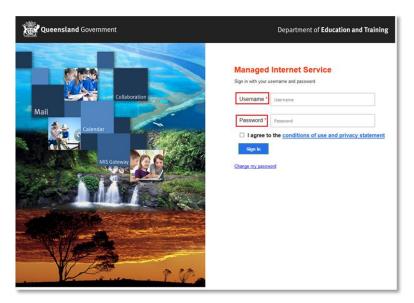
## Download, update to and install Office 365

**Important Information:** This is not available to download from the School or Corporate networks, it must be done from home.

- 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) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** "next".

	Microsoft Sign in			
	Email, phone, or Skyp	e		
	Back Can't access your account? No account? Create one!		Next	
AN ANA		70 Fr		

4. You will be prompted for your username and password on the online authentication page. Type your username and password.**Click** Login



5. In the top right corner, click on the "Install office apps" then "Office O365".

Good n	norning						ء م	earch	
Apps									Install Office 🖂
	<b></b>	w	xI	P	N	s 🔊	N	$\overline{\gamma}$	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	$\rightarrow$	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.

6. 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*.

7. 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 <b>c2r</b>	setup.offic	eapp	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save	-	Cancel

8. When the file has completed downloading, **click** on 'Run'.

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b	×		
	Run	Open folder	View downloads

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

9. You will be prompted with a	User Account	t Control
9. Fou will be prohipted with a message to make changes to your computer. <b>Select</b> 'Yes'.	Do you want to allow the for changes to this computer?	llowing program to make
	Verified publisher: Micros	oft Office oft Corporation rive on this computer
	Show details	Yes No
	0	hange when these notifications appear

10. Office will start downloading.



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

First things first.	×
This product also comes with Office Automatic Updates.	
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By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	ccept

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

Office				
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1				
	You're all	set! Office is instal	led now	
	C	lick Start > down-arrow.		
		Close		

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) or @qed (corp 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 a Queensland state school staff member, or employed by the department (corp).

For staff, contact the Service Centre by logging a job or calling 1800 680 445 if you have any issues with downloading or installing Office 365 Students should contact their school technician or MIS administrator.