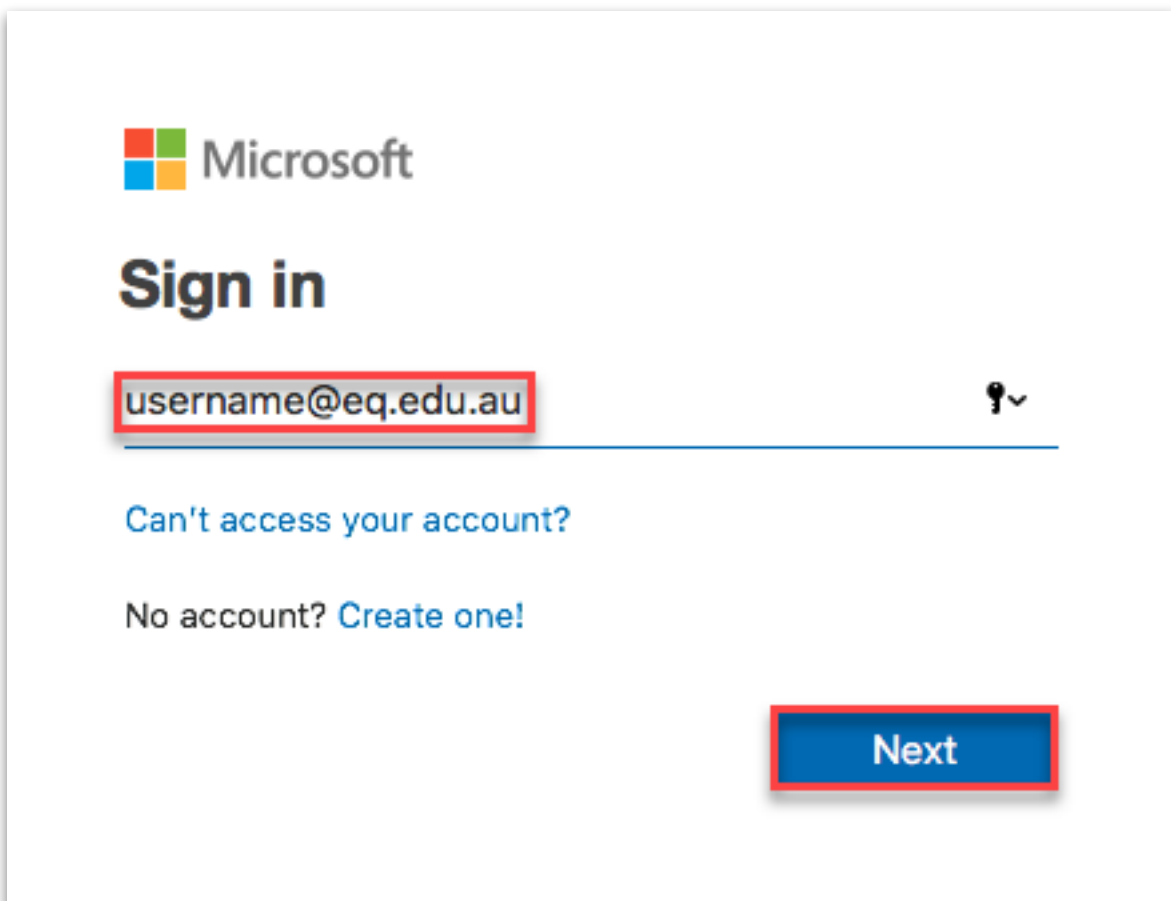


Student Install Office 365 on Mac

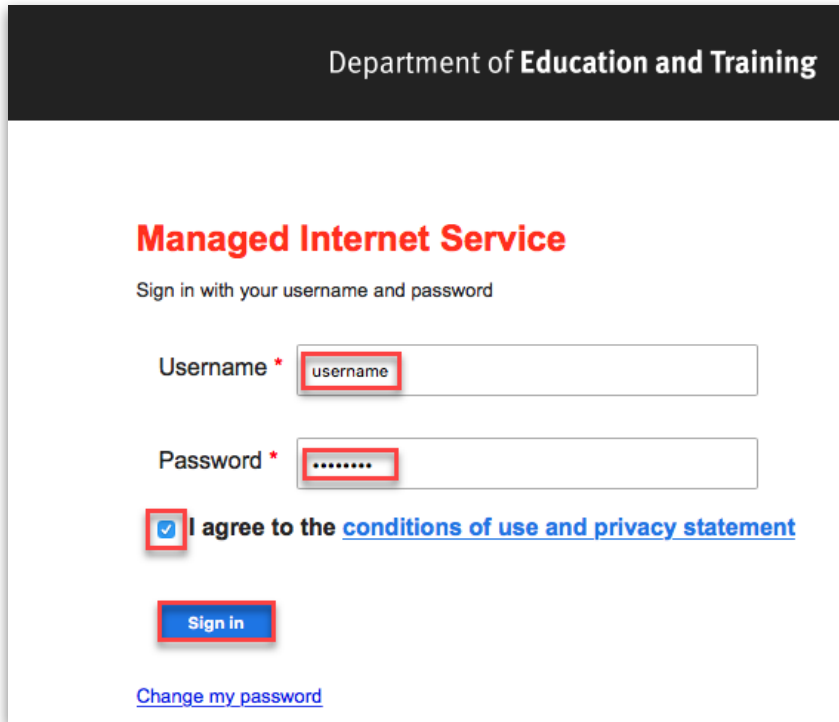
1. Open the Mac App Store and search for Office 365 (See <https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/>)
2. Start the install as you normally would
3. Once installed, log into Office 365 at <https://portal.office.com> with your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "username@eq.edu.au", which is highlighted with a red rectangular border. To the right of the input field is a small icon of a person with a checkmark. Below the input field is a horizontal blue line. Underneath the line are two links: "Can't access your account?" and "No account? Create one!". At the bottom right of the screen is a blue button with the text "Next", also highlighted with a red rectangular border.

