



Microsoft Office 365 Installation & Activation Guide for EQ Students

Microsoft Office 365 is provided for free to students from Prep to Year 12. Each student is able to install & activate MS Office 365 for free on their personal devices.

Step 1:

Does the student know their EQ Username & Password? They can check by signing in [here](#). Otherwise the student will be given their login from their teachers.

<https://office.com/>



Sign in

username@eq.edu.au

No account? [Create one!](#)

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

Back

Next

Step 2:

You will be redirected to this page, enter your password and agree to the conditions of use.

If it says failed, you may need a teacher to reset the password.

Managed Internet Service

Sign in with your username and password

Username *

Password *

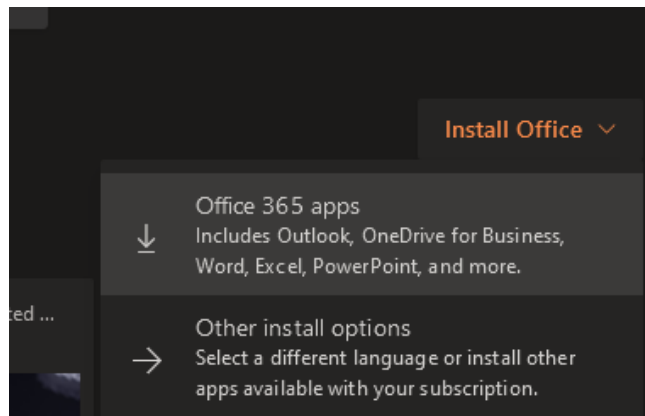
I agree to the [conditions of use](#)

Sign in

[Change my password](#)

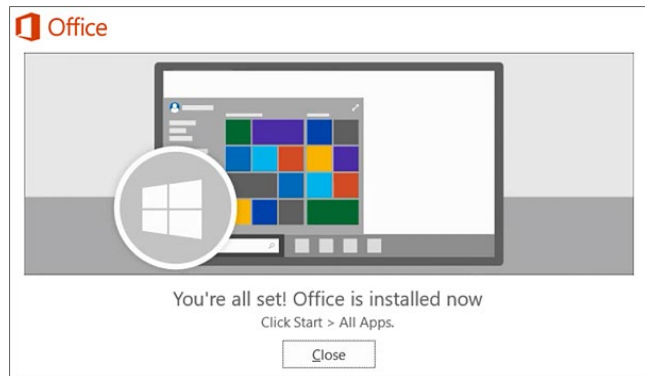
Step 5:

Once the page loads, click 'Install Office' located on the right-hand side of the screen. The click 'Office 365 Apps'



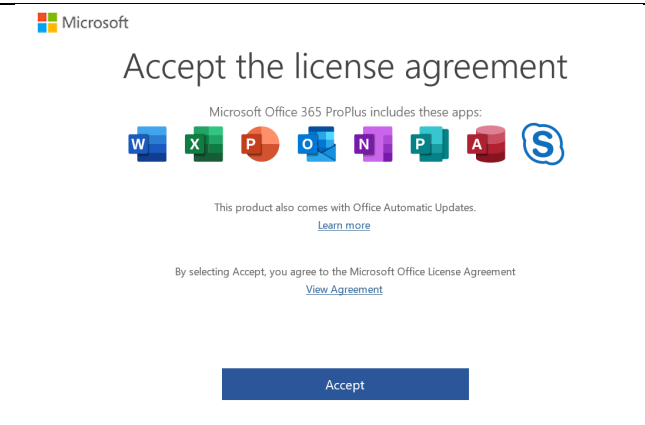
Step 4:

Open the installer and let it run, when it reaches this screen. Open up Word or any Office app to activate.



Step 5:

After opening it, you will be greeted with this message. Just click accept to move on.



Step 6:

If you have already connected to the school Wi-Fi it will already have activated office for you.

To confirm activation status, click on 'Account' in the bottom left-hand side. If it doesn't have your EQ details there, please either logout and login with your EQ Account. This will activate Microsoft Office 365.

The screenshot shows the Microsoft Office 365 user interface. On the left is a blue navigation sidebar with icons and labels for 'Home', 'New', 'Open', 'Account', and 'Feedback'. The 'Account' option is highlighted. The main content area is titled 'User Information' and displays the following details:

- User Information:** PHILLIPS, Joshua (jphil429) with email address jphil429@eq.edu.au. Links for 'Change photo', 'About me', 'Sign out', and 'Switch account' are provided.
- Account Privacy:** A button labeled 'Manage Settings'.
- Office Background:** A dropdown menu currently set to 'No Background'.
- Office Theme:** A dropdown menu currently set to 'Colorful'.
- Connected Services:** A list of services including 'OneDrive - Department of Education and Training' and 'Sites - Department of Education and Training', both associated with the user's email address. An 'Add a service' button is at the bottom.