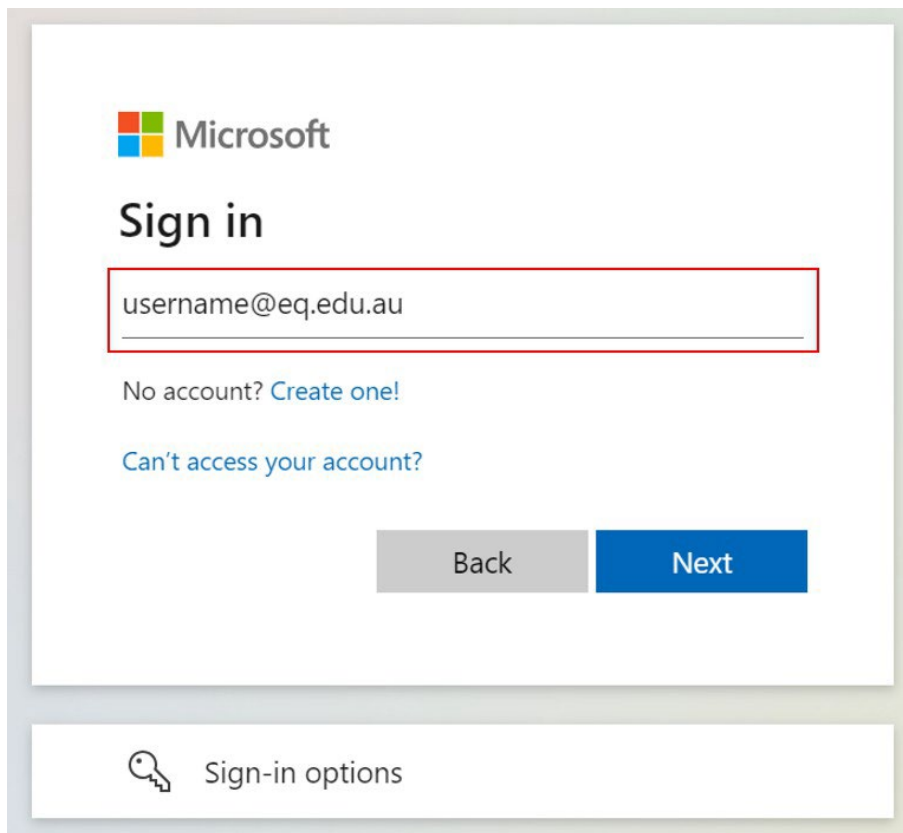


Important Information: This is not available to download from the School network, **it must be done from home.**

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

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder 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 section are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in section is a separate box containing a key icon and the text "Sign-in options".

Microsoft

Sign in

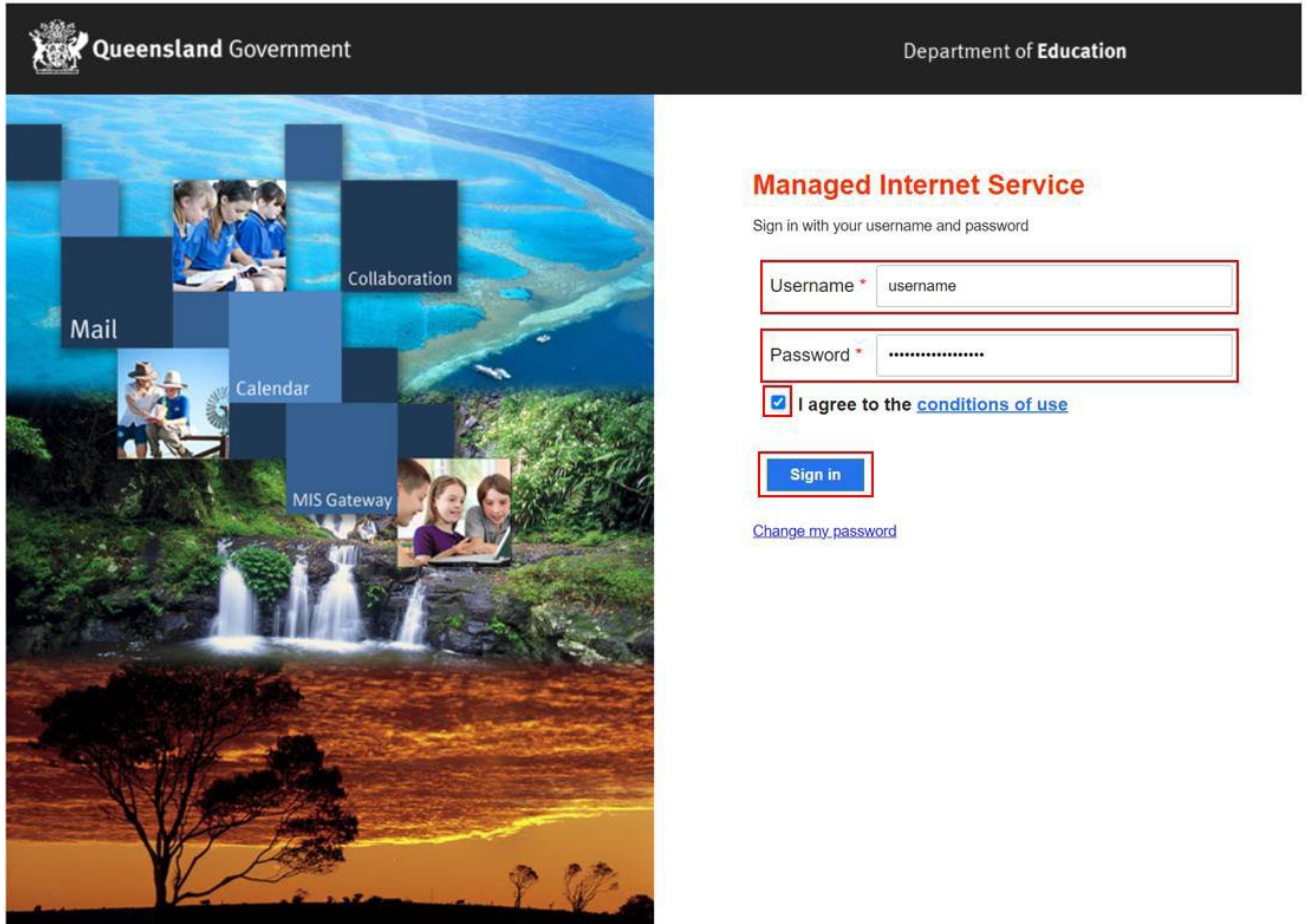
No account? [Create one!](#)

