

Free Microsoft Office 365 for Mac

Download and install instructions

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. Please ensure the following instructions are performed only on personal devices.

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

Download, update to or install Office 365 <http://portal.office.com/ols/mysoftware.aspx>

1. You will need to log into the Office 365 home page using your EQ details.
2. Type your username and password. Ensure you use your @eq.edu.au email address.
3. Click 'Next'



Sign in

username@eq.edu.au



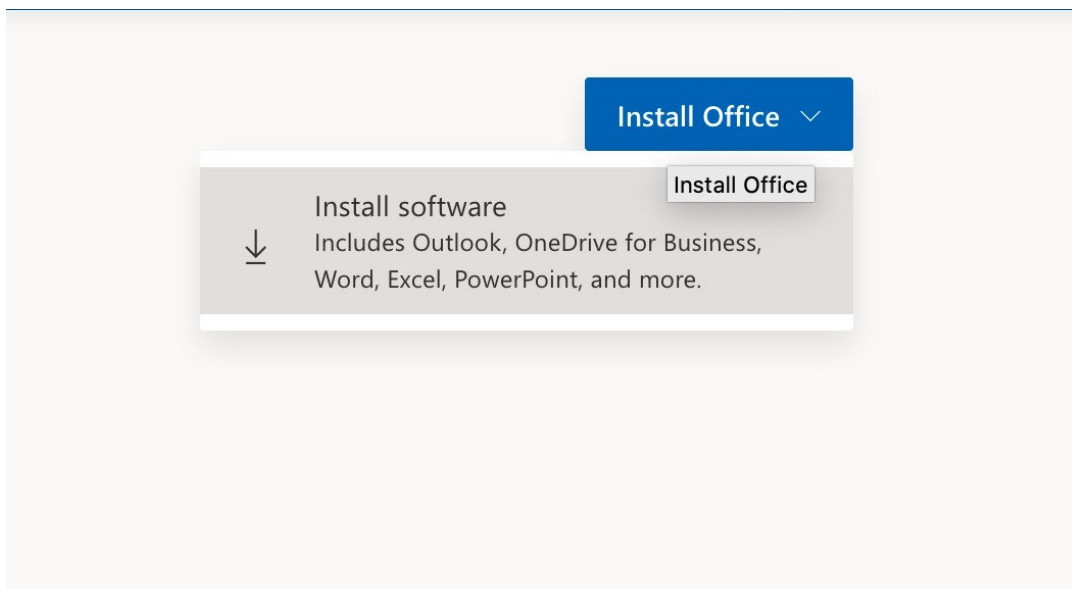
[Can't access your account?](#)

No account? [Create one!](#)

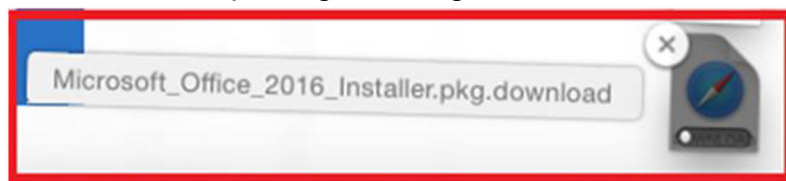
Next

- You will be prompted for your EQ username and password on the online authentication page. **Type** your username and password.

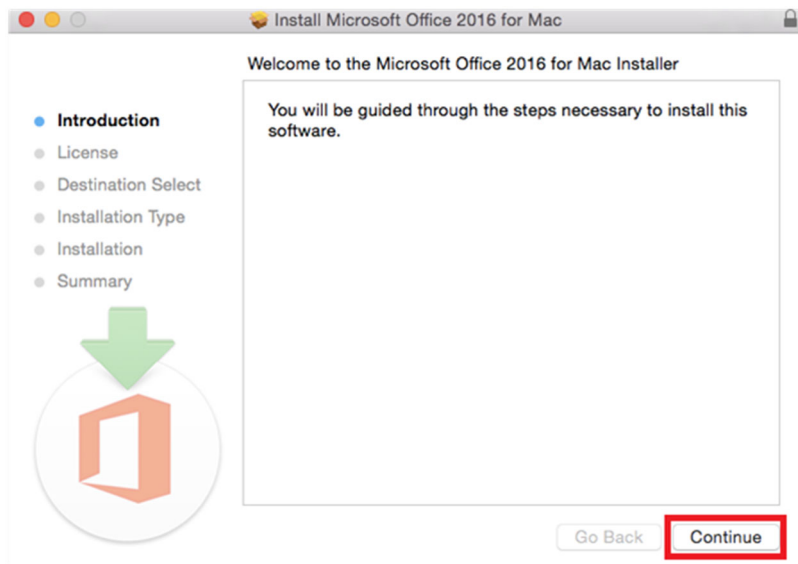
- Click on 'Install' button.