You will be redirected to the department's sign-in page.

- I. **Type your username and password.**
- II. **Tick 'I agree to the conditions of use and privacy statement'.**
- III. **Click 'Sign in'.**



Department of Education and Training

Managed Internet Service

Sign in with your username and password

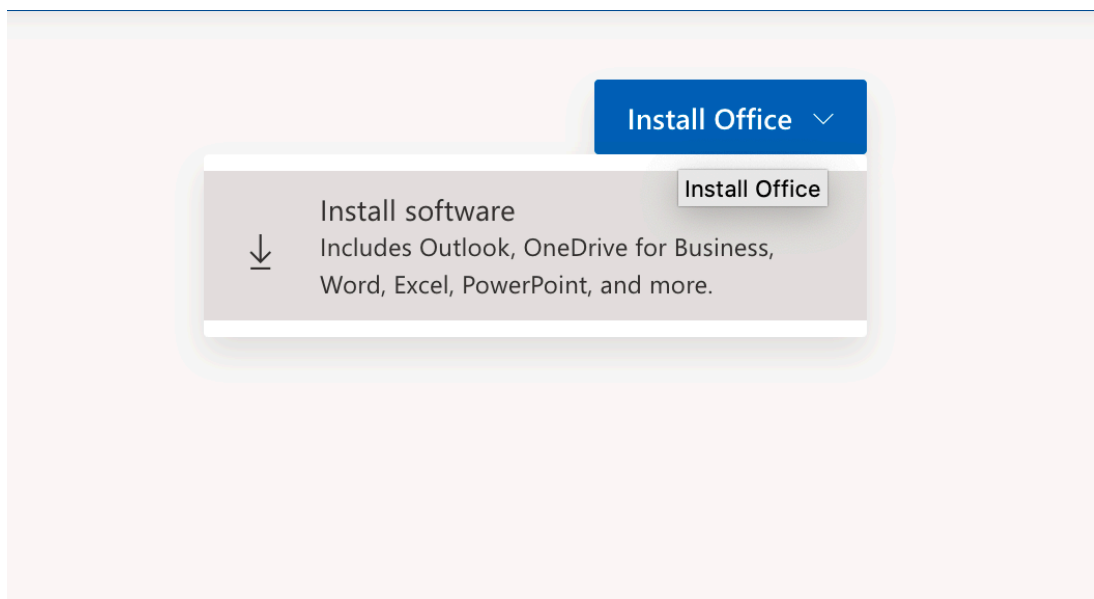
Username *

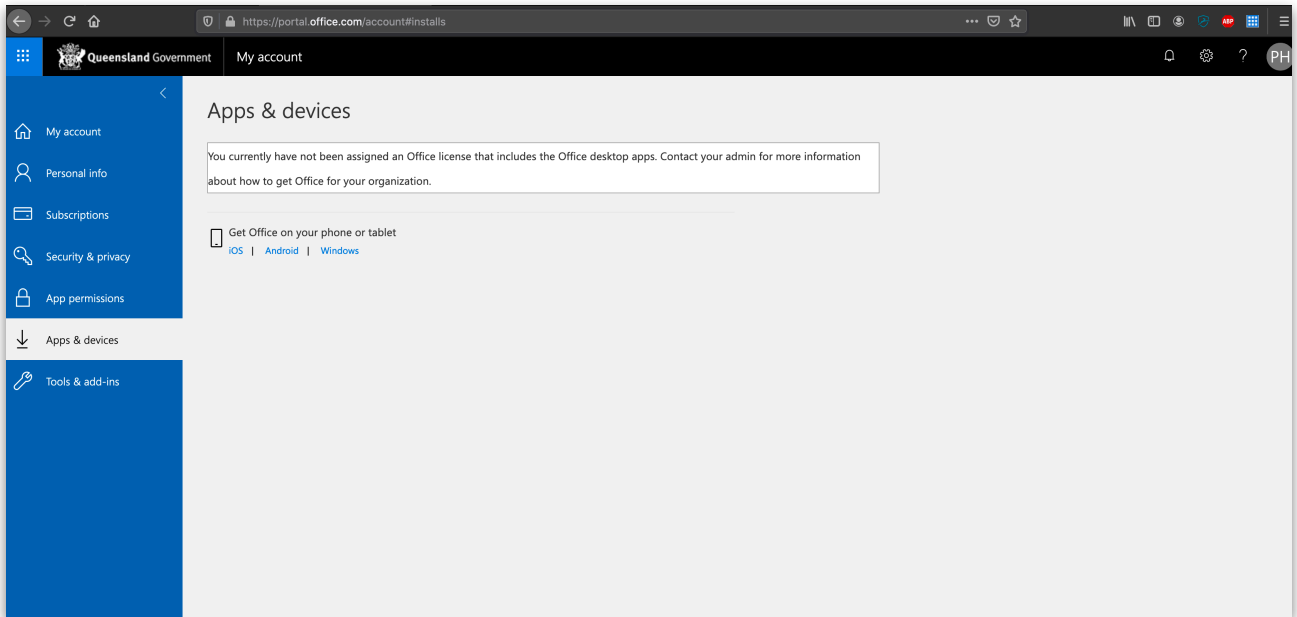
Password *

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

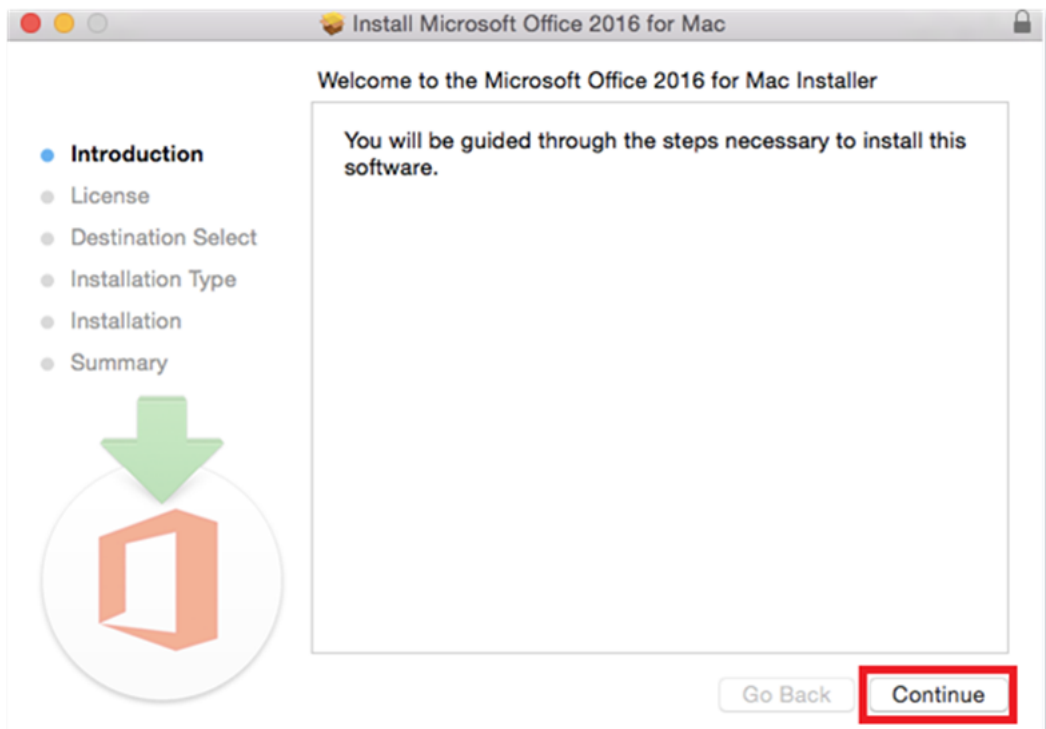
[Change my password](#)

