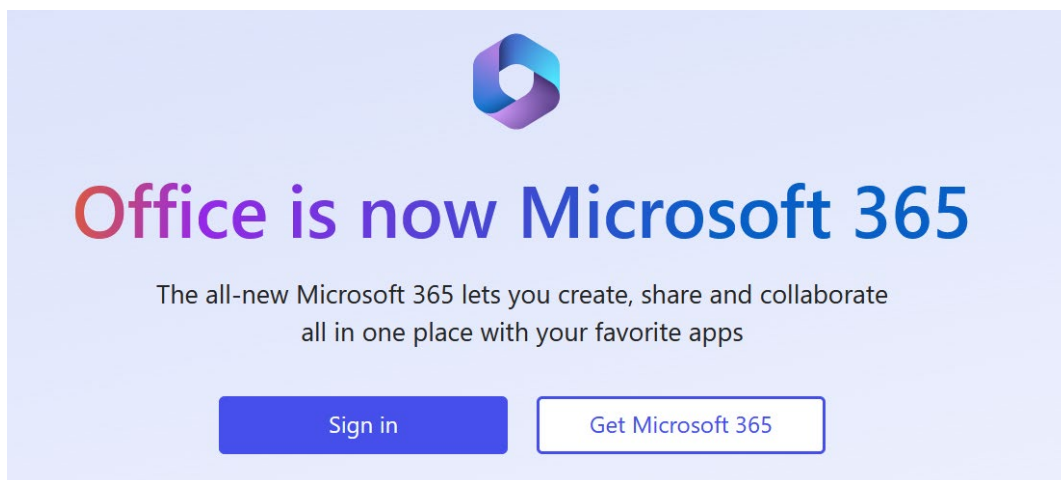


Install Microsoft Office

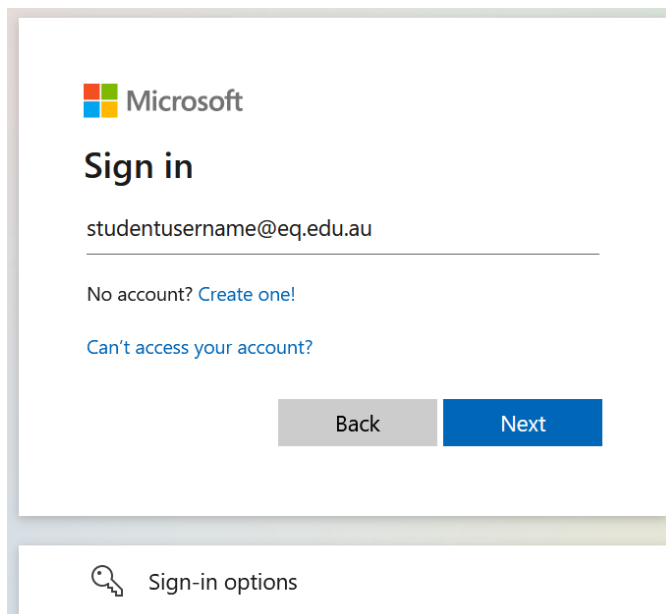
All students can download Microsoft Office 365 to their personal home computers and mobile devices for free.

Important Information: This is not available to download from the school network, it must be done from home.

1 - Open your preferred internet browser and navigate to <http://office.com> -> Click the Sign in button