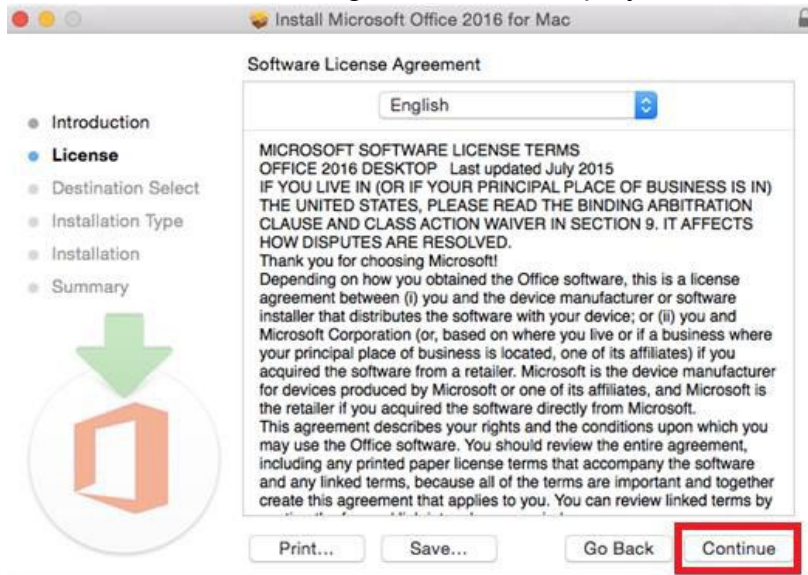
The download package will begin to download.



6. When the downloading finishes, the file will be listed as '*Microsoft_Office_2016_Installer-4.pkg*'. Double click the installer file. You can also access this by going into your downloads folder.



7. The Software Licence Agreement will display. Read and click 'Continue'.

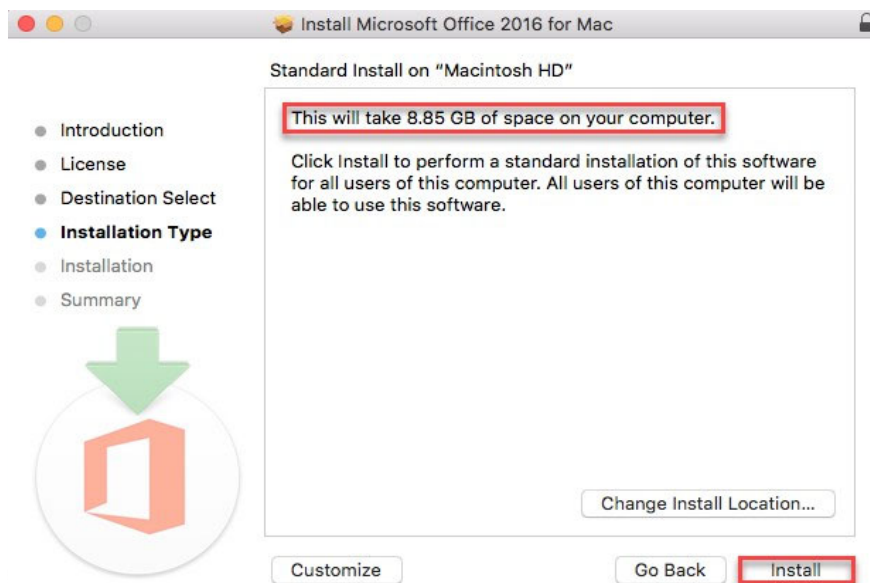


- You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. Click 'Agree'.

