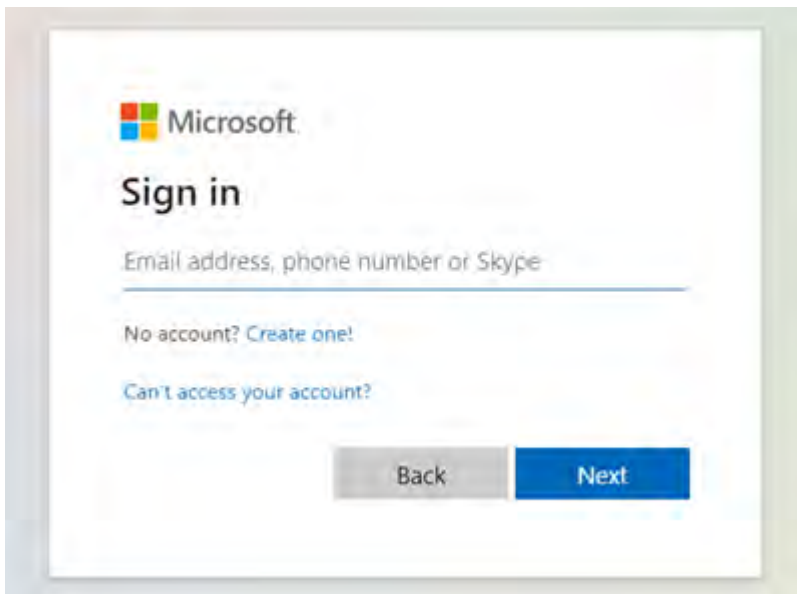# Download and Install Office 365

1. Open the internet browser and navigate to https://office.com.

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.
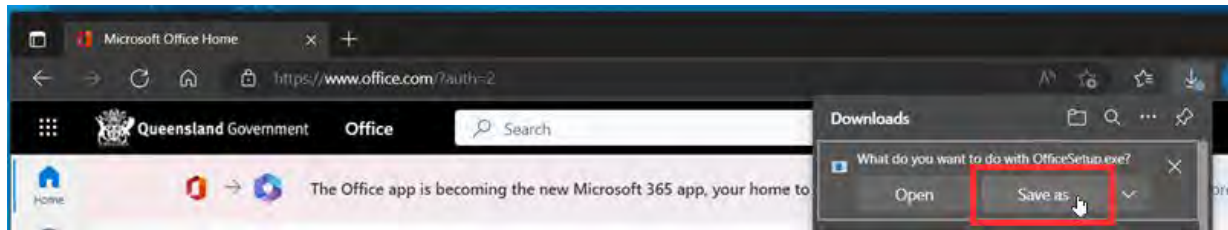
   Tick the "I agree to the conditions of use and privacy statement" then click "Sign in".
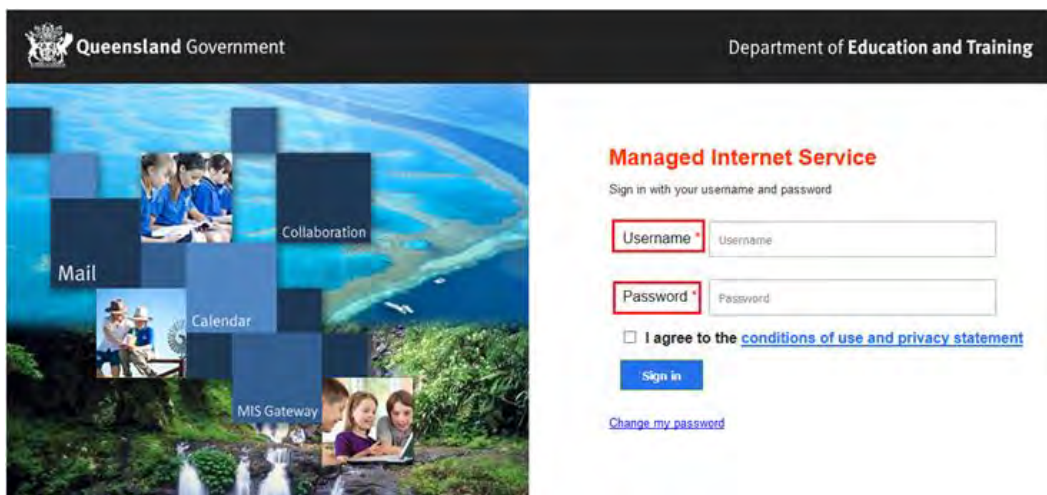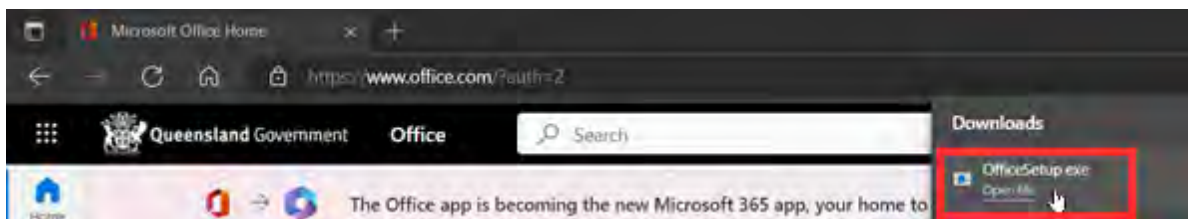
5. In the top right corner, click on the "Install Office" then "Office 365 apps".
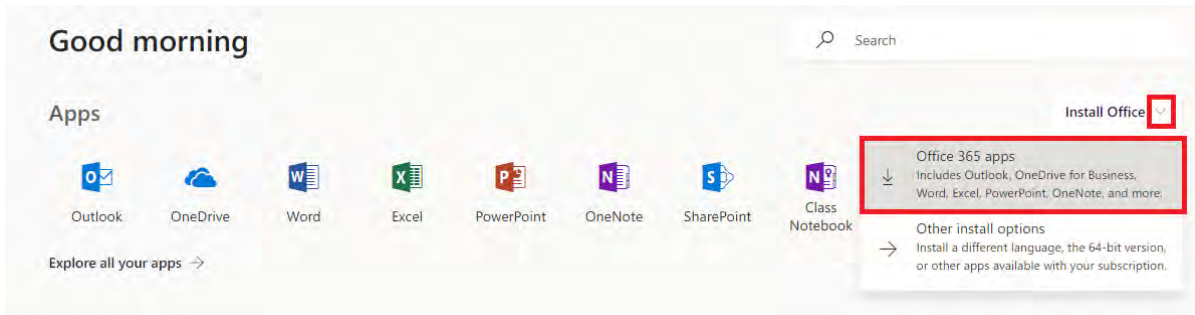
6. A pop-up message will appear prompting you to run or save the OfficeSetup.exe file.