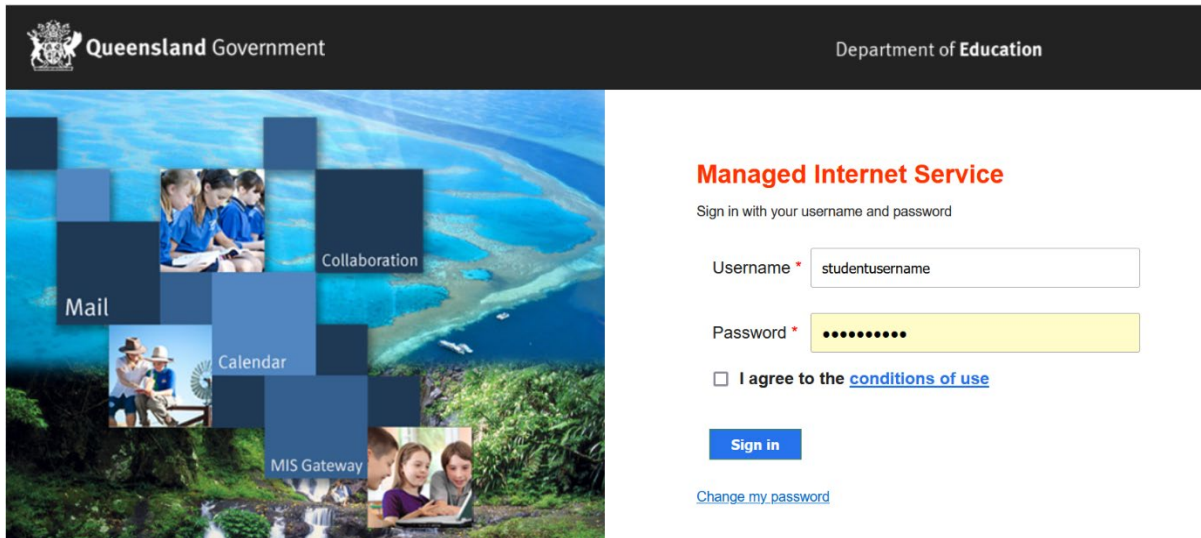


2 – Enter your student email address -> Click Next

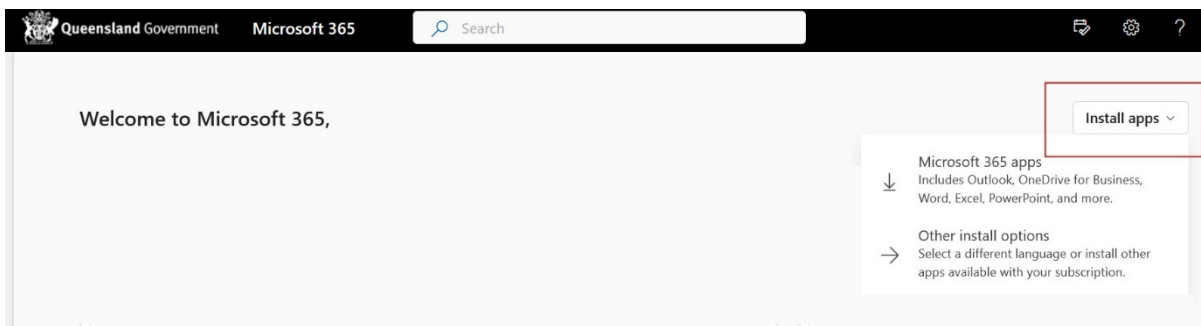




3 - You will be prompted for your username and password on the online authentication page. Type your username and password. Enter the username without the @eq.edu.au -> Agree to the "conditions of use" -> Click Sign in

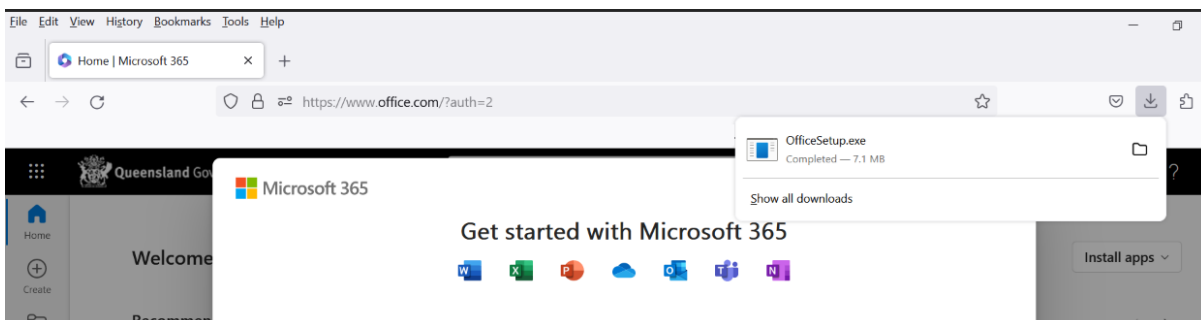


4 – In the top right corner, click on the "Install apps" -> then "Microsoft 365 apps"



