

# Office 365 Application Suite for Mac

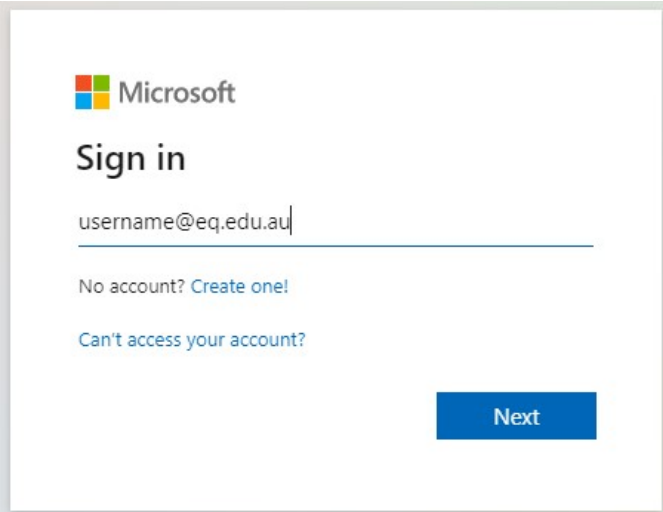
All Queensland state school teaching staff and students can download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices.

Non-teaching school staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation. Please use the online form at the [Service Catalogue Online](#), or call the Service Centre on 1800 680 445.

The below installation method is only to be used on devices which do not have the MOE build installed. Do not follow these directions to install Office on a MOE device.

## Download, update to or install Office 365

1. Open internet browser and navigate to <http://portal.office.com>
2. You will need to **log into** the Office 365 home page using your EQ details. **Type** your @eq.edu.au email address.
3. **Click Next.**



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the placeholder 'username@eq.edu.au'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right of the form is a blue button labeled 'Next'.

4. You may be prompted for your EQ username and password on the online authentication popup. **Type** your username and password.

