

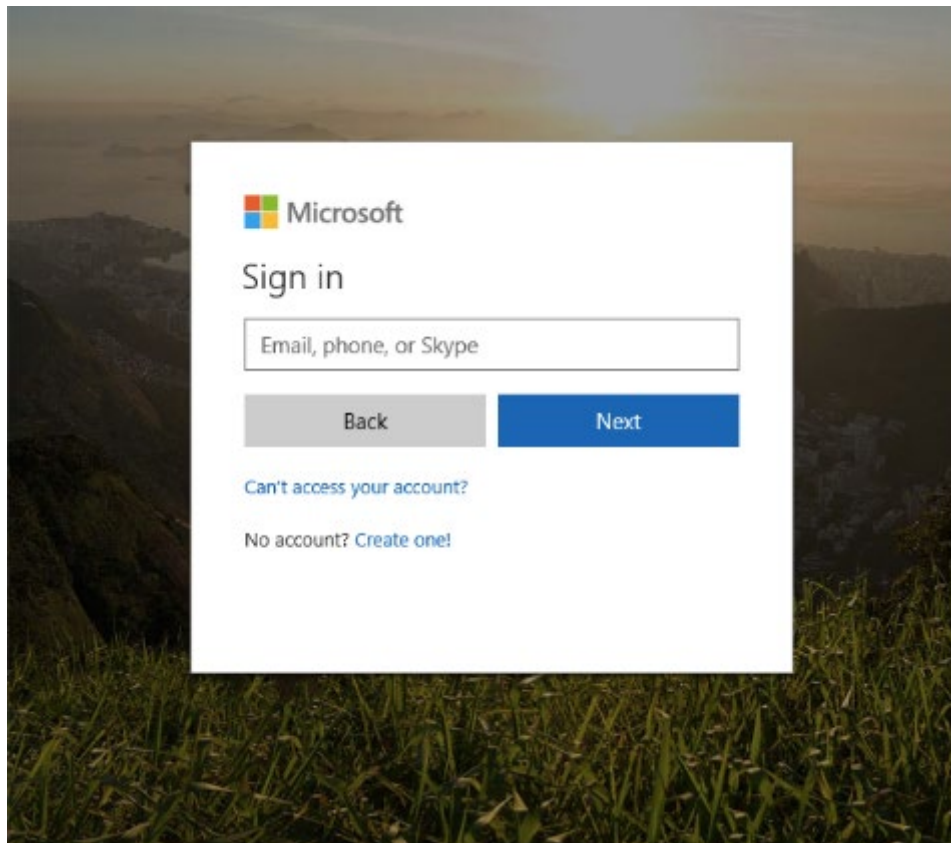


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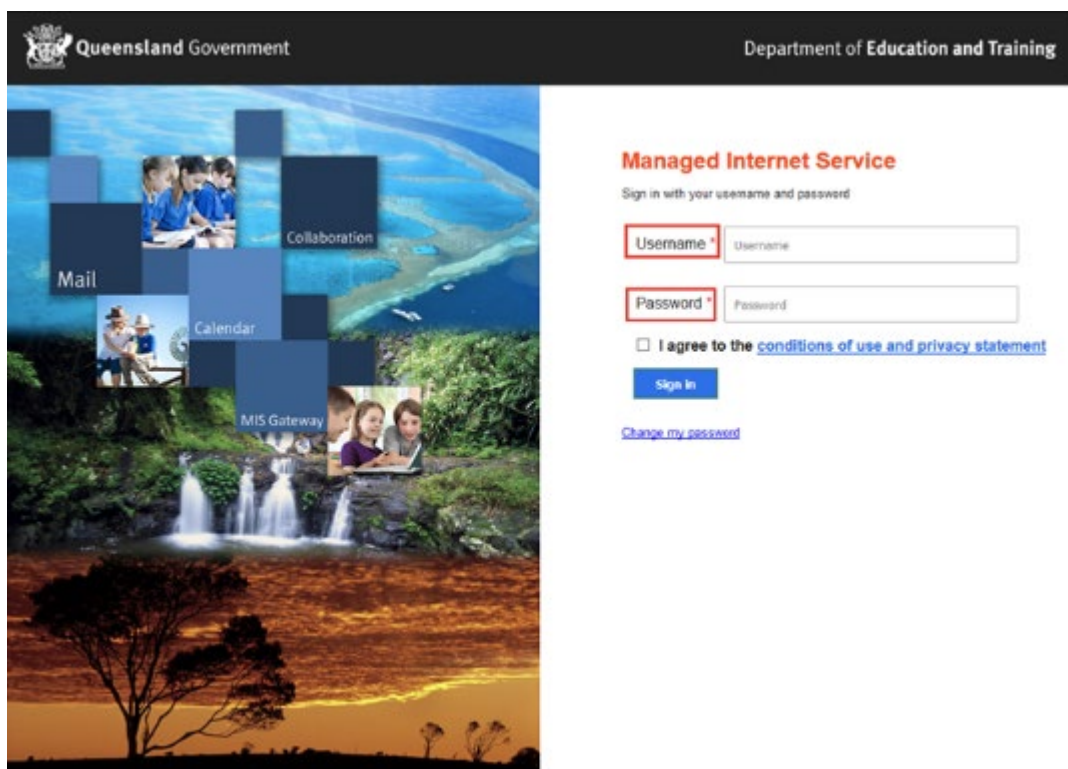
## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Installing MS Office 365 on a MacOS Device