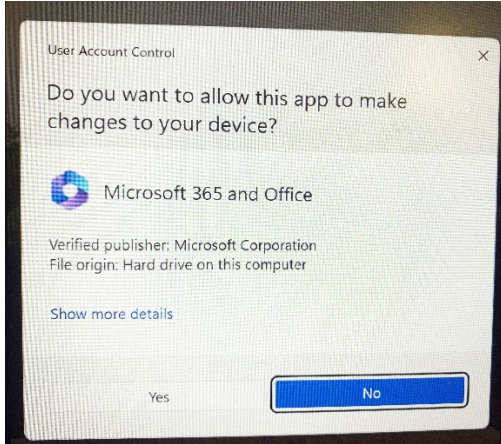
5 – A pop-up message will appear prompting you to run or save the .exe file.

Click on "Save". The file will automatically begin to download.

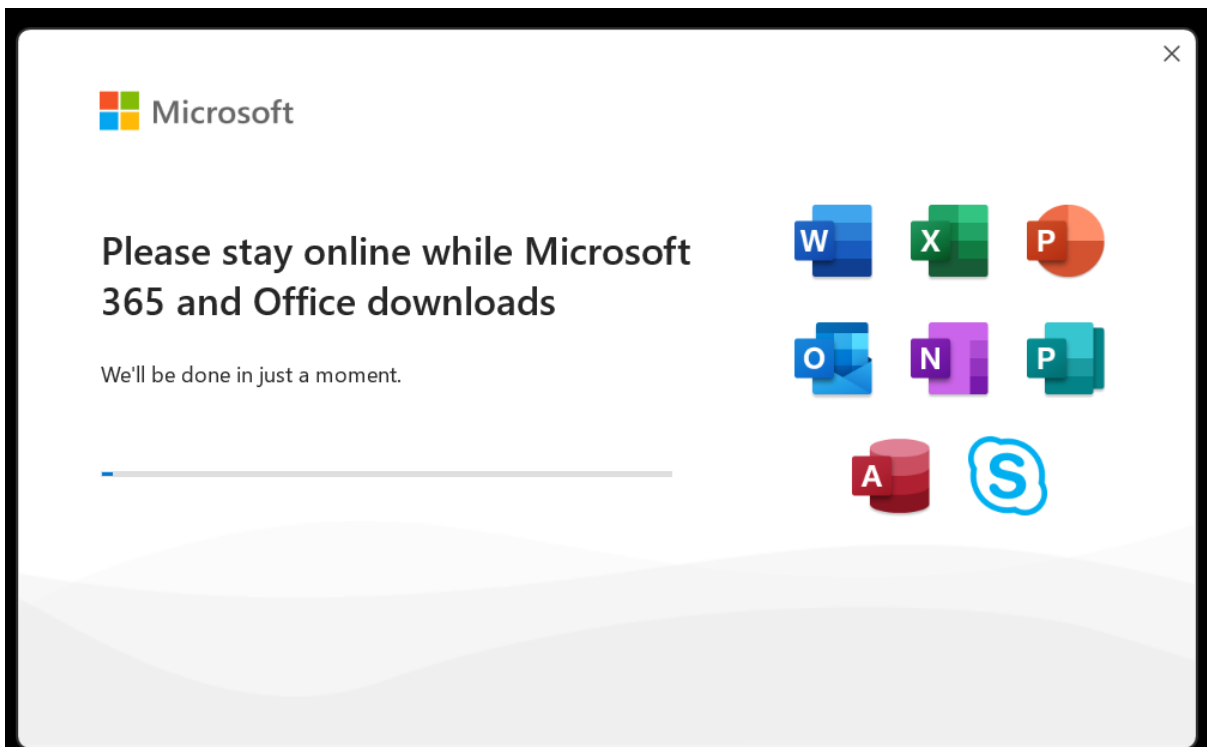


6 – Locate and double-click the “OfficeSetup.exe” file

You will be prompted with a message to make changes to your device -> Select ‘Yes’