Sign in

https://fed.education.qld.gov.au

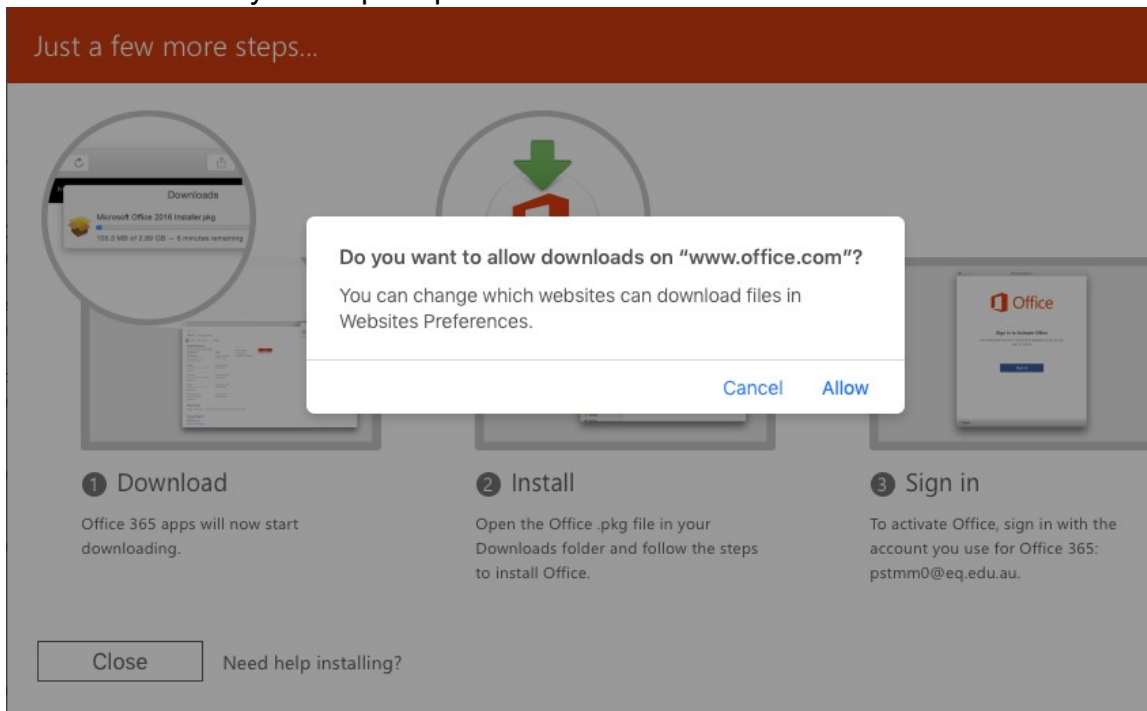
Username

Password

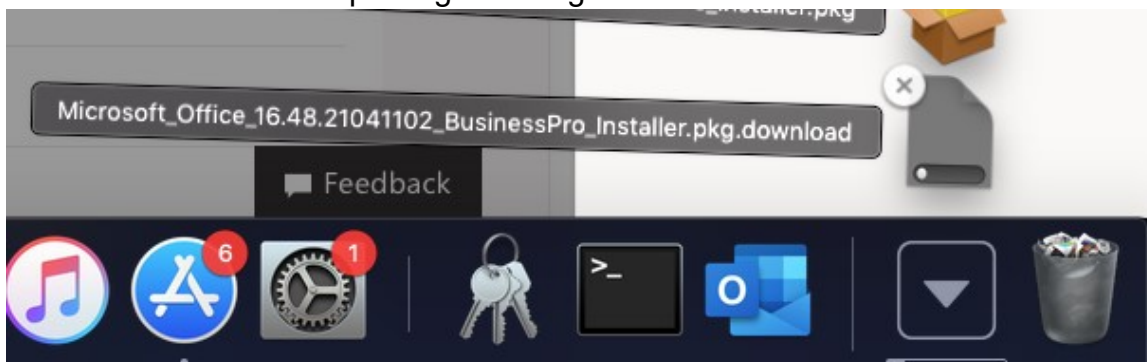
5. On the “Managed Internet Service page, **enter** your username and password. **Click** if you agree to abide by the relevant Conditions of use and privacy statement, and then **Click** Sign in.

6. Click on ‘Install Office’, then click on “Office 365 apps”.

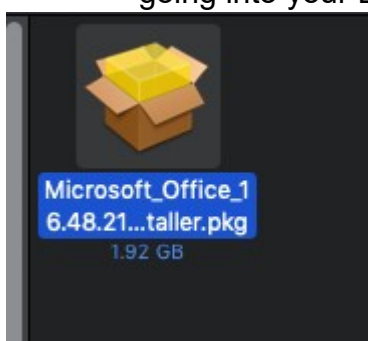
You may see a prompt to allow downloads. Click Allow:

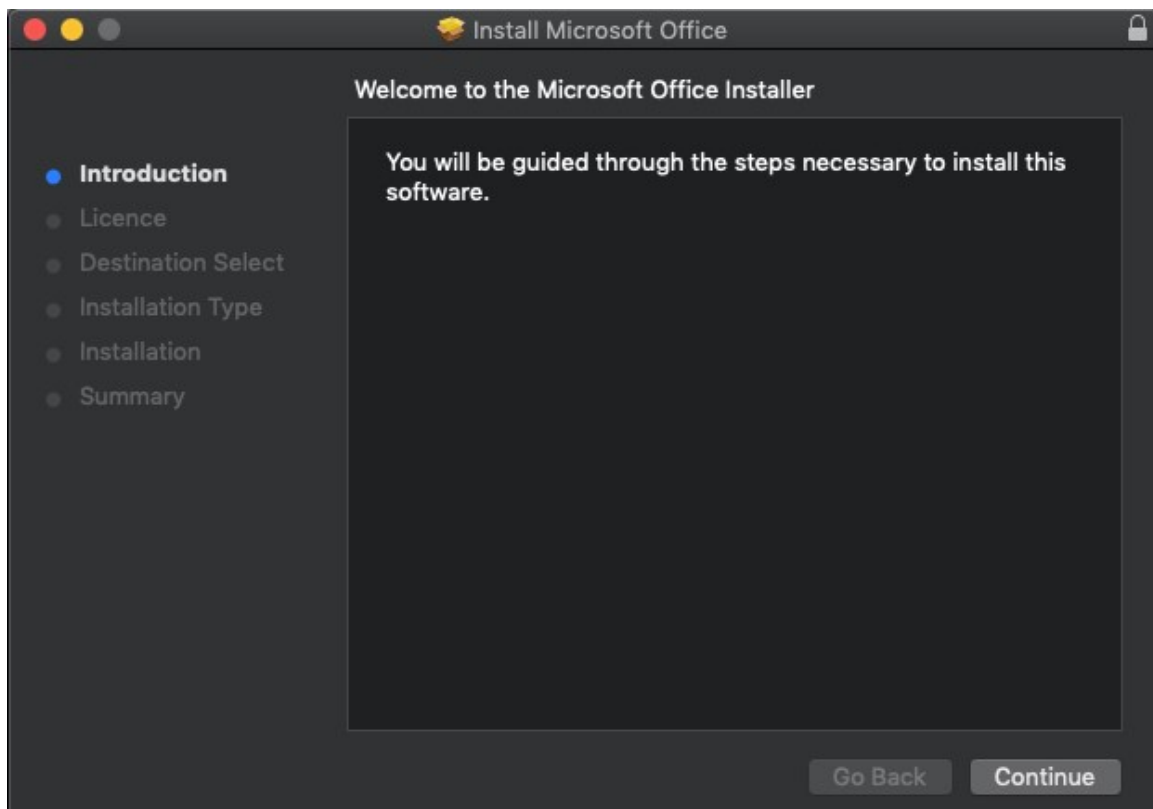


The download package will begin to download.