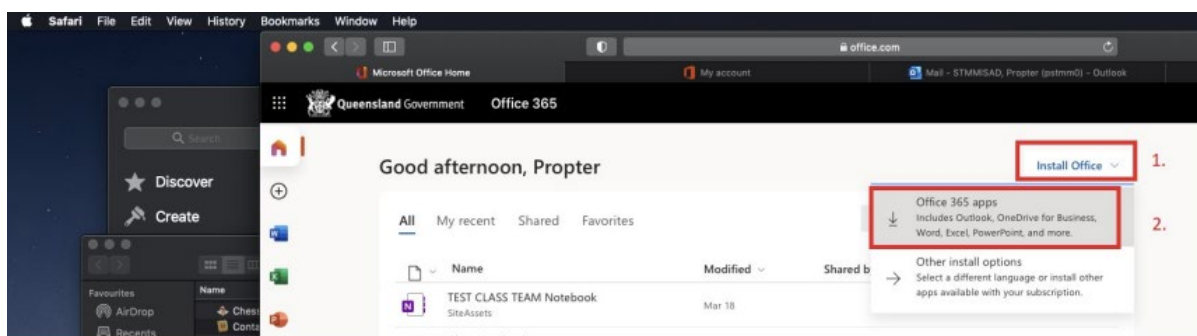
1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the field, **type** in your school (e.g. [jsmith1@eq.edu.au](mailto:jsmith1@eq.edu.au)) email address and **click** "next".



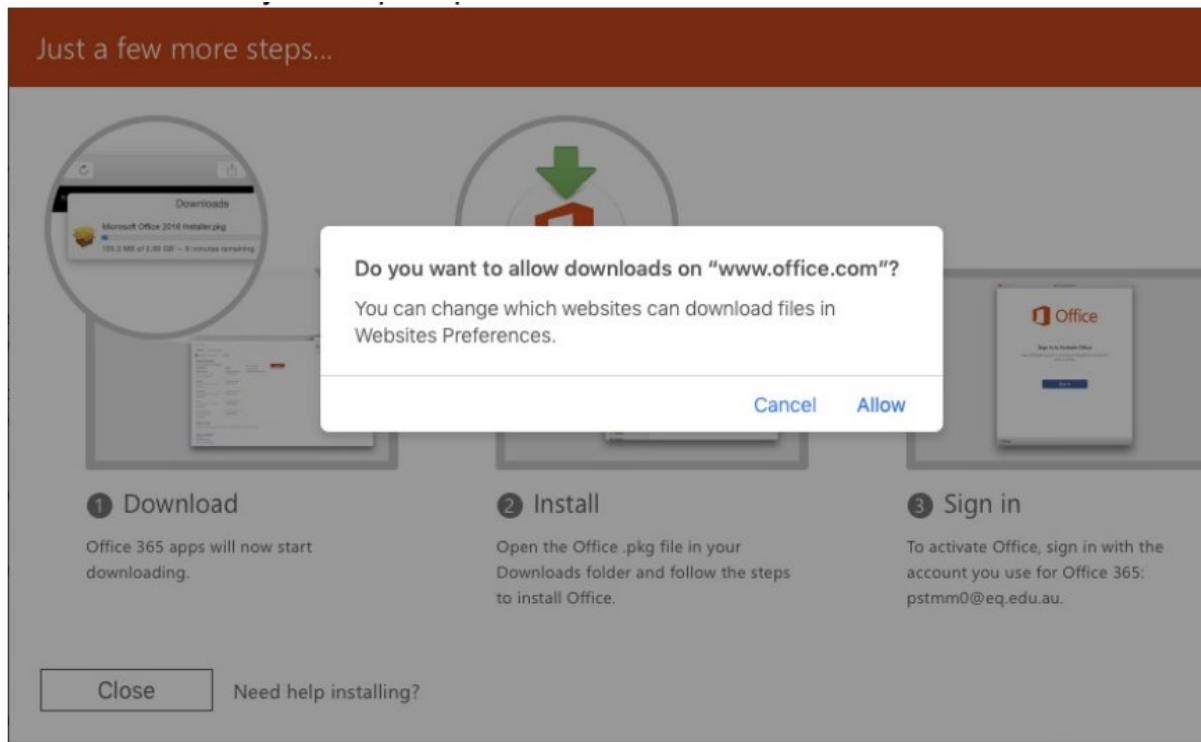
4. You will be prompted for your username and password on the online authentication page. Type your username and password.
5. **Tick** the I Agree Box and **Click** Sign in