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

Back Next

 Sign-in options

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"



The screenshot shows the login page for the Queensland Government Department of Education's Managed Internet Service. The header includes the Queensland Government logo and the Department of Education name. The main content area features a large background image of a waterfall and a grid of icons for Mail, Collaboration, Calendar, and MIS Gateway. On the right, the 'Managed Internet Service' title is followed by a sign-in prompt. Below this are input fields for 'Username' (containing 'username') and 'Password' (containing '*****'). A checkbox labeled 'I agree to the conditions of use' is checked. A 'Sign in' button is present, along with a 'Change my password' link.

Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username * username

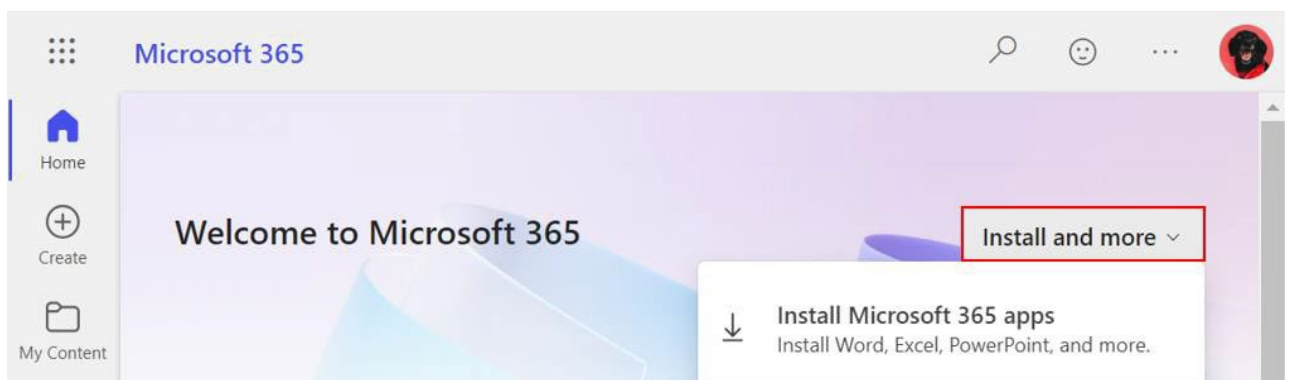
Password * *****

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

[Sign in](#)