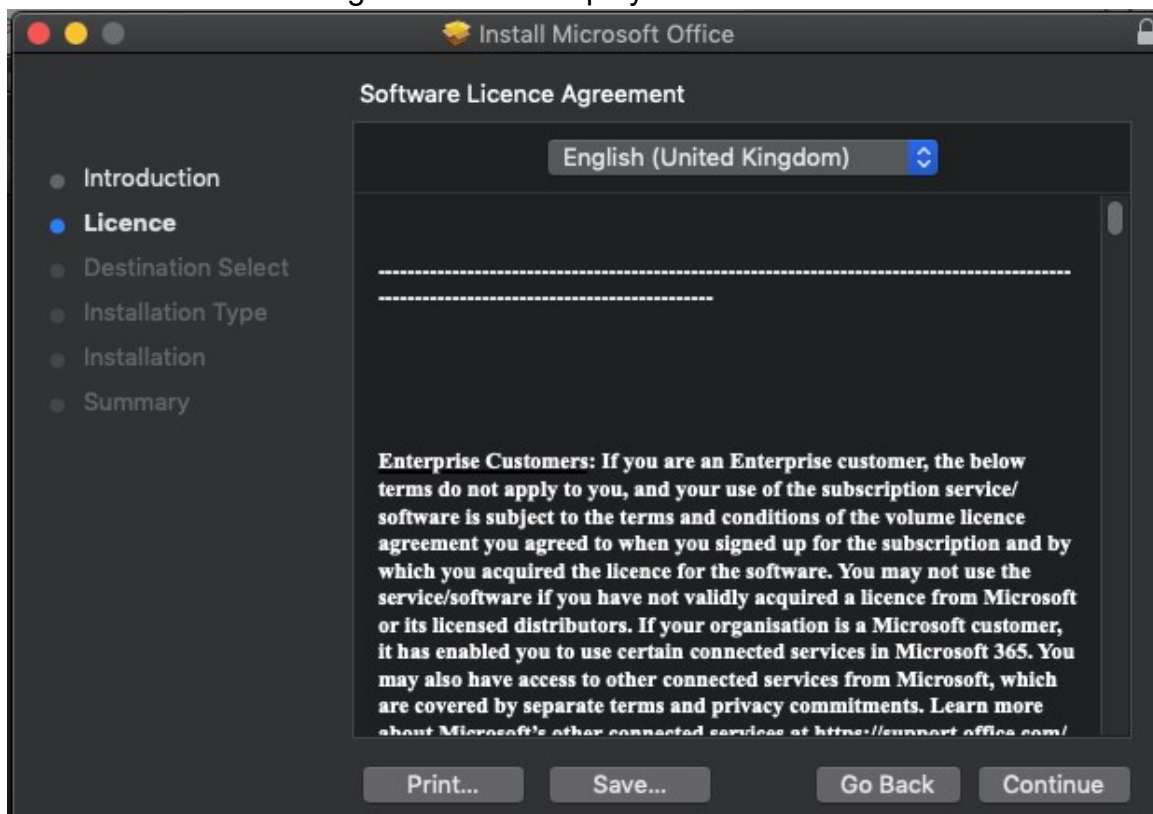


- When the downloading finishes, the file will be listed with the name shown in the previous window. **Double click** the installer file. You can also access this by going into your Downloads folder.