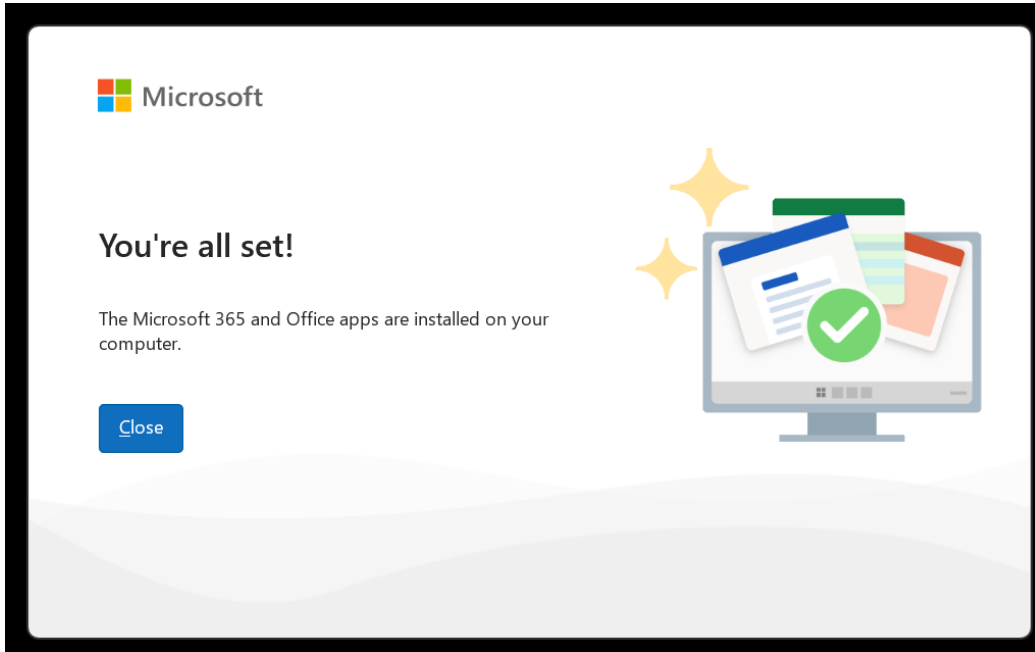


7 – Office will start downloading



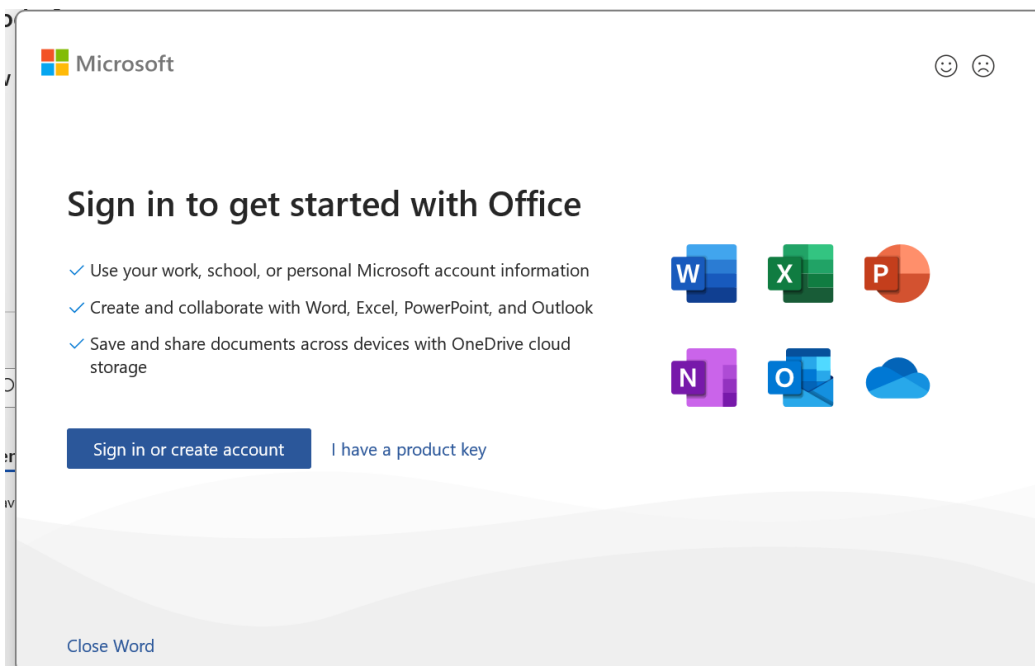
8 – After Microsoft Office 365 finishes installing, a message will appear to inform it has completed.