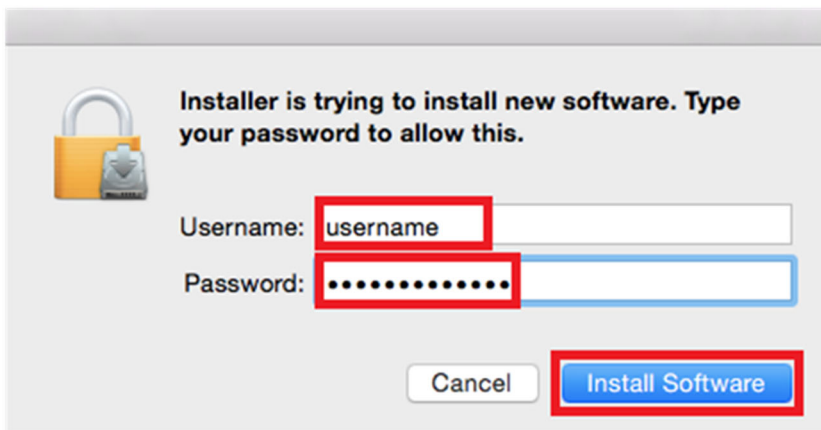


Note: The installation will take 7.84GB of your space on your computer.

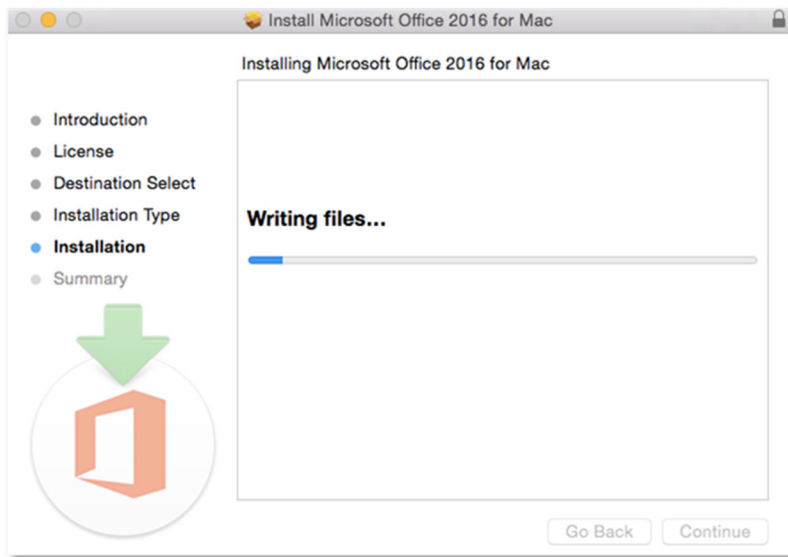
- Click 'Install'.



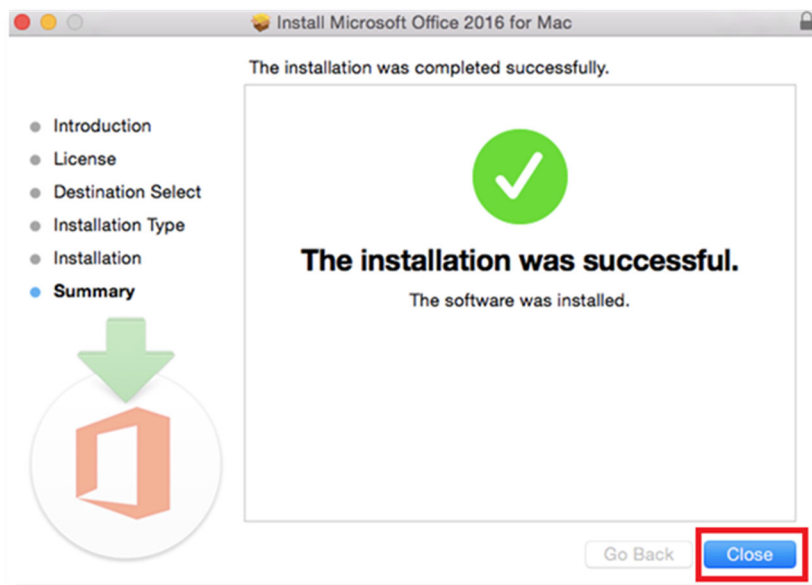
- You will be prompted by the installer software on your computer. Enter your username and password and click 'Install Software'.