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.
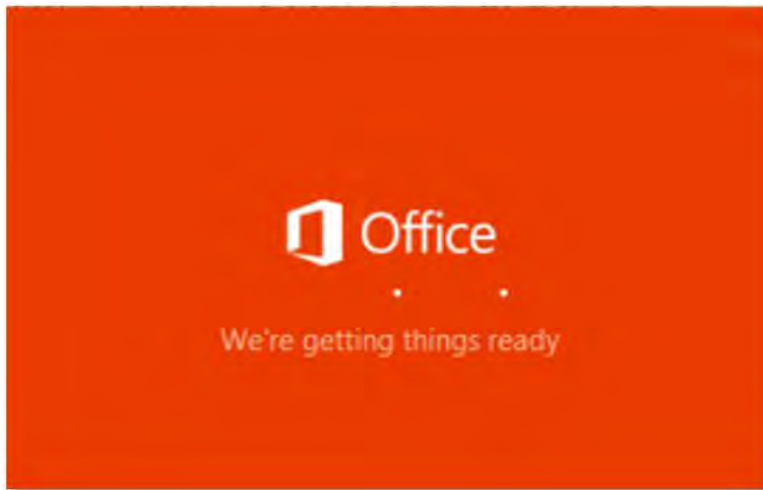

9. You will be prompted with a message to make changes to your computer. Select "Yes".
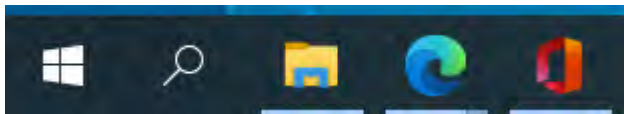