4. Click **Install Office**.
The download package will begin to download

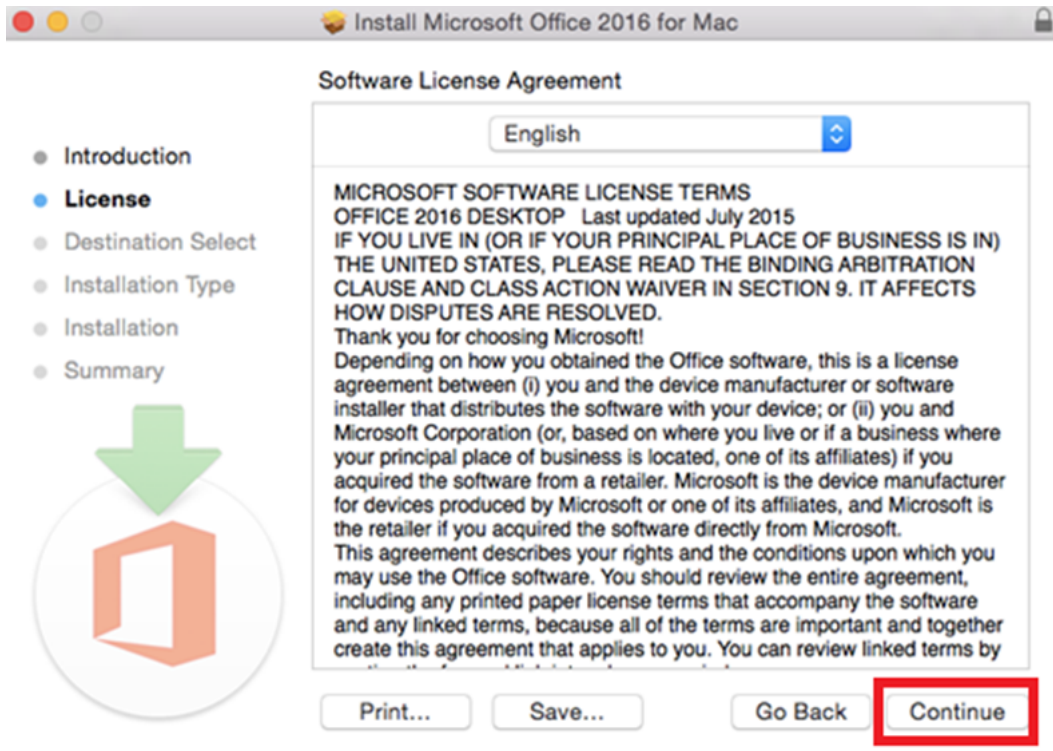




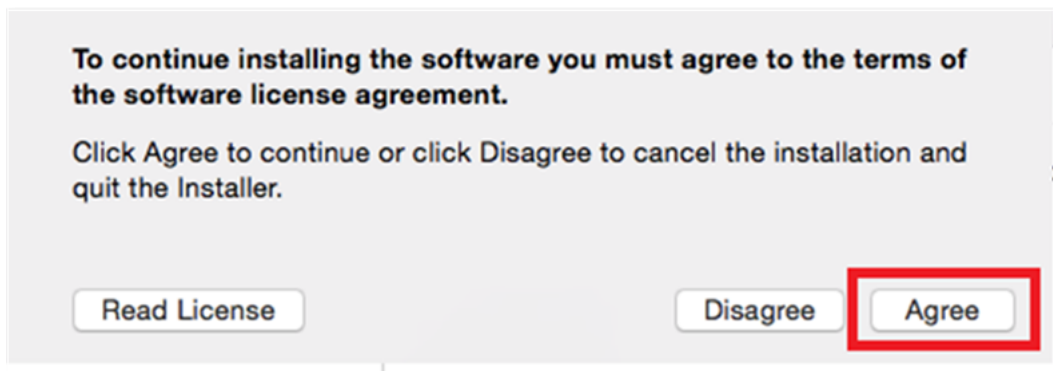
5. **Run** the installation file when the download has completed.
You can simply **Double click** the installer file and **click 'Continue'**