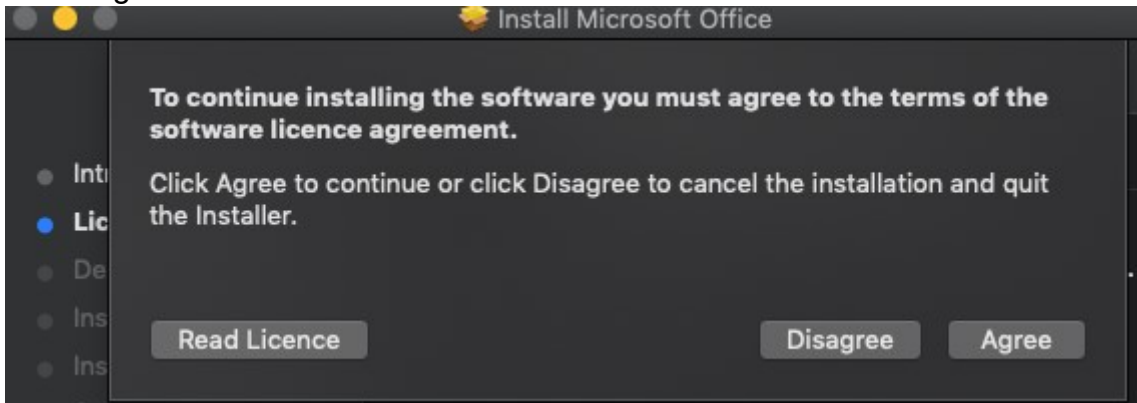




8. The Software Licence Agreement will display. **Read** and **click** Continue.

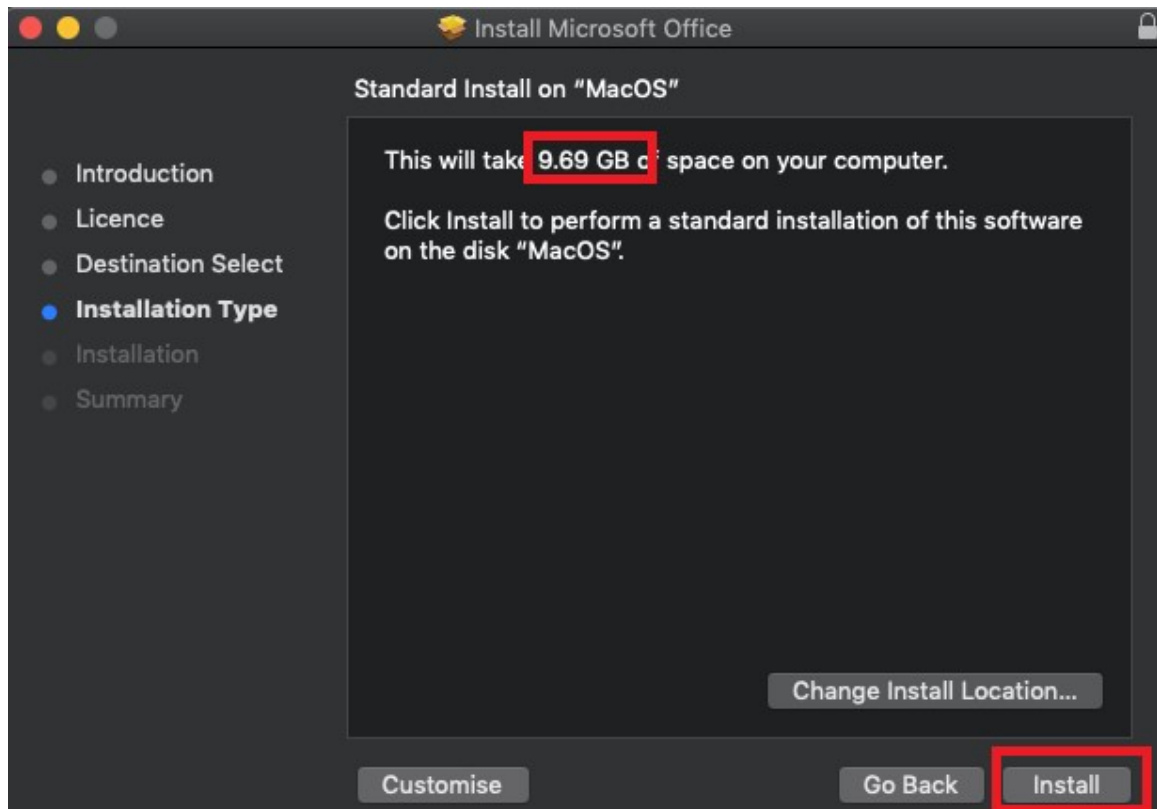


9. You will be prompted to Agree or Disagree to the installation and the licence. **Click Agree.**

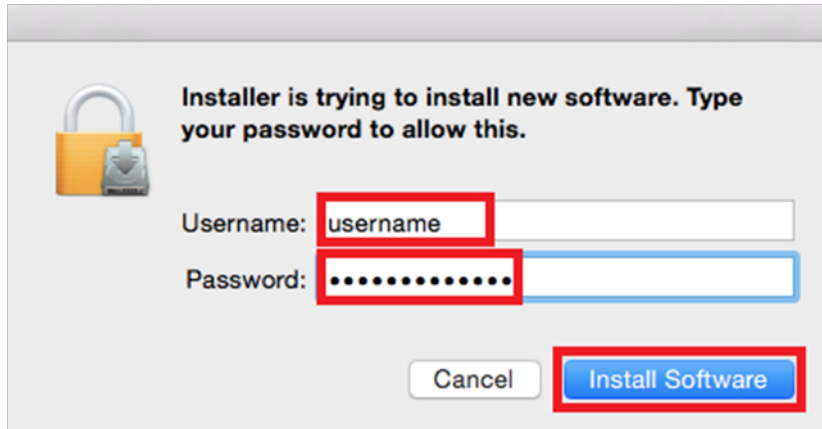


