My recent Shared	Favorites			⊻	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	2.
K	Name	×	🗋 🗸 Name		Modified ~ S	Shared b	\rightarrow	Other install options Select a different language or install other	
Favour ()	AirDrop & Chess Recents	-	TEST CLASS TEAM Note SiteAssets	ebook	Mar 18			apps available with your subscription.	



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

Just a few more steps		
Downloads Microsoft Office 2516 Issailer pig 16.3 Mont 200 GB – Strandas maranter The Strand Strands maranter The Strands marant	u want to allow downloads on "www.office.c an change which websites can download files in tes Preferences. Cancel	om"? Allow
 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.

	Installer is trying to install new software. Type your password to allow this.
Bandida	Username: username
	Password:

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

 Introduction Licence Destination Select Installation Type Installation 	Installing Microsoft Office
	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).

•	,		
	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
	Microsoft PowerPoint	Today at 1:53 pm	1.66 GB
	👘 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
٩	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.
_	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.
-	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.

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.

What email addres	s or phone number would you like to use
with Office or othe	r Microsoft services, enter it here).
username@eq.ed	lu.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 Disclaime © The State of Queensland (D	er I <u>Privacy</u> I <u>Access keys</u> I ^{Access} <u>Other languages</u> lepartment 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, contact the Service Centre by logging a job or calling 1800 680 445 if you have any issues with downloading or installing Office. For students, contact your school technician or Managed Internet Service (MIS) administrator.