6. Read the Software License Agreement and click 'Continue'.

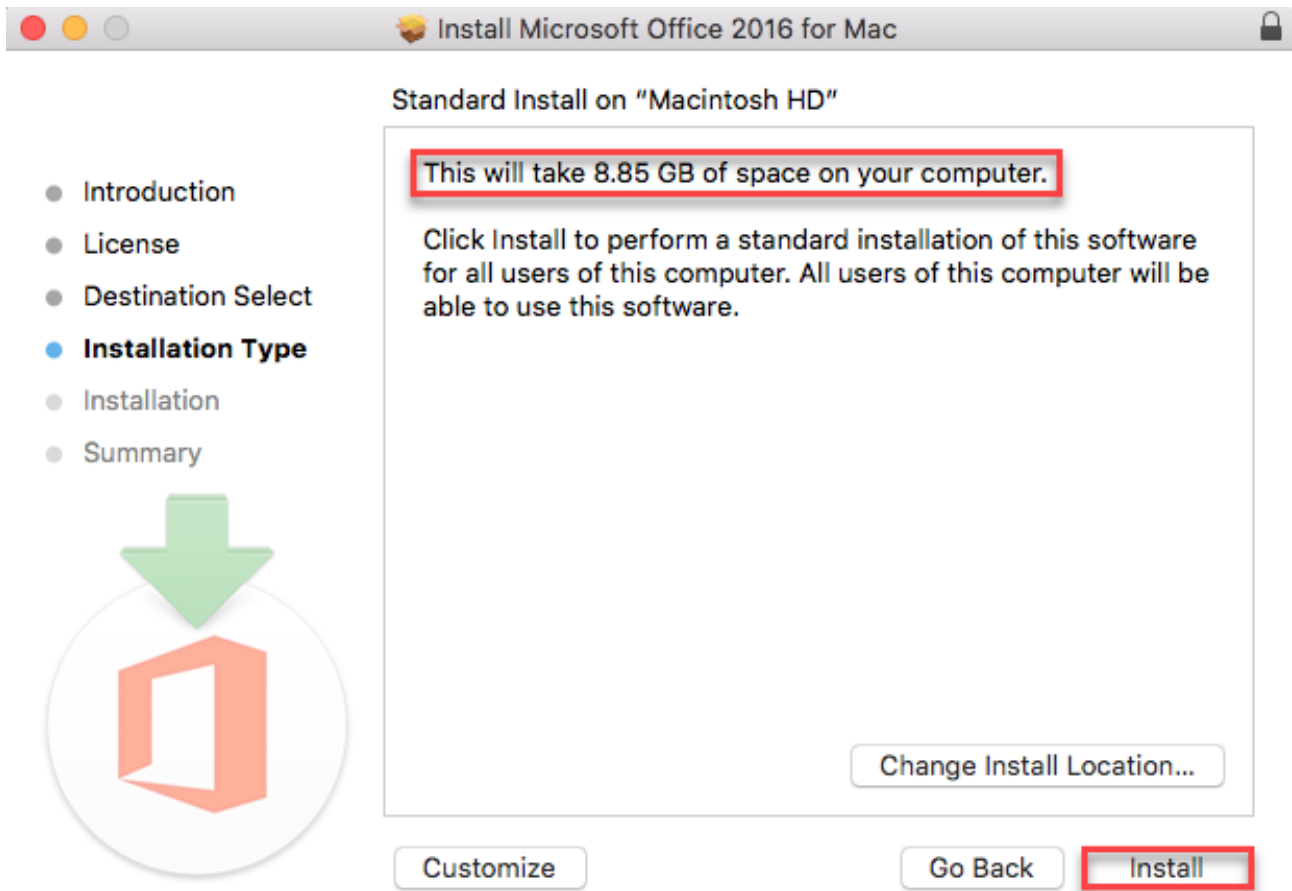


7. You will be prompted to agree to the terms of the software license agreement. Click 'Agree'.



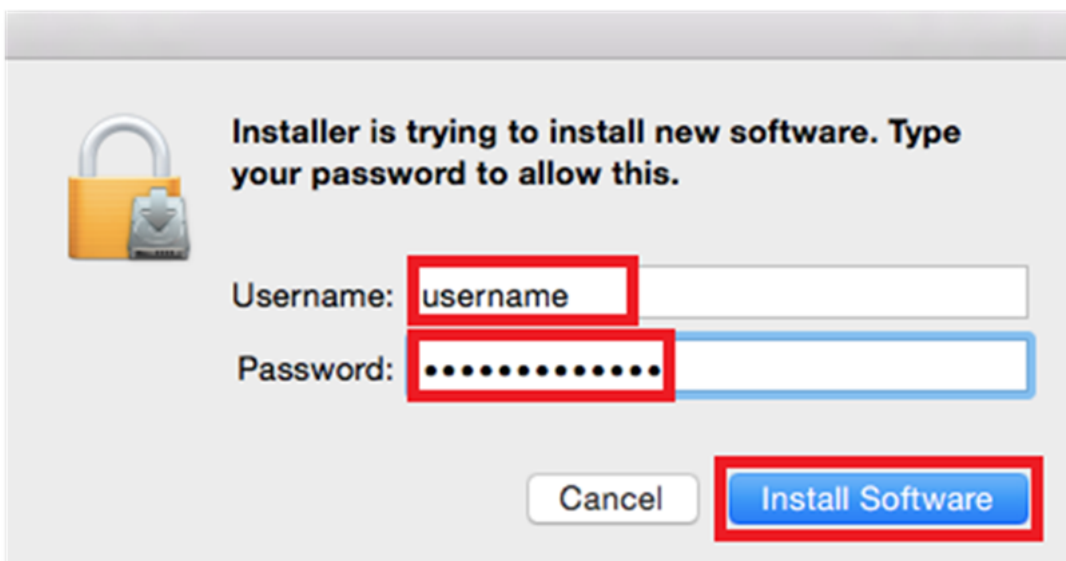
8. **Click 'Install'.**

Note: The installation will take 8.85GB of your space on your computer

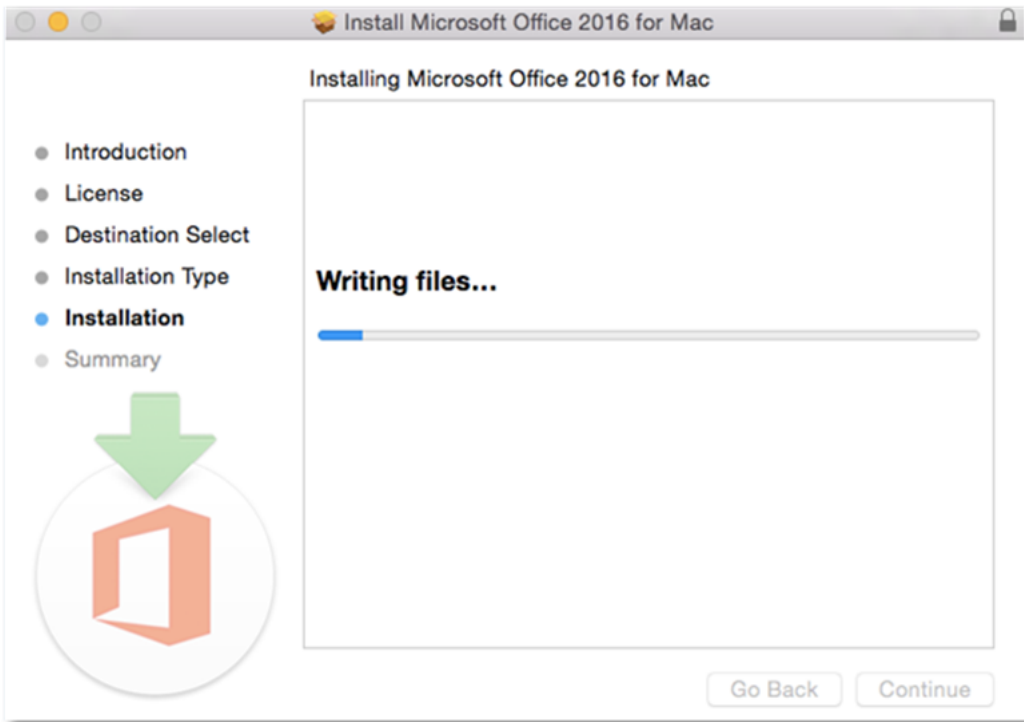