The installation of Office 2016 will commence. Wait for the installation to finish.



11. A message will appear to say that your software has been successfully installed. Click 'Close'.



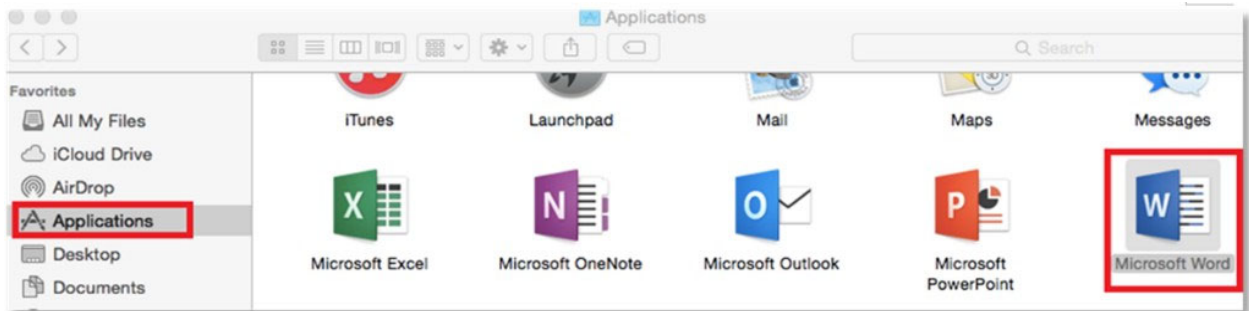
The software installation will close.

12. To access your newly installed applications, go to your Applications folder (*Command + Shift + A*).

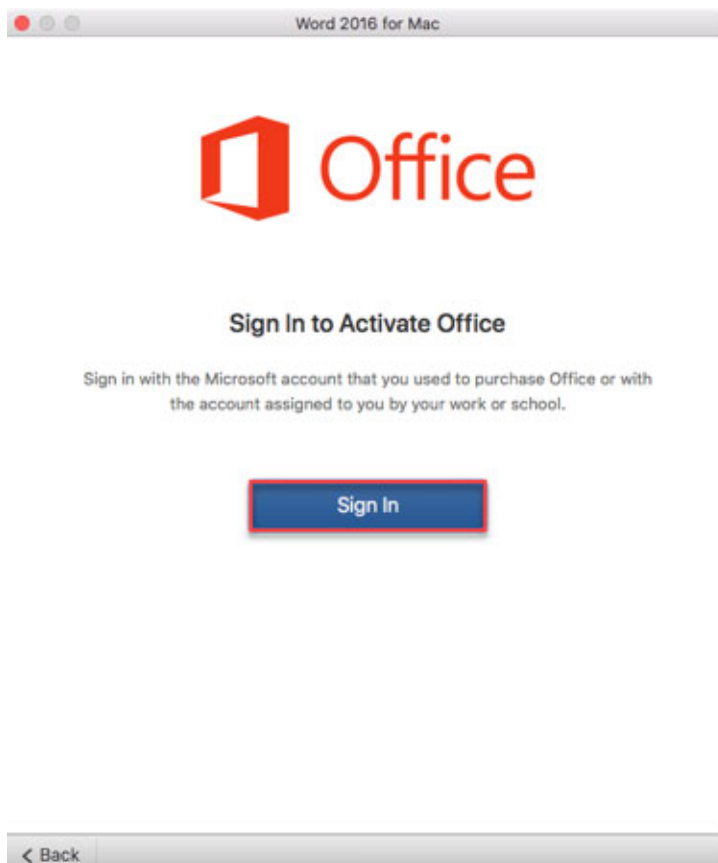
Activate Office 365

Please follow the steps below to activate your Office 365 installation:

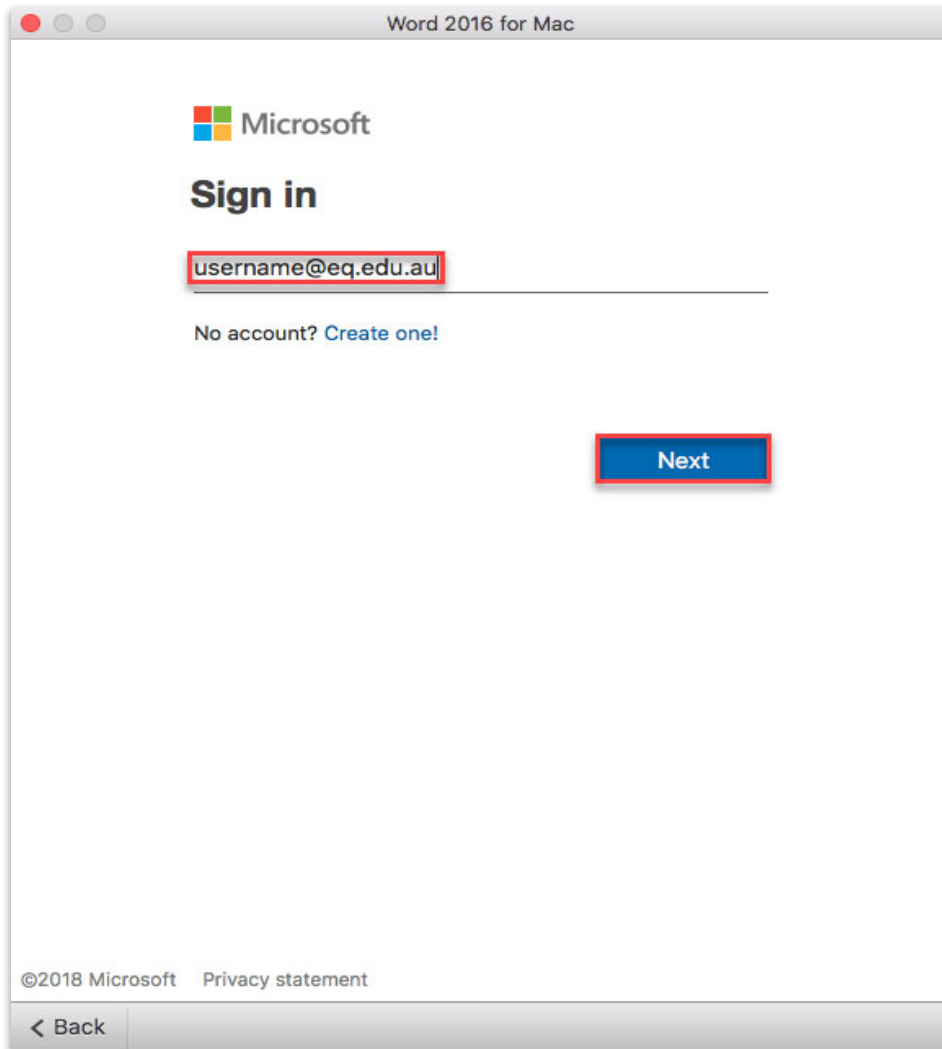
1. Launch an Office application (such as Microsoft Word)



