

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 <u>http://office.com</u> -> Click the Sign in button



2 - Enter your student email address -> Click Next

Microsoft		
Sign in		
studentusername@e	eq.edu.au	
No account? Create one	e!	
Can't access your accou	int?	
	Back	Next
C Sign in option		



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

Queensland Government	Department of Education
Calendar Mis Gatewar	Managed Internet Service Sign in with your username and password Username * studentusername Password * ••••••• I agree to the conditions of use Sign in Change my password

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

Queensland Government Microsoft 365	✓ Search			₽ ŵ ?
Welcome to Microsoft 365,			[Install apps ~
		$\overline{1}$	Microsoft 365 apps Includes Outlook, OneD Word, Excel, PowerPoint	rive for Business, , and more.
		\rightarrow	Other install options Select a different langua apps available with your	age or install other r subscription.

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.

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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

Microsoft	
Please stay online while Microsoft 365 and Office downloads	
We'll be done in just a moment.	



8 – After Microsoft Office 365 finishes installing, a message will appear to inform it has completed. "You're all set!"

Microsoft	
You're all set! The Microsoft 365 and Office apps are installed on your computer.	
<u>C</u> lose	

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.

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	Mic	rosoft		
	Activa	te Office		
	Email, ph	one, or Skype		
	No accoun	t? Create one!		
			Next	
©2023	Microsoft	Privacy statement		

Enter your school email address and password.

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