



Pacific Pines State High

# Microsoft Office free for EQ students


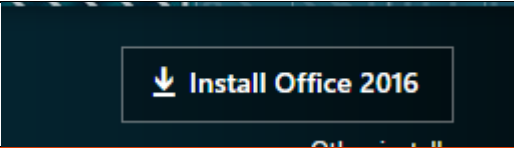
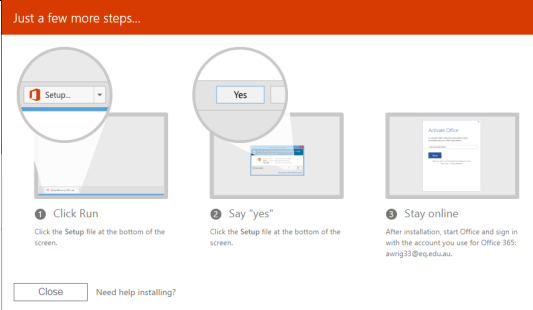
All state school students from Prep to Year 12 are eligible for free copies of **Microsoft Office** that can be downloaded to use on their personal home computers.

## 1. Check User Credentials

Do you have a valid username and password from EQ? You will need to get this information from your teacher or the Resource Centre. You may test it by logging on here. <https://owa.eq.edu.au/>

Complete? Yes  No

## 2.

1. Log onto the following website at home <a href="https://owa.eq.edu.au/">https://owa.eq.edu.au/</a> You will be required to enter your EQ username and password	
2. In the top left hand corner of the screen is a link "Office 365", click on this	
3. You will now be on the Office 365 software page and in the top right hand corner is a link "Install Office 2016", click on this.	
4. Office Installer will now start to download and the screen to the right will appear and give details to help you to complete the office installation	
5. When Microsoft Office has finished installing it will be available in the programs list on your start menu. Once you have installed this program your class teachers will be able to assist you with using the programs as needed in class.	

Complete? Yes  No

Note: If you have any problems with the above steps, please visit the school's Information Technology Support officers in the Tech Bay and schedule a time to have them resolved.

**Information Technology Branch**

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