**Note:** The installation will take over 9GB of your space on your computer.

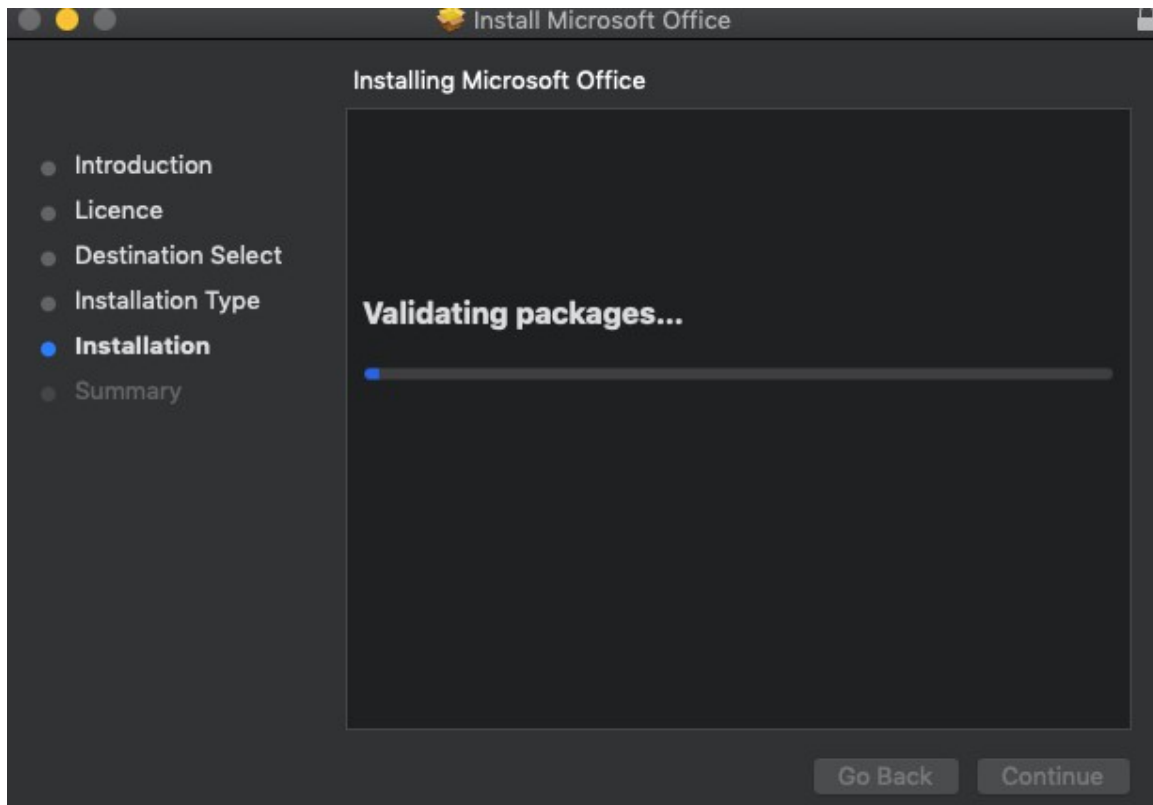
10. **Click Install.**



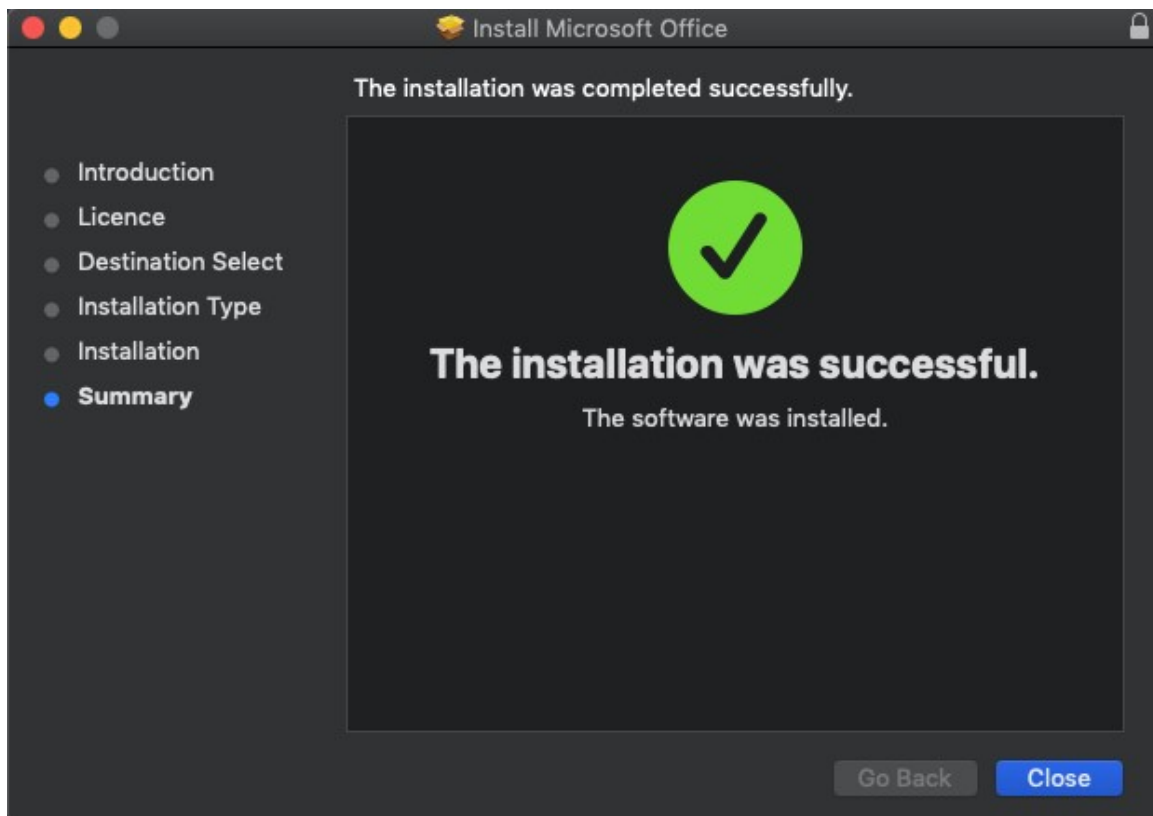
11. You will be prompted by the Installer software on your computer. **Enter** your username and password and **click** Install Software.



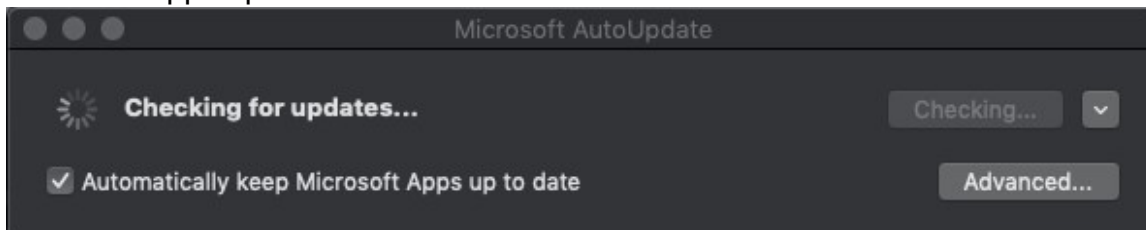
12. The installation of Office 2016 will commence. Wait for the installation to finish.



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



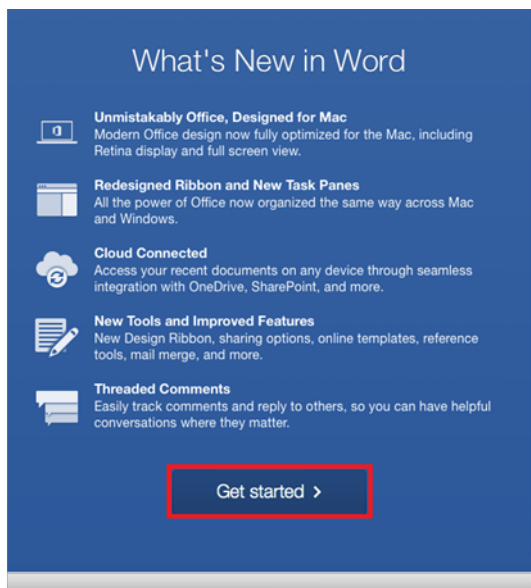
The software installation will close. It may immediately check for updates as below. Please allow it time to complete, and ensure that the option “Automatically keep Microsoft Apps up to date” is selected if desired.