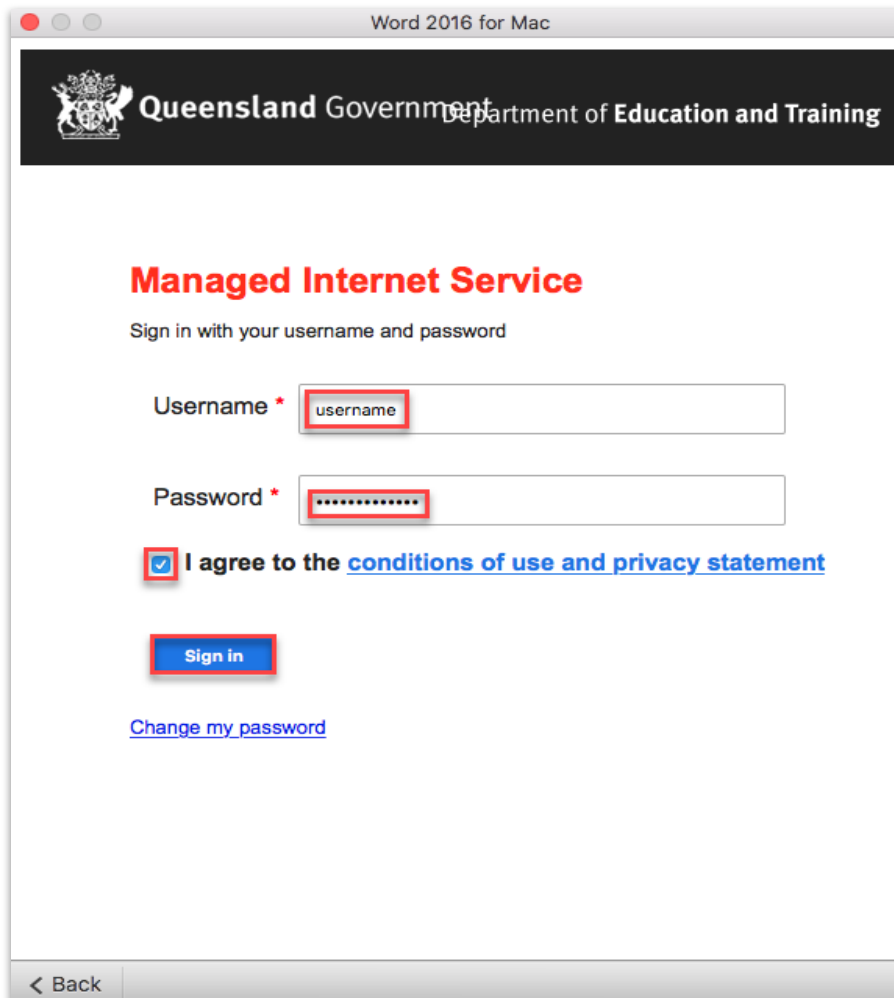
2. Click 'Sign In' to Activate Office




3. **Enter** your EQ (e.g., jsmith1@eq.edu.au) or QED (e.g., joe.smith@qed.qld.gov.au) email address and **click** 'Next'.



4. **Enter your username and password.**
5. **Tick "I agree to the conditions of use and privacy statement".**
6. **Click 'Sign in'**