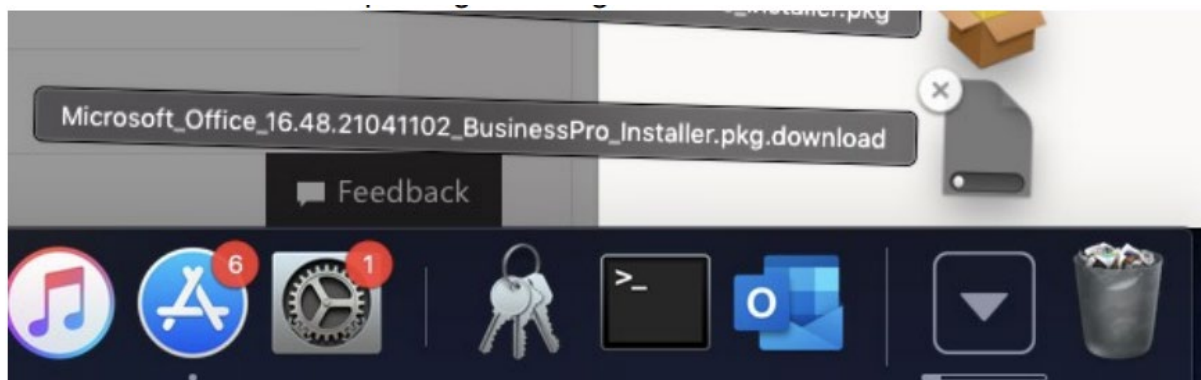
6. In the top right corner, click on the "Install office apps" then "Office O365", if you cannot see this install button, please [Log a Job to IT](#) via Services Catalogue Online, use the IT Live Chat service, or contact IT Service Centre on 1800 680 445.



7. A pop up message may appear to prompt to allow downloads. Click Allow.



8. The download package will begin to download.

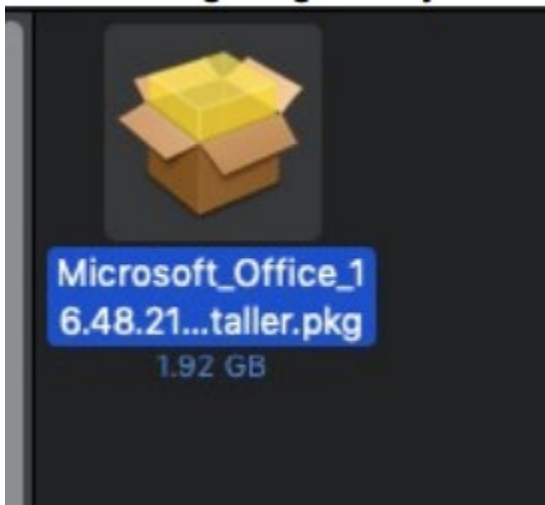


9. When the downloading finishes, the file will be listed with the name shown in the previous window. Double click the installer file. You can also access this by going into your Downloads folder.

