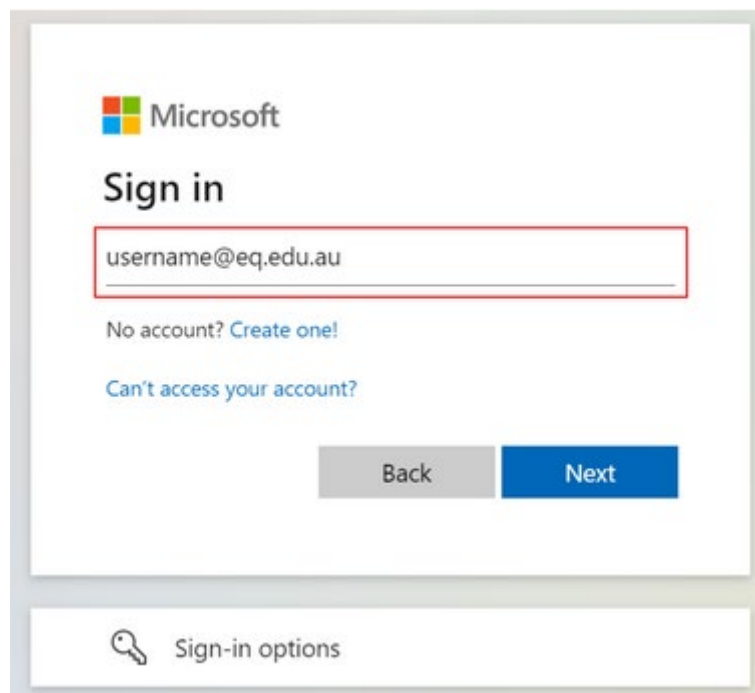


## **EQ Student How to Download and install Office 365**

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

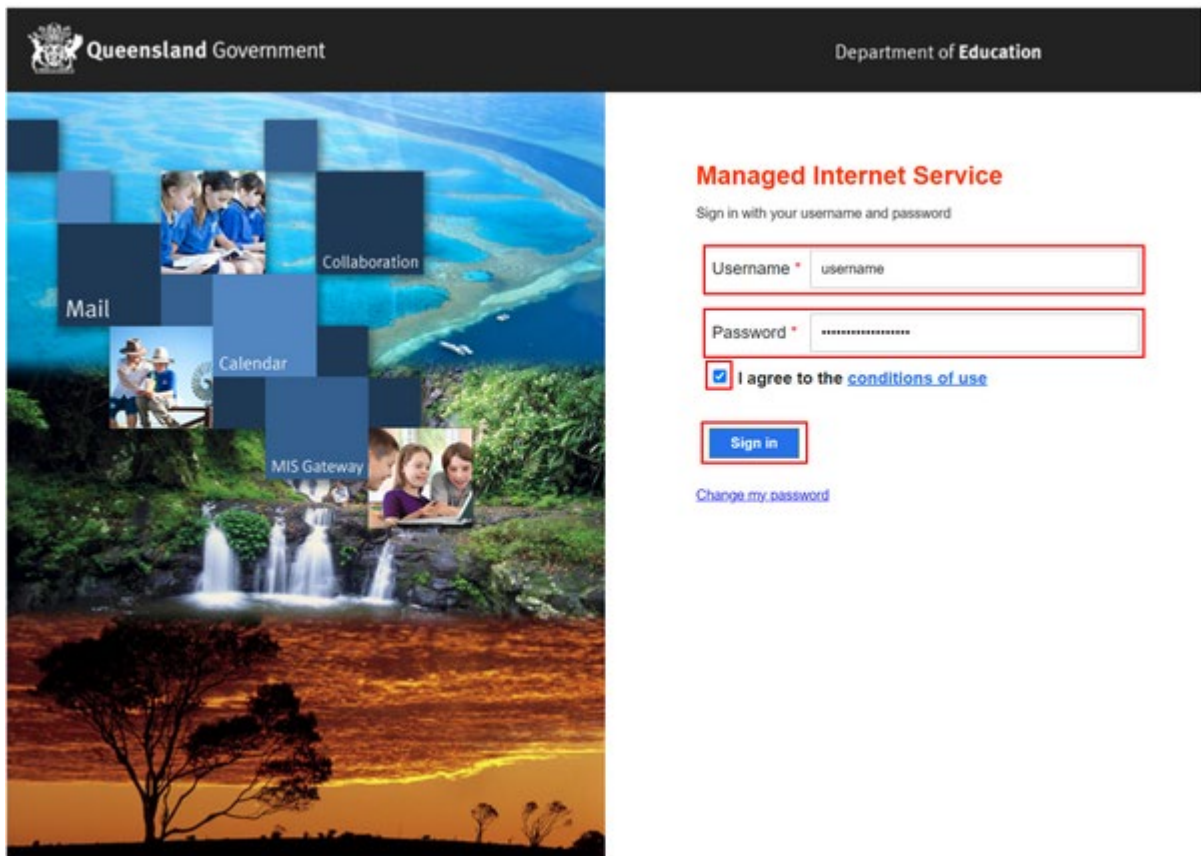
**Note:** If you currently have an older version of Office installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open

