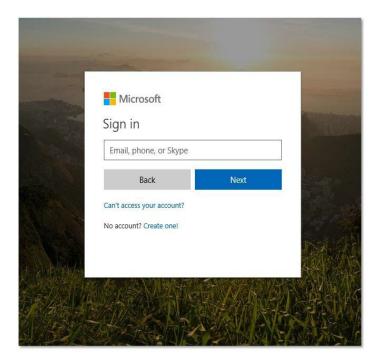


All Queensland state school students and staff can now download multiple free copies of the Microsoft Office 365 suite to their personal home computers and mobile devices. You can choose to install Office 365 or upgrade from an older version of Office. The below installation method is only to be used on devices which do not have the Managed Operating Environment (MOE) build installed. Do not follow these directions to install Office on an MOE device.

Please note: If you currently have Office installed, you can update to Office 365 by following the same process.

## Download, update to or install Office 365

- 1. Open internet browser and navigate to http://office.com
- 2. In the top right corner click on "Sign in"
- 3. In the Username field, type in your EQ (e.g., jsmith1@eq.edu.au) email address and click "next".





- 4. You will be prompted for your username and password on the Managed Internet Service page.
- 5. Click Sign In:

Queensland Government	Department of Education and Training
	Managed Internet Service   Sign in with your usemame and password   Username   Username   Password   Password   I agree to the conditions of use and privacy statement   Sign in

6. In the top right corner, click on the "Install office apps" then "Office O365"

Good n	norning						۶ م	earch	
Apps									Install Office
	<b>(</b>	w	x	P	N	SÞ	N	$\underline{\downarrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Outlook Explore all your	OneDrive r apps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	$\rightarrow$	Other install options Install a different language, the 64-bit version or other apps available with your subscription

- 7. A pop-up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below *c2rsetup.officeapps.live.com*.
- 8. Click on 'Save'. The file will automatically begin to download.



Do you want to run or save Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from <b>c2r</b>	setup.offic	eapp	s.live.com? ×
This type of file could harm your computer.	Run	Save	-	Cancel

9. When the file has completed downloading, click on 'Run'.



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

10. You will be prompted with a message to make changes to your computer. Select 'Yes'.

User Account Control  O you want to allow the following program to make changes to this computer?				
0	Program name:         Microsoft Office           Verified publisher:         Microsoft Corporation           File origin:         Hard drive on this computer			
Show d	tails Yes No			
	Change when these notifications appear			

11. Office will start downloading.





You will also see the office icon pop-up on the taskbar.



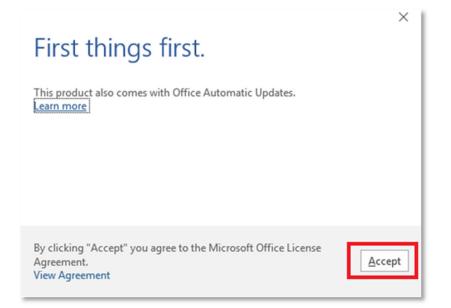
12. Office 365 will start to install onto your computer — wait for this to finish.

Please note: If you currently have installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



13. You will be prompted with the Microsoft Office License Agreement. View the agreement and click 'Accept'.





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

<b>Office</b>				
		1	1	
	12	1-		
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		et! Office is installe	ed now	
		Close		

- 15. After you click 'Close', we recommend restarting your computer to ensure all changes have applied successfully.
- 16. When you open up an Office application, you will be prompted with the message to say that the product comes with Office Automatic Updates. Click Accept.

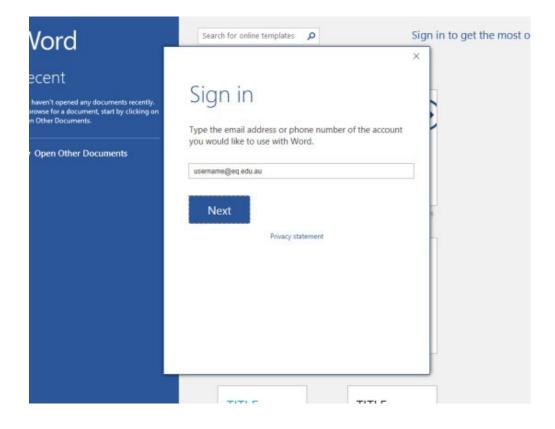


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ou haven't opened any documents recently. o browse for a document, start by clicking on open Other Documents.	First things first.
Open Other Documents	This product also comes with Office Automatic Updates.
	By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement
	Single spaced (blank) Blog post

17. Click 'Sign in to get the most out of Office' in the top right-hand corner. You will be prompted to sign in.

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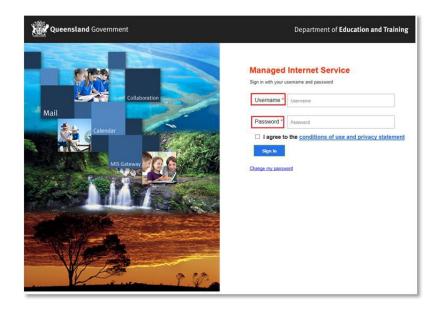


18. Enter your EQ email (<u>username@eq.edu.au</u>) Press Next.

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19. You will need to enter your details into the online authentication page and click Sign In.



20. It will take you back to the main window of the application. You will see that your name and user name will appear as well as your email address.

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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 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 365. For students, contact your school technician or Managed Internet Service (MIS) administrator.