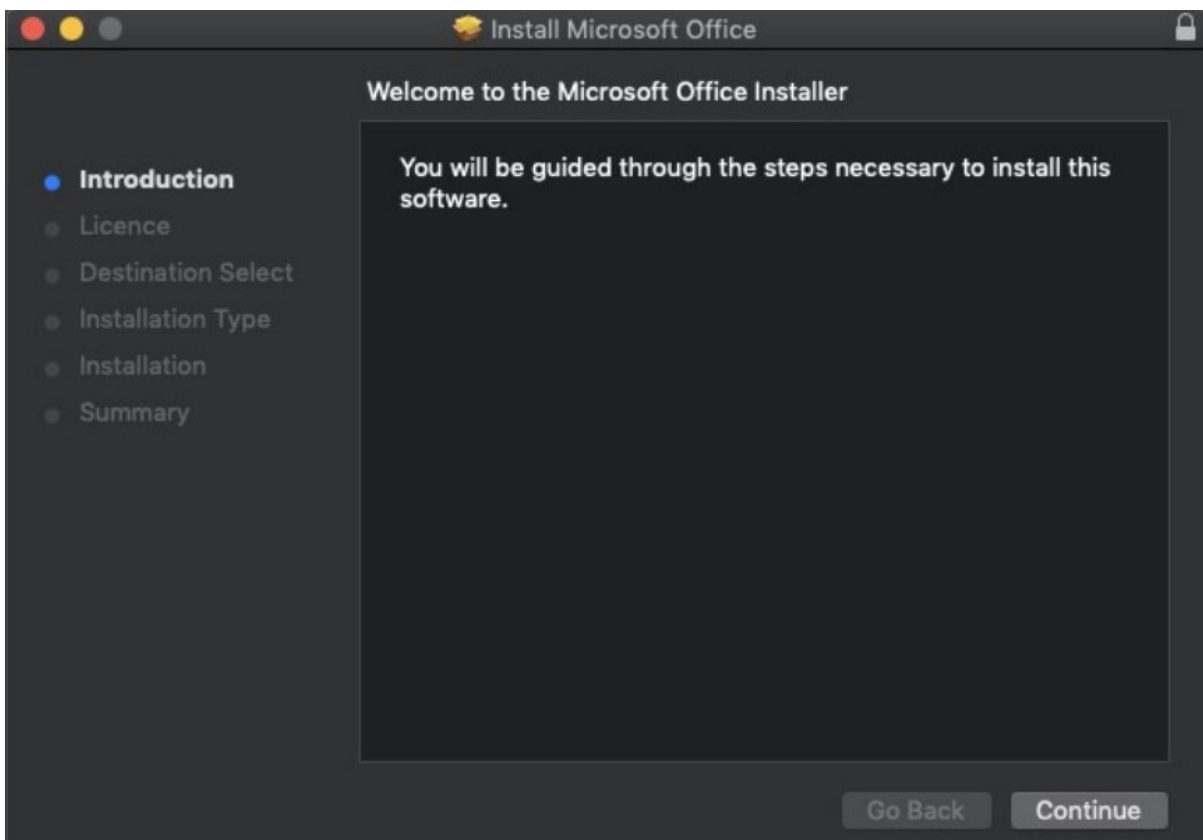


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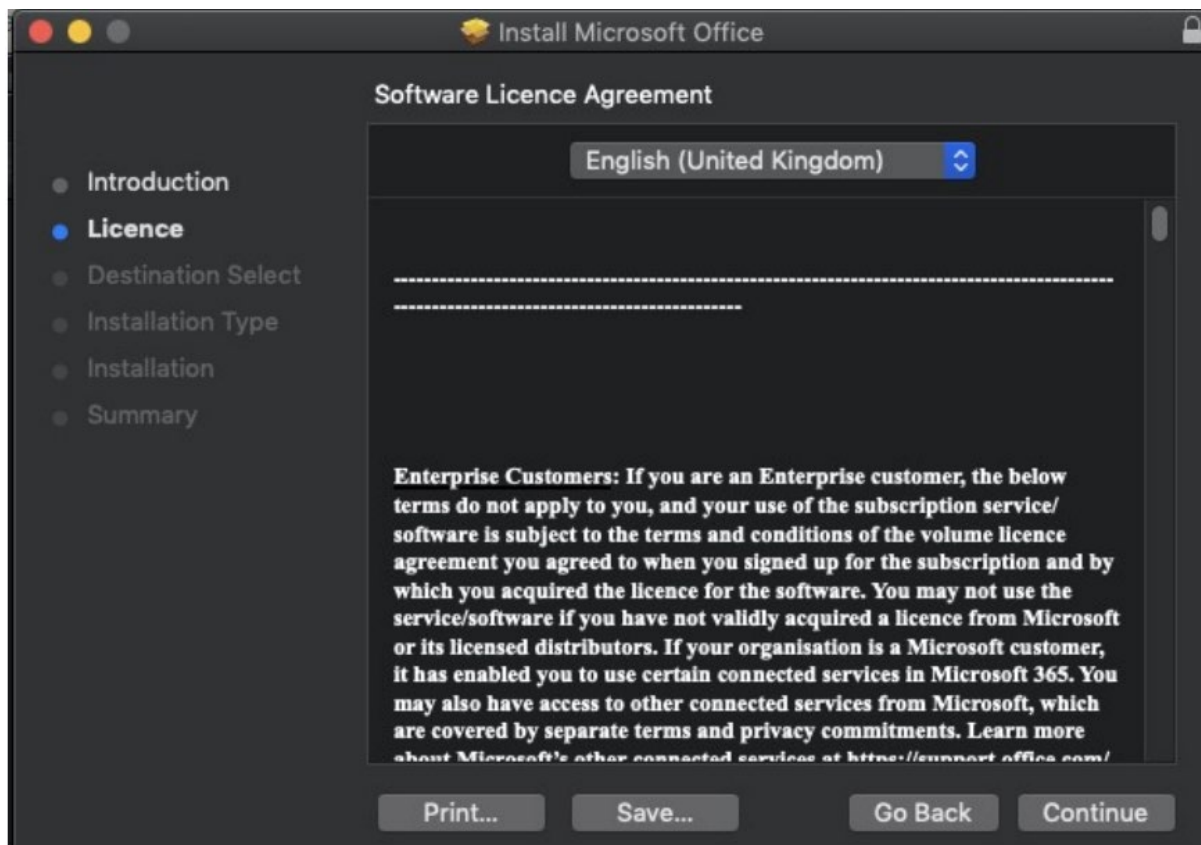
## INSPIRING EXCELLENCE TO EMPOWER SUCCESS



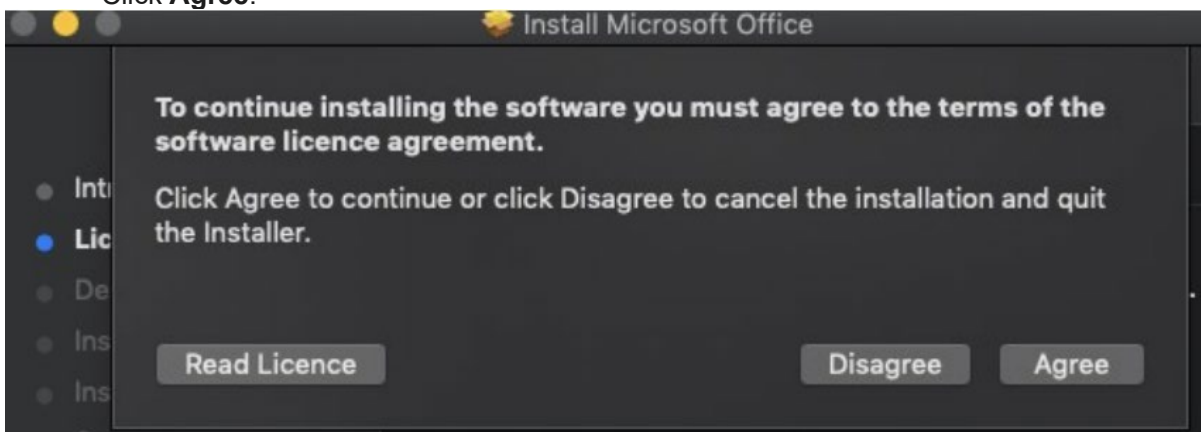
10. You will be prompted with a message to make changes to your computer. **Select** 'Continue'.