1. **Open** an internet browser (Chrome, Edge, Firefox) and **navigate to https://www.office.com/**
2. You will be prompted to sign in
3. In the Username field, **type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next"

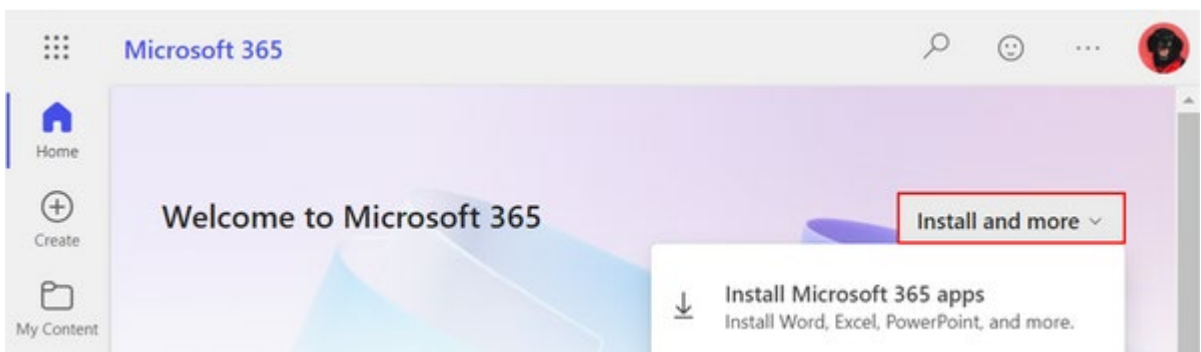


The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with a red border containing the text "username@eq.edu.au". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area are two buttons: "Back" (grey) and "Next" (blue). Below this area is a section for "Sign-in options" with a key icon.

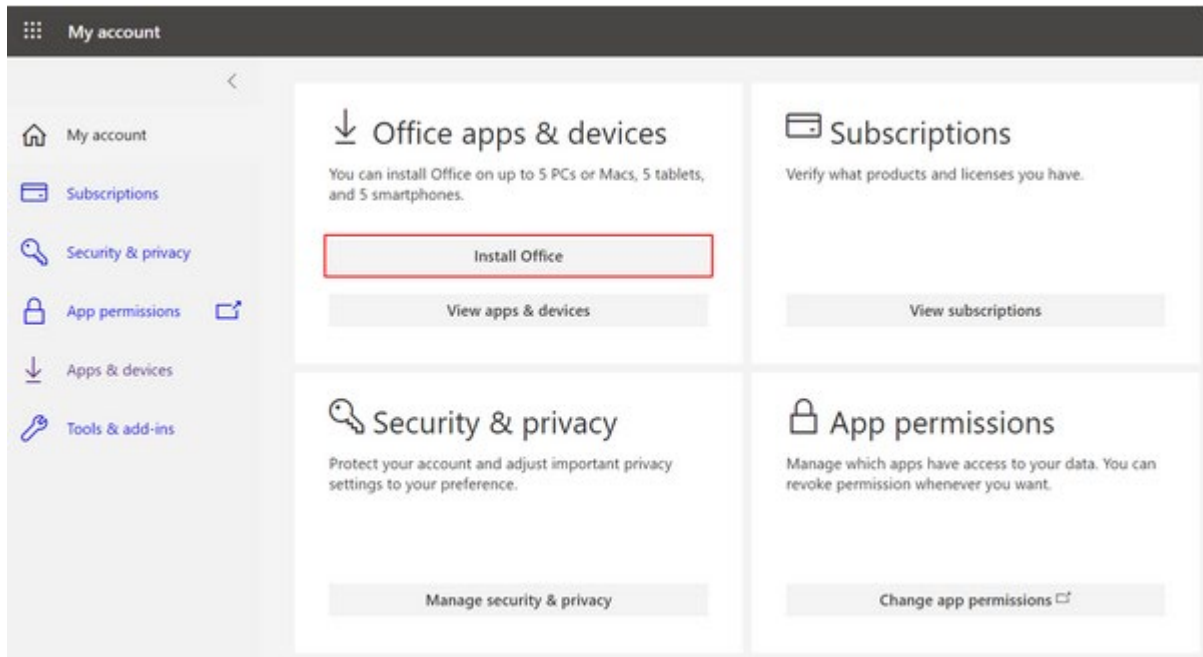
4. You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in"



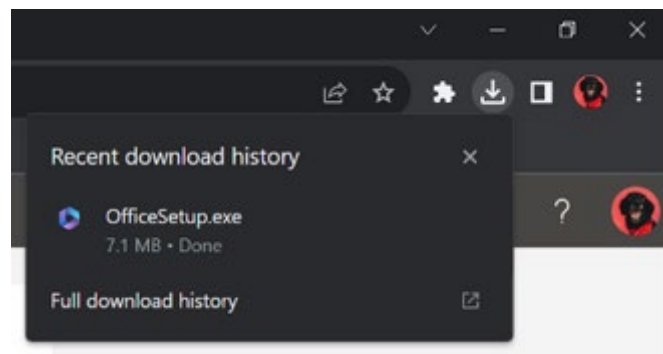
5. After successfully signing in, you will be taken to the Microsoft 365 landing page
6. In the top right corner, **click** on "Install and more" then "Install Microsoft 365 apps".