9. You may be prompted for permission for the installation to continue.

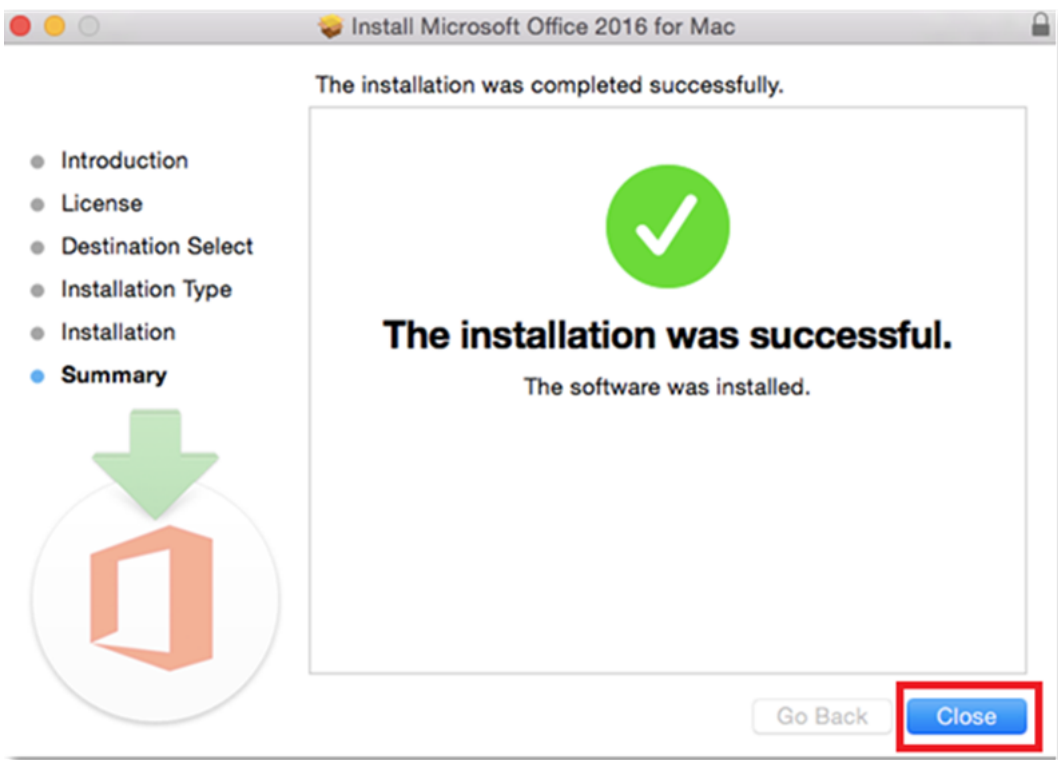
Enter the local computer credentials and **click 'Install Software'**



10. The installation of Office 365 will commence.



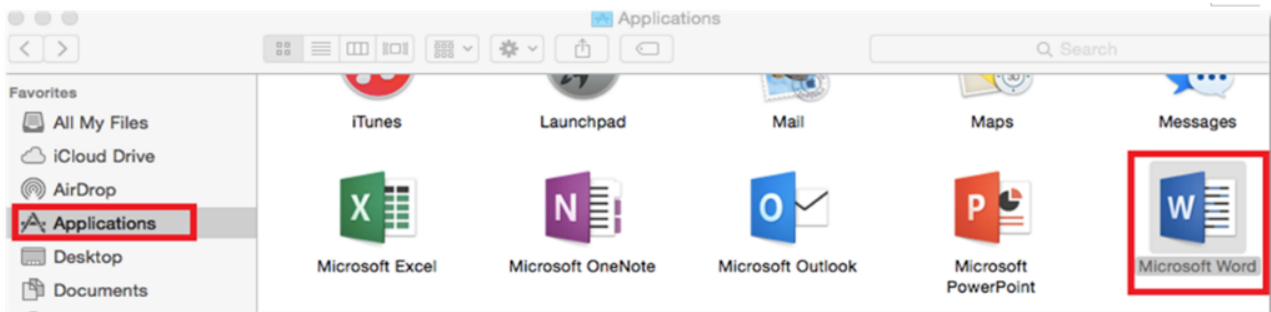
11. A message will appear to say that the installation was successful. **Click 'Close'.**