11. The Software Licence Agreement will display. Read and click Continue.



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

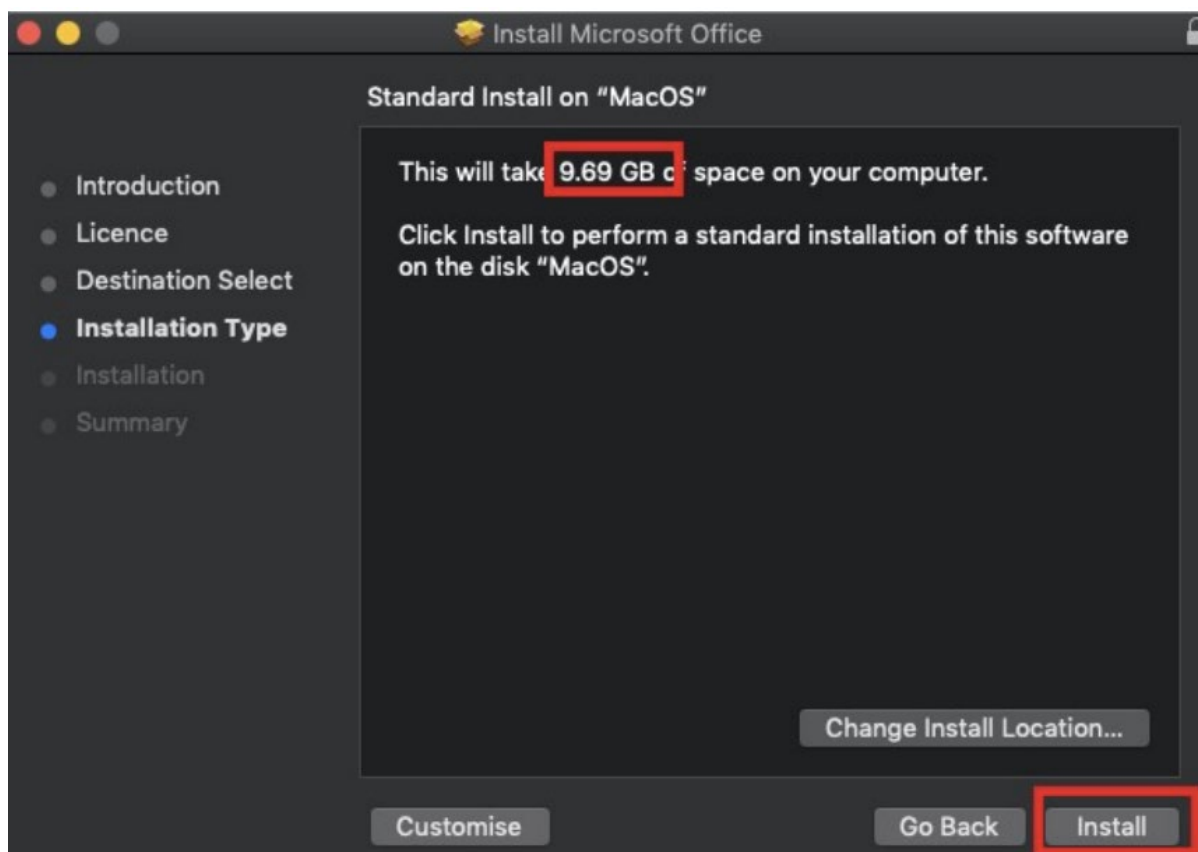


13. Note: The installation will take over 9GB of your space on your computer. Click **Install**.

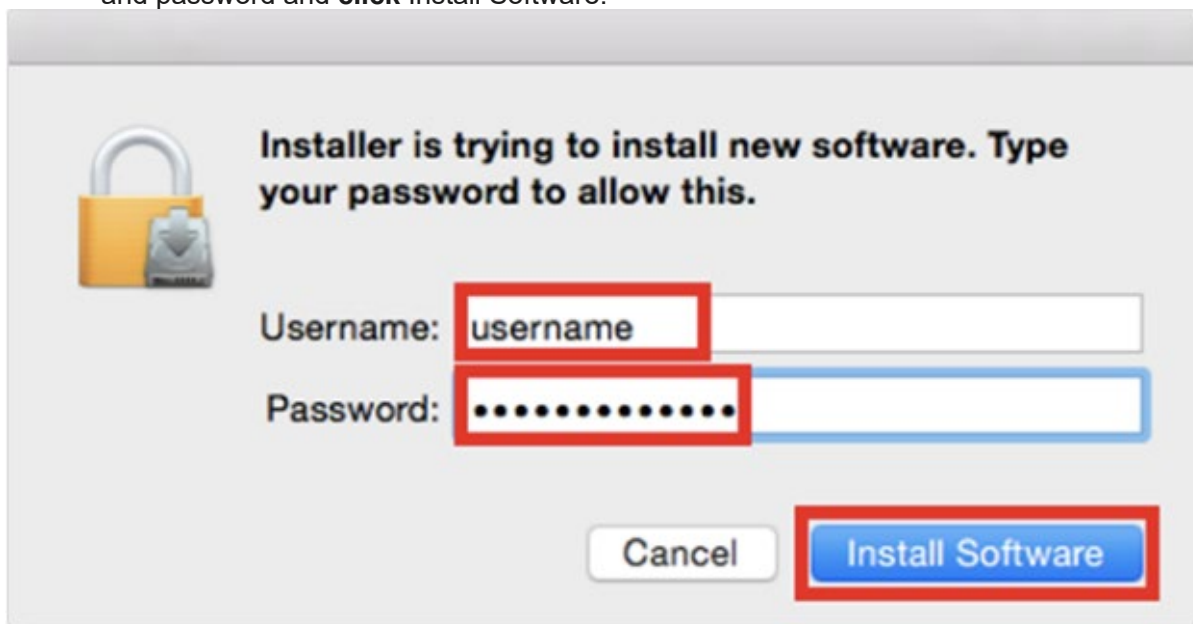


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14. You will be prompted by the Installer software on your computer. **Enter** your username and password and **click** Install Software.