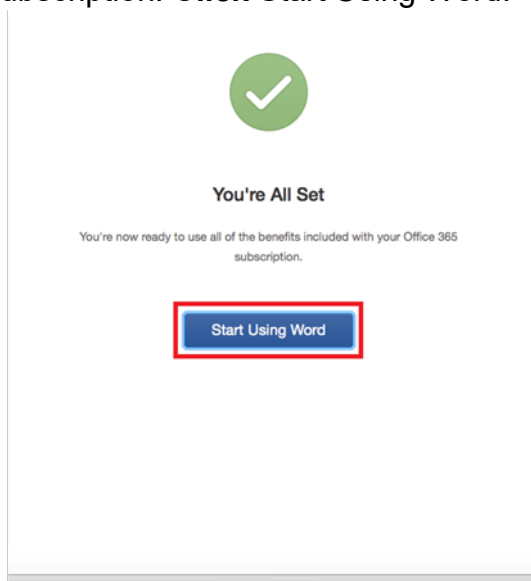
14. To access your newly installed applications, go to your Applications folder (*Command + Shift + A*).

Microsoft Excel	Today at 1:53 pm	1.92 GB
Microsoft OneNote	Today at 1:53 pm	1.04 GB
Microsoft Outlook	Today at 1:53 pm	2.03 GB
Microsoft PowerPoint	Today at 1:53 pm	1.66 GB
Microsoft Teams	Today at 1:53 pm	254.8 MB
Microsoft Word	Today at 1:53 pm	2.19 GB

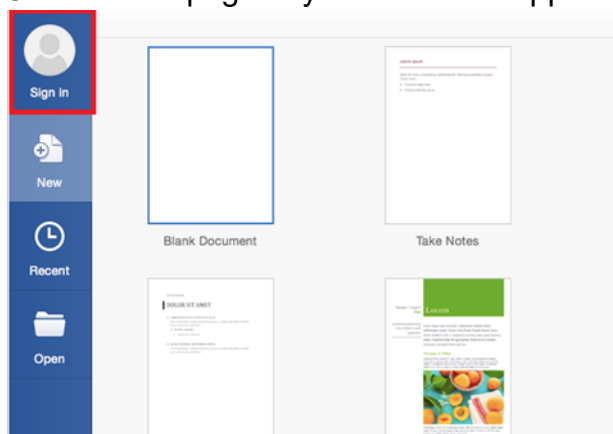
15. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on Get started.



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

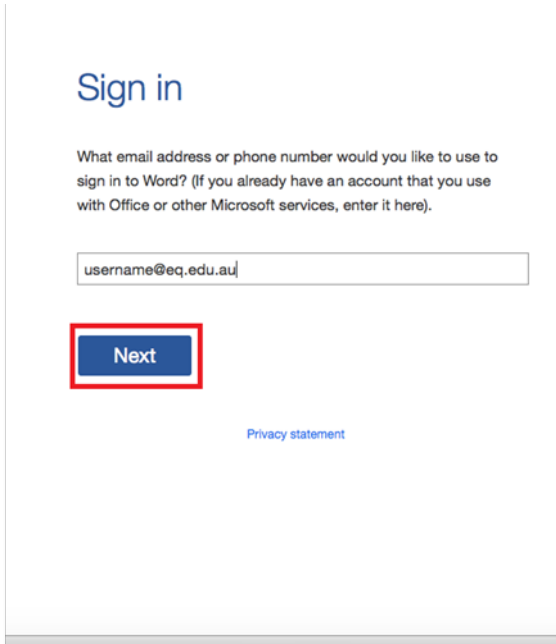


17. On the main page of your Microsoft application, **click** 'Sign in'.





18. You will be prompted to enter your email address ([username@eq.edu.au](mailto:username@eq.edu.au)). Press Next.



19. You will need to log in to the online authentication page again. Enter your username and password and click Log in.



After successfully logging in, you will be taken back to the application.

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