“You’re all set!”

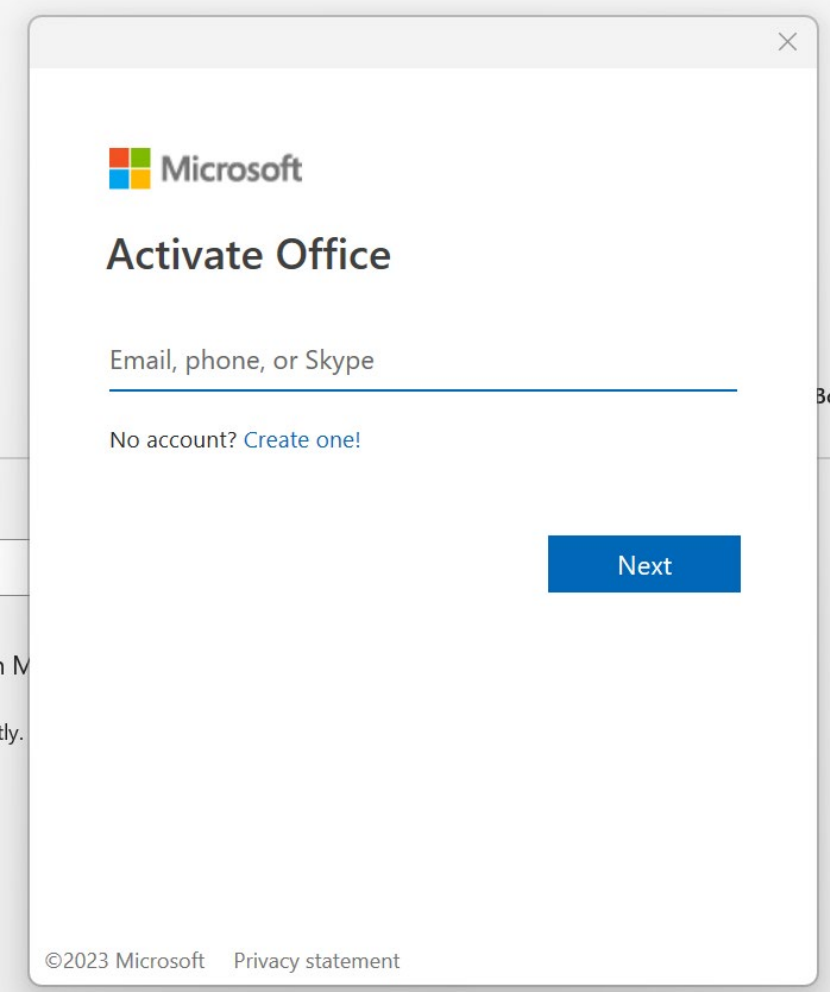


We recommend restarting your computer to ensure all changes have applied successfully.

9 – 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).



10) Click Sign in to activate your software.



The image shows a Microsoft Office activation window. At the top left is the Microsoft logo. Below it, the text "Activate Office" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there is a link that says "No account? Create one!". At the bottom right of the window, there is a blue button labeled "Next". At the bottom left of the window, there is a copyright notice: "©2023 Microsoft Privacy statement".

Enter your school email address and password.

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