Download and Install Office 365

- 1. Open the internet browser and navigate to <u>https://office.com</u>.
- 2. In the top right corner click on "Sign in".
- 3. Type the EQ email address (e.g. jsmith1@eq.edu.au) and click "Next".



4. You will be prompted for your username (e.g. jsmith1) and password on the online authentication page. Type your username (without the eq.edu.au) and password.

Tick the "I agree to the conditions of use and privacy statement" then click "Sign in".

Queensland Government	Department of Education and Training
Calaboration Mail Calendar MIS Gatewar	Managed Internet Service Sign in with your usemame and password Username Username Username Password Password

5. In the top right corner, click on the "Install Office" then "Office 365 apps".

Good n	norning						s of	earch	
Apps									Install Office
0 N	6		xI	P		5	Class	Ť	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more
Outlook Explore all your	OneDrive apps →	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

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

€ ⇒	C A & https://	www.office.com	Nauth=2		A' to	₹^≡	
::: 🐞	Queensland Government	Office	₽ Search	Downloads	<u>ت</u>	ų	ŵ
-			and the second sec	Whit do you want	to do with OfficeSetup.e	xe?	×

- 7. Browse to where you want to save the file, then click on "Save". The file will automatically begin to download.
- 8. When the file has completed downloading, click "Open file" to proceed with the installation.

	🎁 Microsoft Office Horne 🛛 🗙 🕂		
÷	- C Q d https://www.of	fice.com/?outhr=2	
	Queensland Government Offi	C Search	Downloads
Hoter	① → 〇 The Offic	e app is becoming the new Microsoft 365 app, your home	to

9. You will be prompted with a message to make changes to your computer. Select "Yes".



10. Office will start downloading.

Please note this file is approximately 2GB and may take a while to download depending on your bandwidth speed.



You will also see the office icon pop up on the task bar.



11. Office 365 will start to install onto your computer, wait for this to finish.

 Office 		×
	W] X] P] 0 N]	
	P] (S) 🗠 📭	
	Installing Office	_
	We'll be done in just a moment.	

12. After Office 365 finishes installing, a message will appear to inform it has completed. Click "Close".

-	- 8		-	
-	- E		-11	
1-			-11	
	-			
-		- 8	-11	
-	*			
You're	all set! Office is i			
	Click Start > down-a	rrow.		

13. Open one of the Office 365 apps (e.g. Word).



14. Click "Sign in".

T Microsof	t		
	Sign ir	n to set up	Office
	8	2ª	
	lat yang regulai temad addiran	Git free clouid storage.	Bit-your secourt to initial Diffice on other devices
	Sign in with your	work, school, or personal	Miclosoft account
	Sign in	9	eate Account
	Laure	and the second second	

- 15. Enter your EQ email address and password (if prompted).
- 16. Read and click "Close" when you see the Privacy option window.

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

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school student.