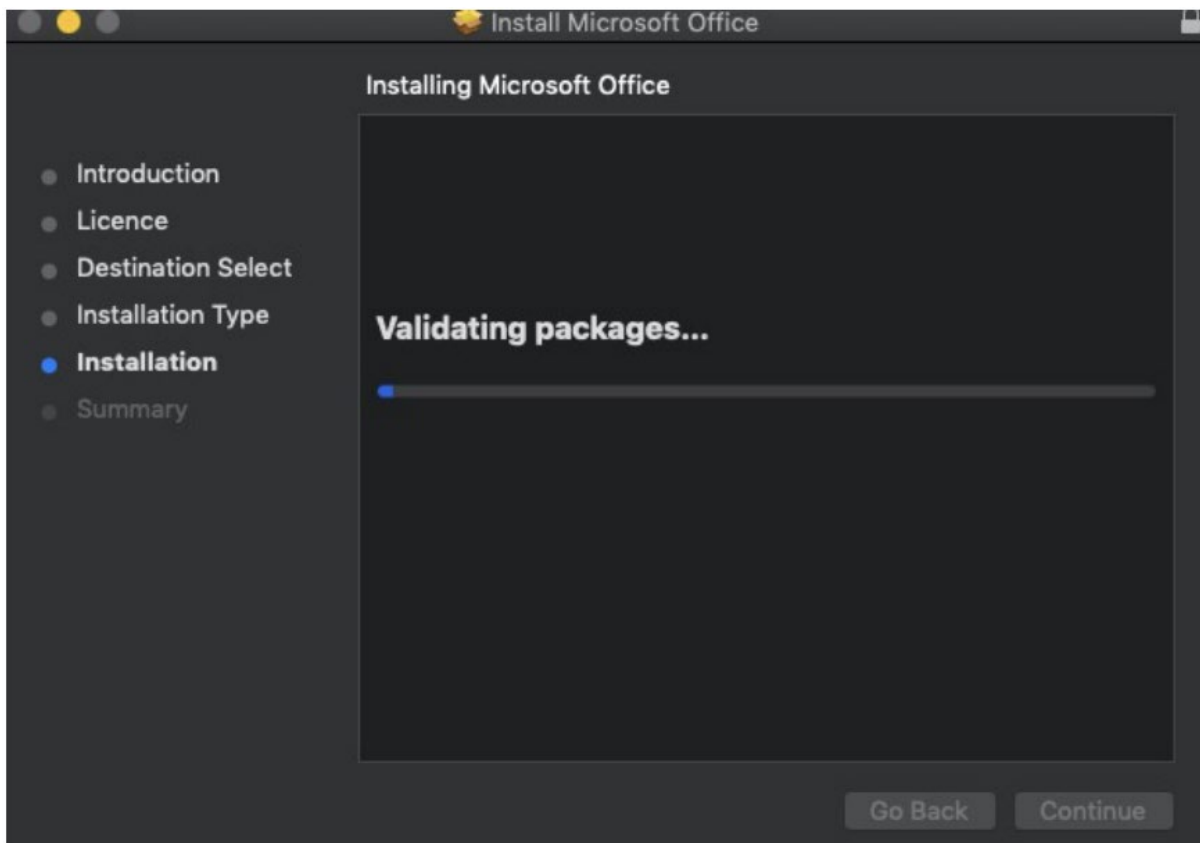


15. The installation of Office 365 will commence. Wait for the installation to finish.



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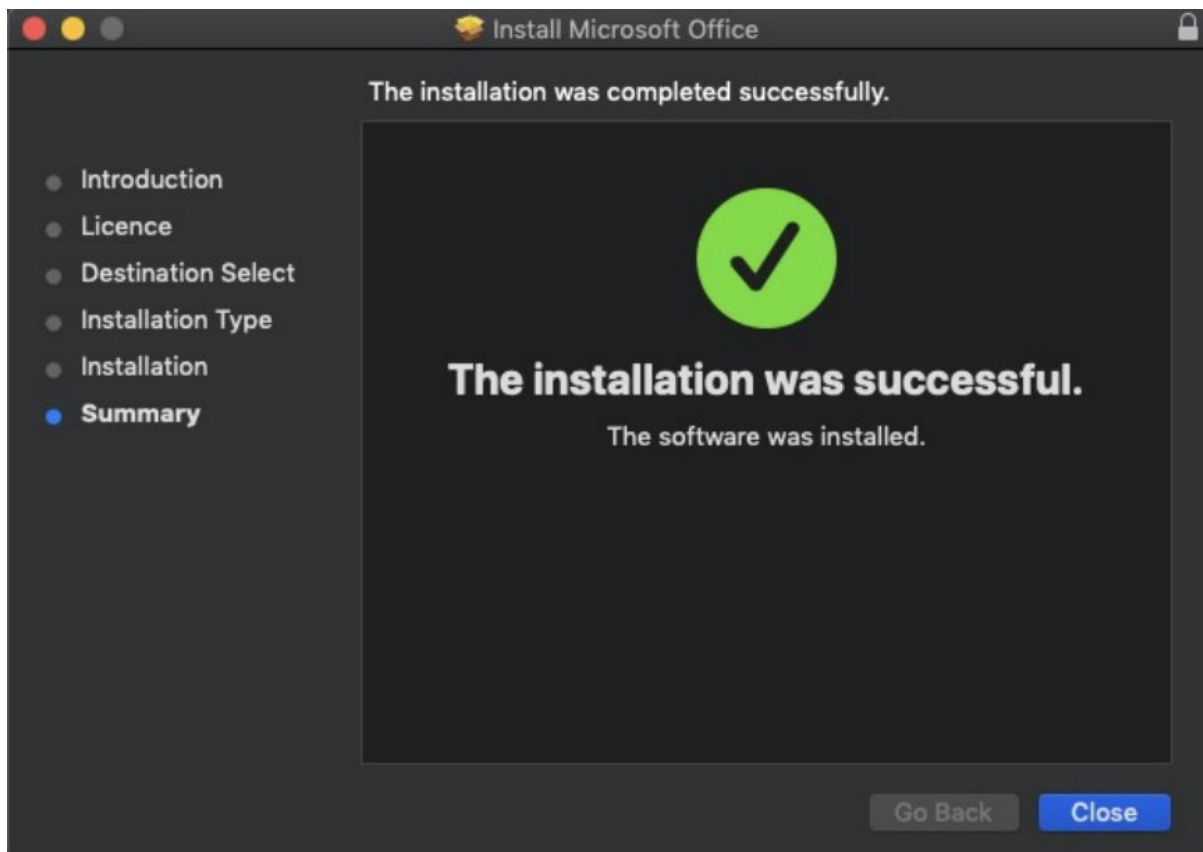


16. A message will appear to say that your software has been successfully installed. **Click** Close.

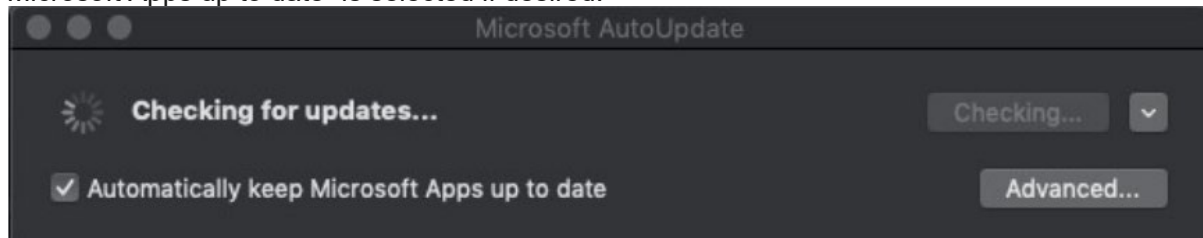


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17. The software installation will close. It may immediately check for updates as below. Please allow it time to complete, and ensure that the option “Automatically keep Microsoft Apps up to date” is selected if desired.