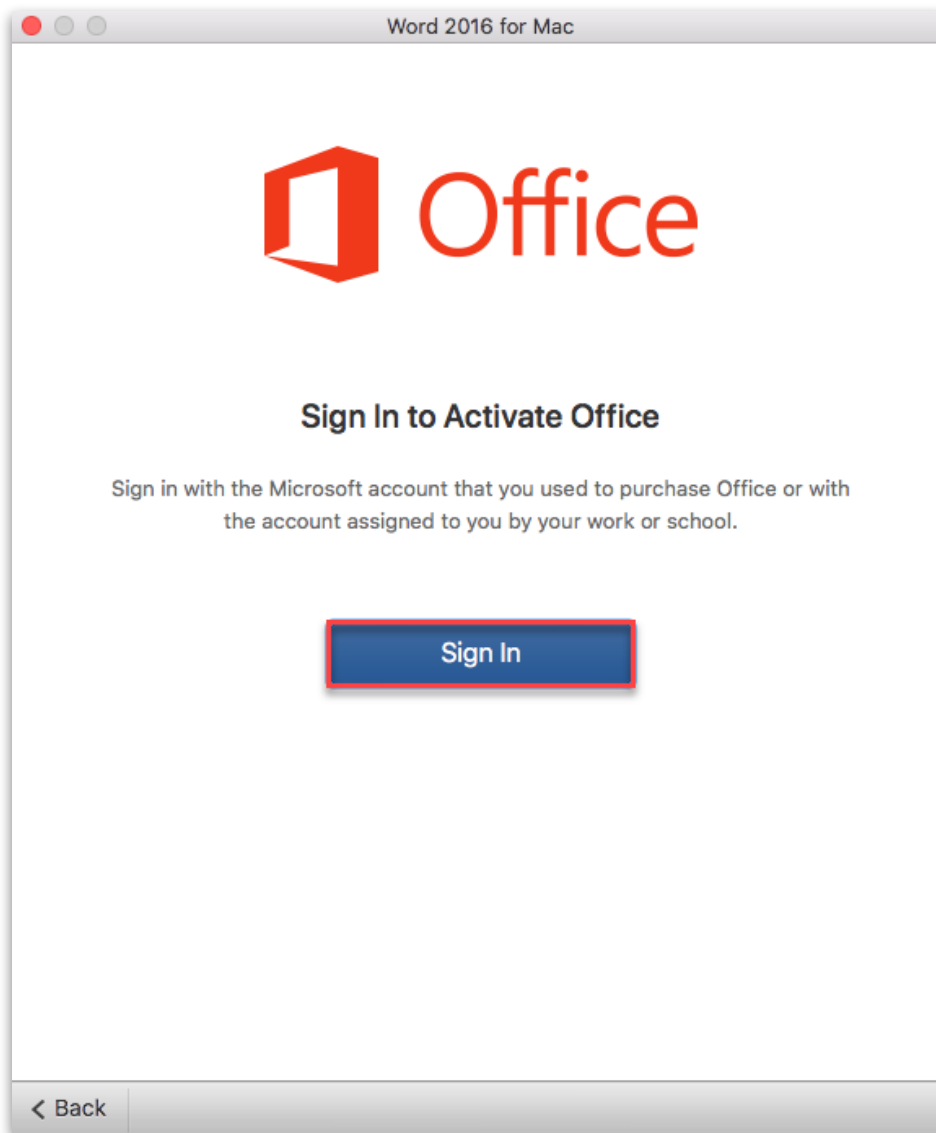
Activate Office 365

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'.

Word 2016 for Mac

 Microsoft

Sign in

No account? [Create one!](#)


[Next](#)

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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 *