Word 2016 for Mac

 **Queensland Government** Department of **Education and Training**

Managed Internet Service

Sign in with your username and password

Username *

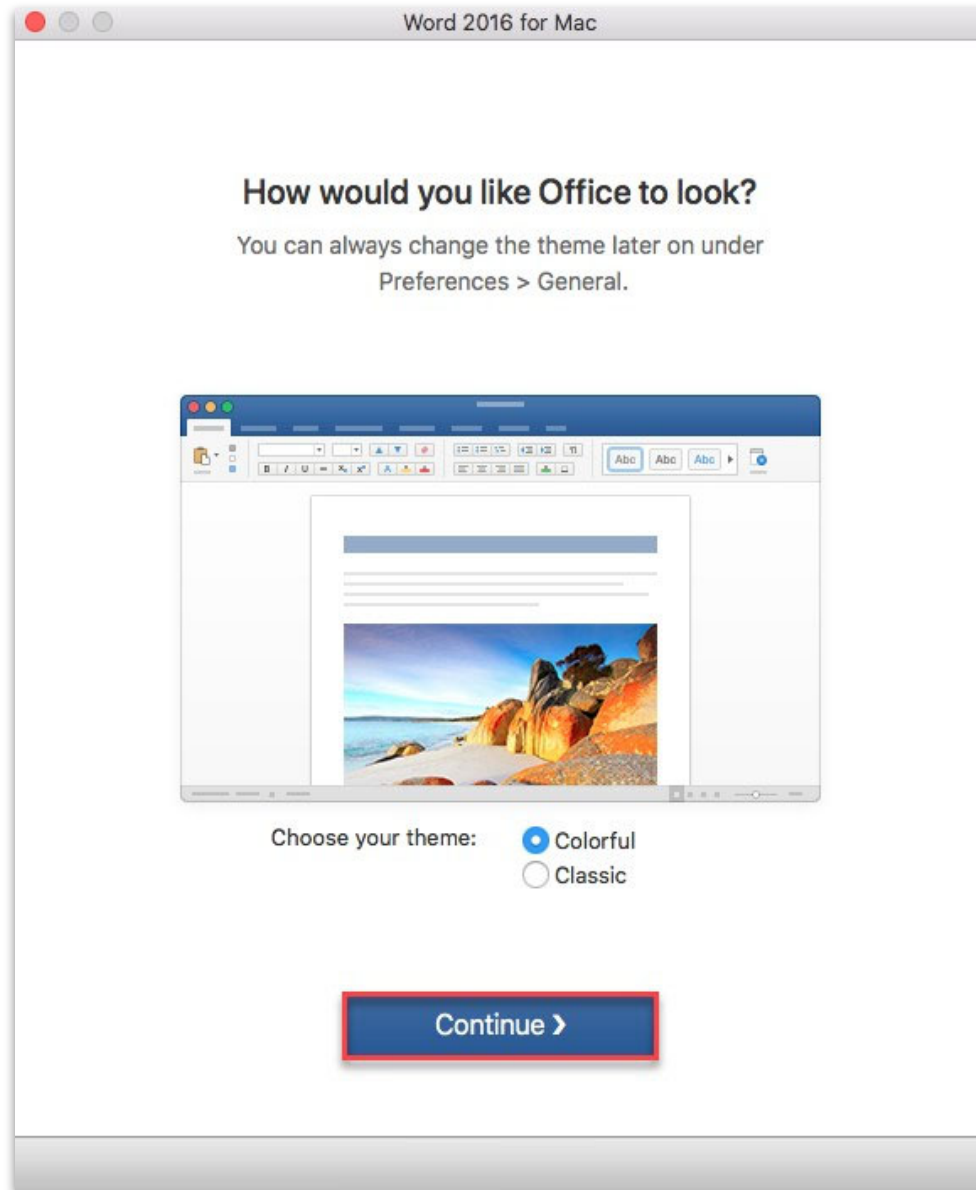
Password *

I agree to the [conditions of use and privacy statement](#)

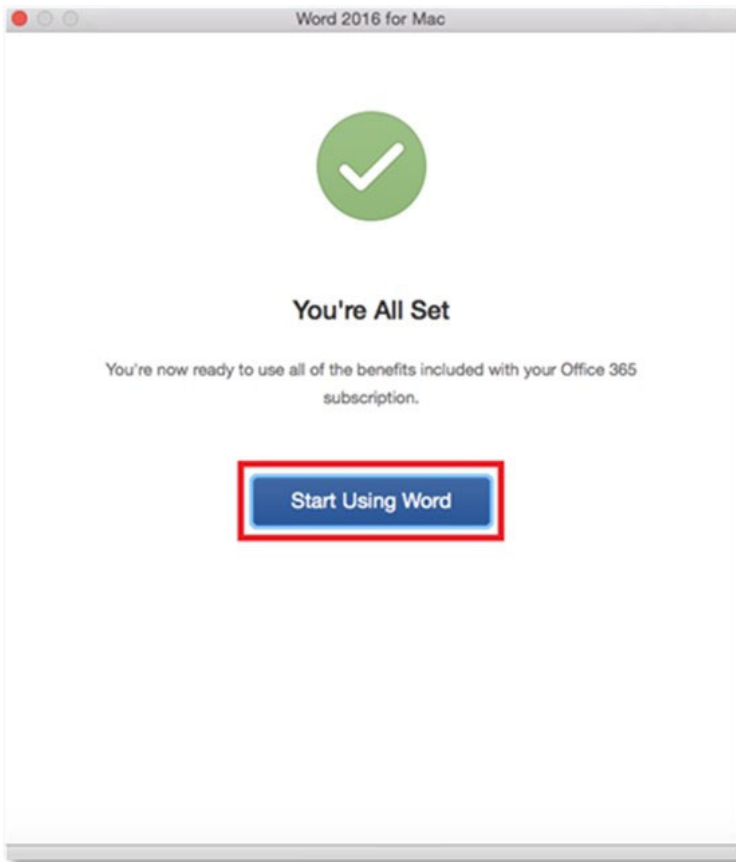
[Change my password](#)

< Back

7. **Choose** your Office theme and **click** 'Continue'



8. You are now ready to use all the benefits included with your Office 365 subscription.
Click 'Start Using Word'.



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

Your Microsoft Office 2016 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 2016. For students, contact your school technician or Managed Internet Service (MIS) administrator.