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

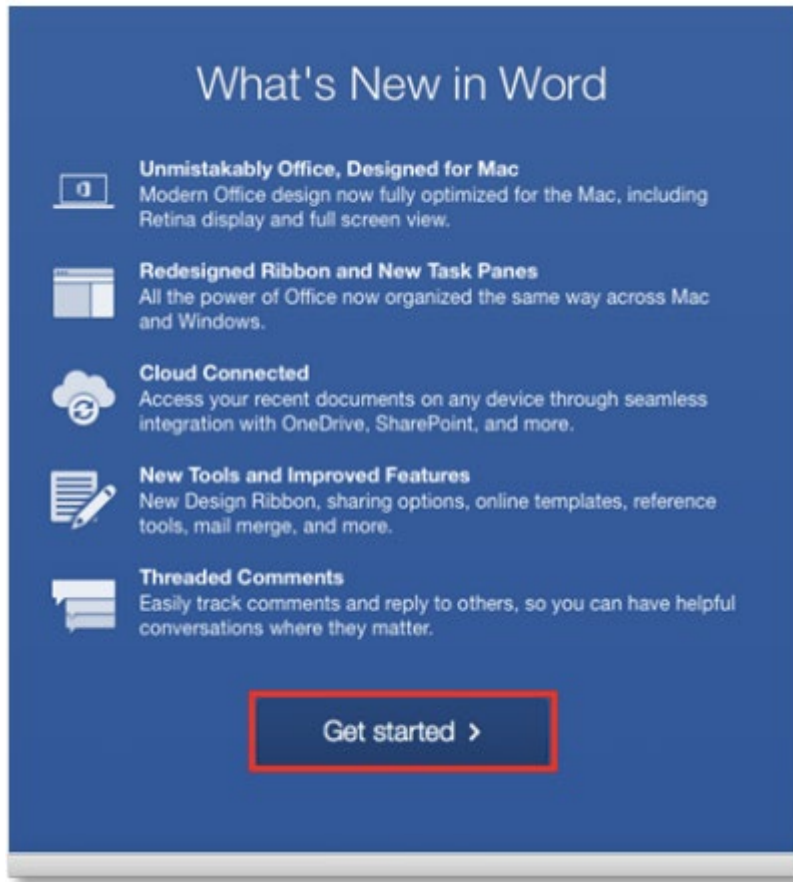
|                      |                  |          |
|----------------------|------------------|----------|
| Microsoft Excel      | Today at 1:53 pm | 1.92 GB  |
| Microsoft OneNote    | Today at 1:53 pm | 1.04 GB  |
| Microsoft Outlook    | Today at 1:53 pm | 2.03 GB  |
| Microsoft PowerPoint | Today 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  |

19. 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.