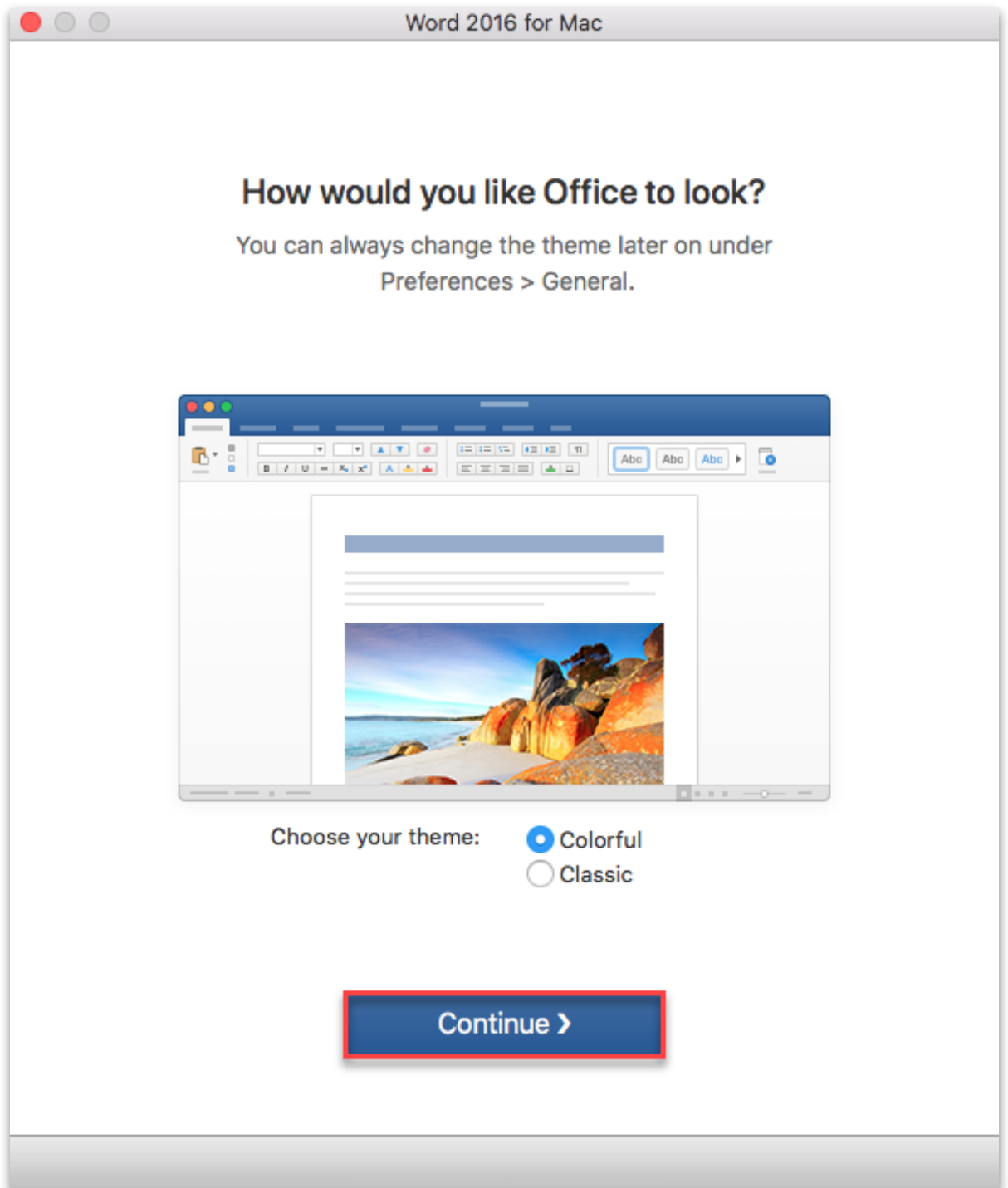
Password *

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

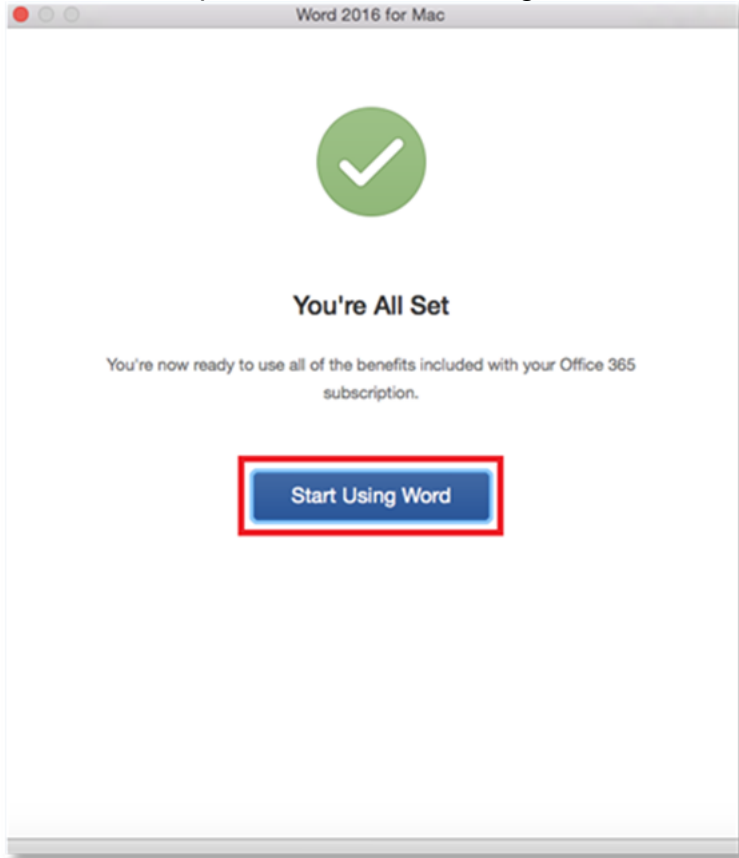
[Change my password](#)

< 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.