10. Office will start downloading.

Please note this file is approximately 2GB and may take a while to download depending on your bandwidth speed.
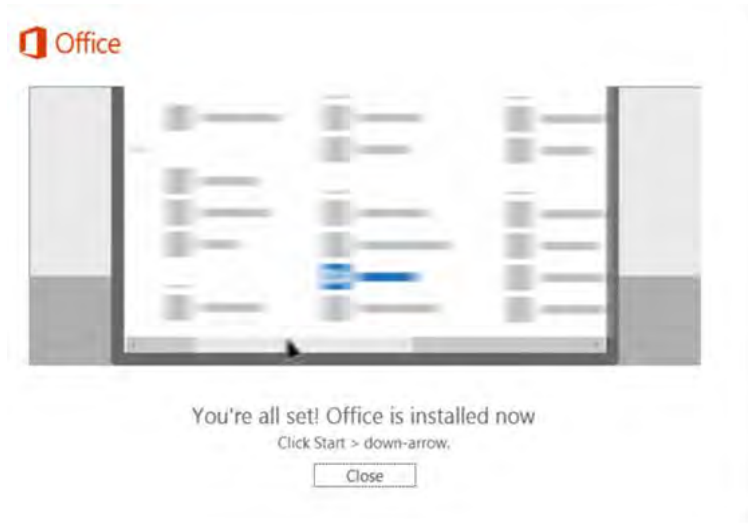
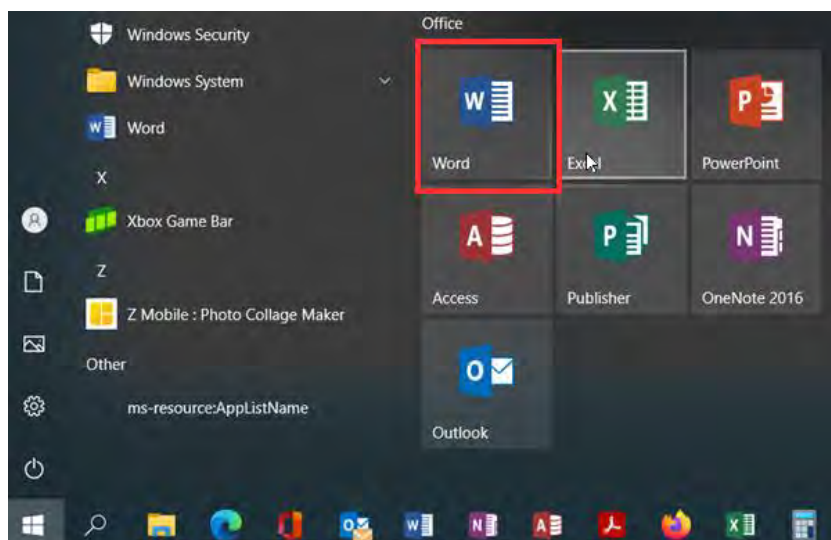You will also see the office icon pop up on the task bar.

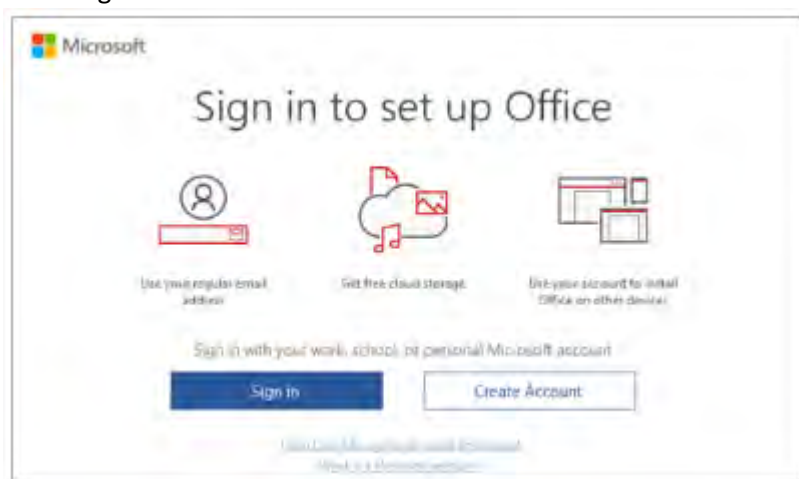11. Office 365 will start to install onto your computer, wait for this to finish.

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

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

14. Click "Sign in".

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.