7. After clicking "Install Microsoft 365 Apps" you will be taken to your Microsoft 365 account page
8. Under "Office apps & devices" **click** "Install Office"

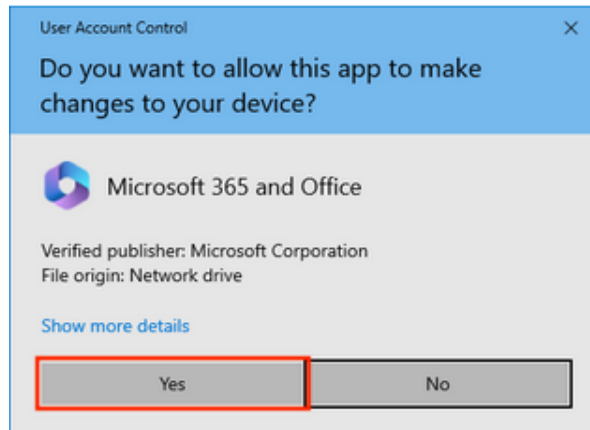


9. A file will download titled "OfficeSetup.exe"

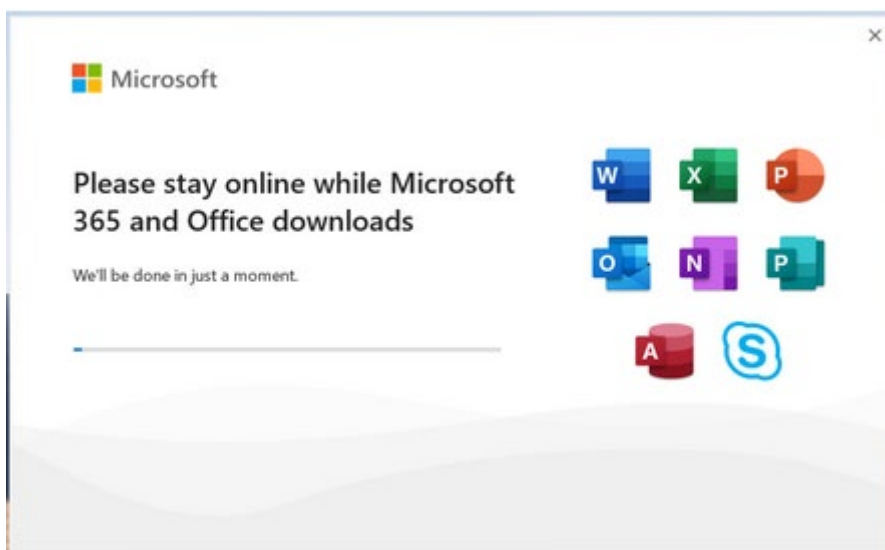


10. After the download has completed, open/run the file

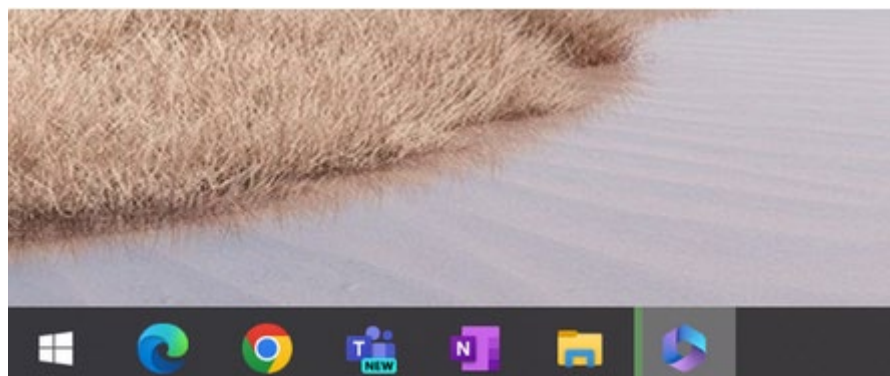
11. You will be prompted with a message to make changes to your computer. **Select** 'Yes'



- Office 365 will now start to download and install on your computer, wait for this to finish (Please note the Office 365 apps are approx. 10GB and may take a while to download depending on your network speeds, please do not download at school, home only)



- You will also see the office icon pop up on the task bar



14. After Microsoft 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'