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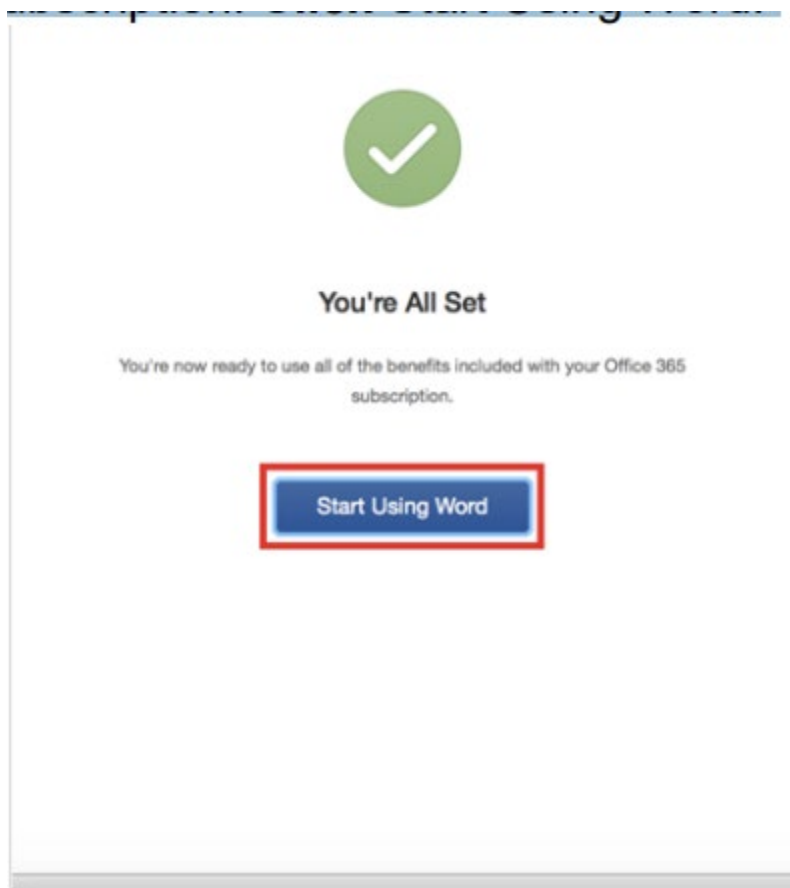


20. You are now ready to use all the benefits included with your Office 365 subscription. Click Start Using Word.

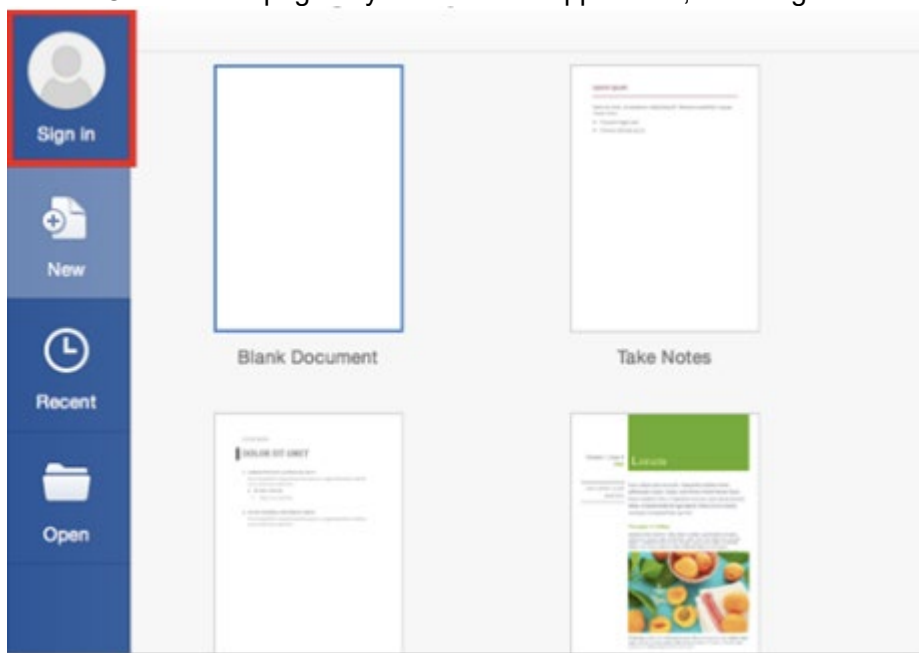


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21. On the main page of your Microsoft application, click 'Sign in'.



22. You will be prompted to enter your email address (username@eq.edu.au). Press Next.



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### Sign in

What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

Next


[Privacy statement](#)

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





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**Queensland Government**


Department of Education and Training



Mail

Collaboration

Calendar

MIS Gateway

### Managed Internet Service

Sign in with your username and password

Username \*

Password \*

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

Sign in

[Change my password](#)

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