

Installing MS Office 365 on a Windows Device

- 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".

Microsoft Sign in		-
Email, phone, or Skype		
Back	Next	
Can't access your account?		
No account? Create one!		
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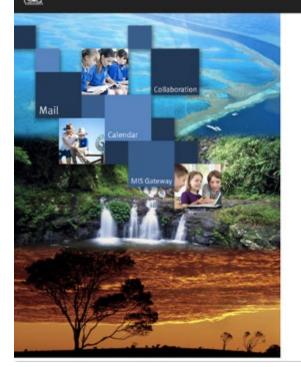
- 4. You will be prompted for your username and password on the online authentication page. Type your username and password.
- 5. Click Login



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Queensland Government

Department of Education and Training



n in with your u	seemame and password
Username *	Usemanie
Password *	Password
I agree to	o the conditions of use and privacy state

 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.

Good morning					, م	∫Ω Search			
Apps									Install Office
0 <mark>2</mark>	6	w	x	P	N	sÞ	N	¥	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	÷	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 c2r	setup.offic	eapps	live.com? ×
This type of file could harm your computer.	Run	Save	-	Cancel
9. When the file has completed downloading, click on 'Run'.				

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_6	4exe downlo	ad has completed.	×
	Run	Open folder	View downloads

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



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

8	User Account Control						
Do you want to allow the following program to make changes to this computer?							
	U V	erified publisher:	Microsoft Office Microsoft Corpo Hard drive on th	oration			
🕑 Sł	now details		[Yes	No		
			Change wh	en these notif	ications app	pear	

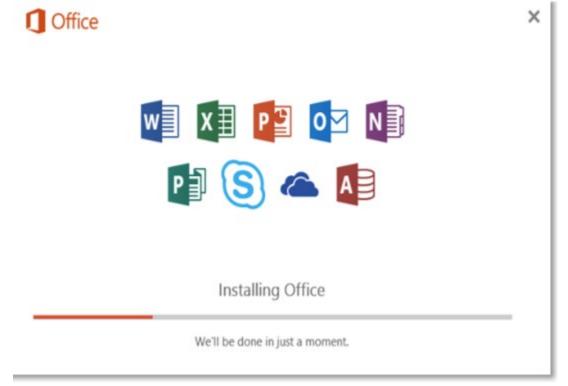
10. Office will start downloading.

Office
We're getting things ready
You will also see the office icon pop up on the task bar.

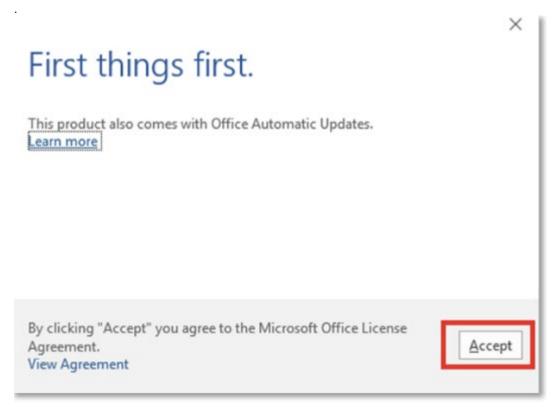
11. Office 365 will start to install onto your computer, wait for this to finish.



Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



12. You will be prompted with the Microsoft Office License Agreement. View Agreement and click Accept



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

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- C	_	a—	E	
2	•	-	-	
		! Office is install Start > down-arrow.	led now	
		Close		

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After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account).

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're enrolled at a Queensland state school