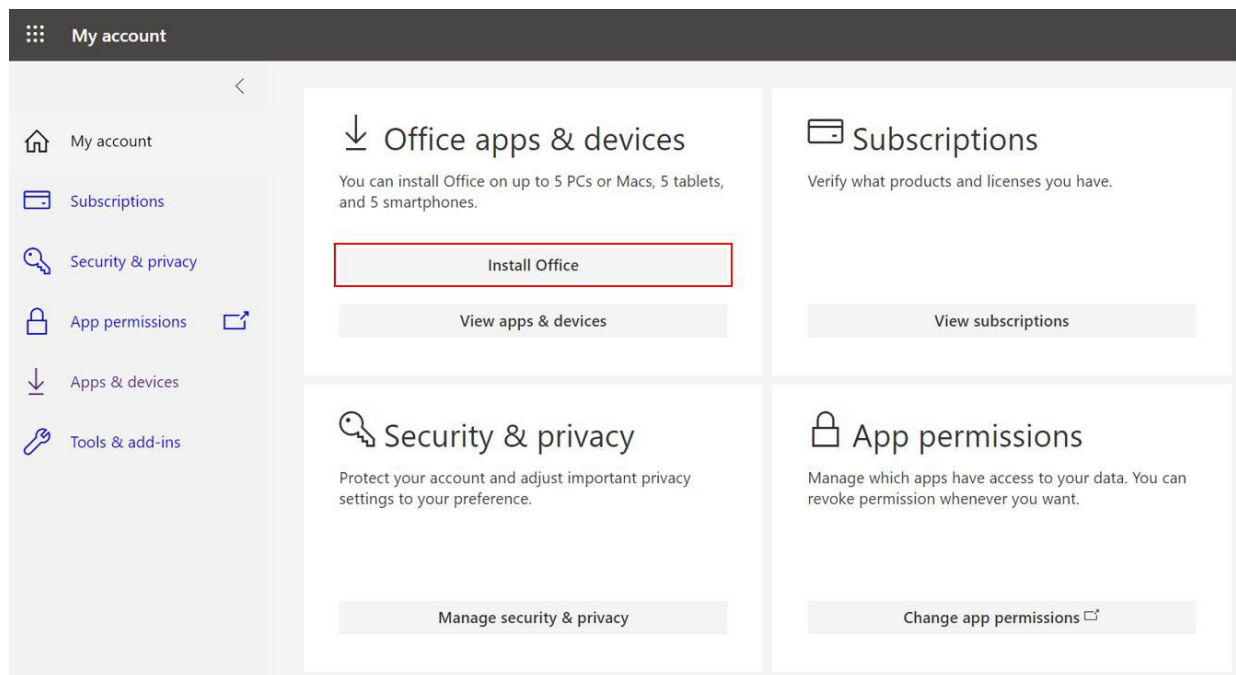
[Change my password](#)

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".

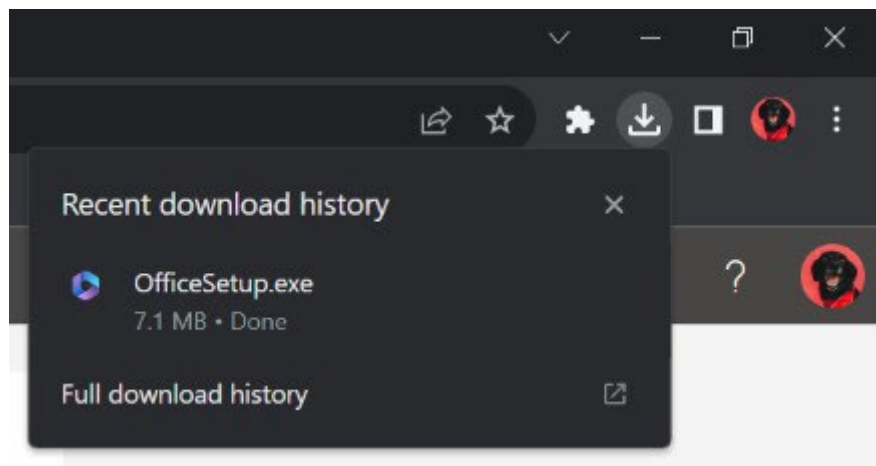


7. After clicking "Install Microsoft 365 Apps" you will be taken to your Microsoft 365 account page

8. Under "Office apps & devices" **click** "Install Office"

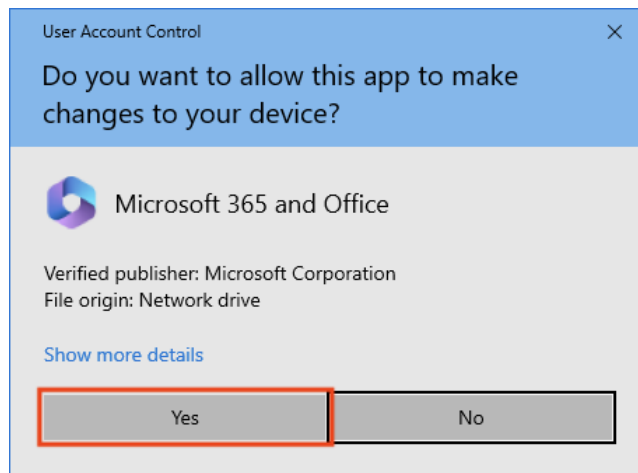


9. A file will download titled "OfficeSetup.exe"

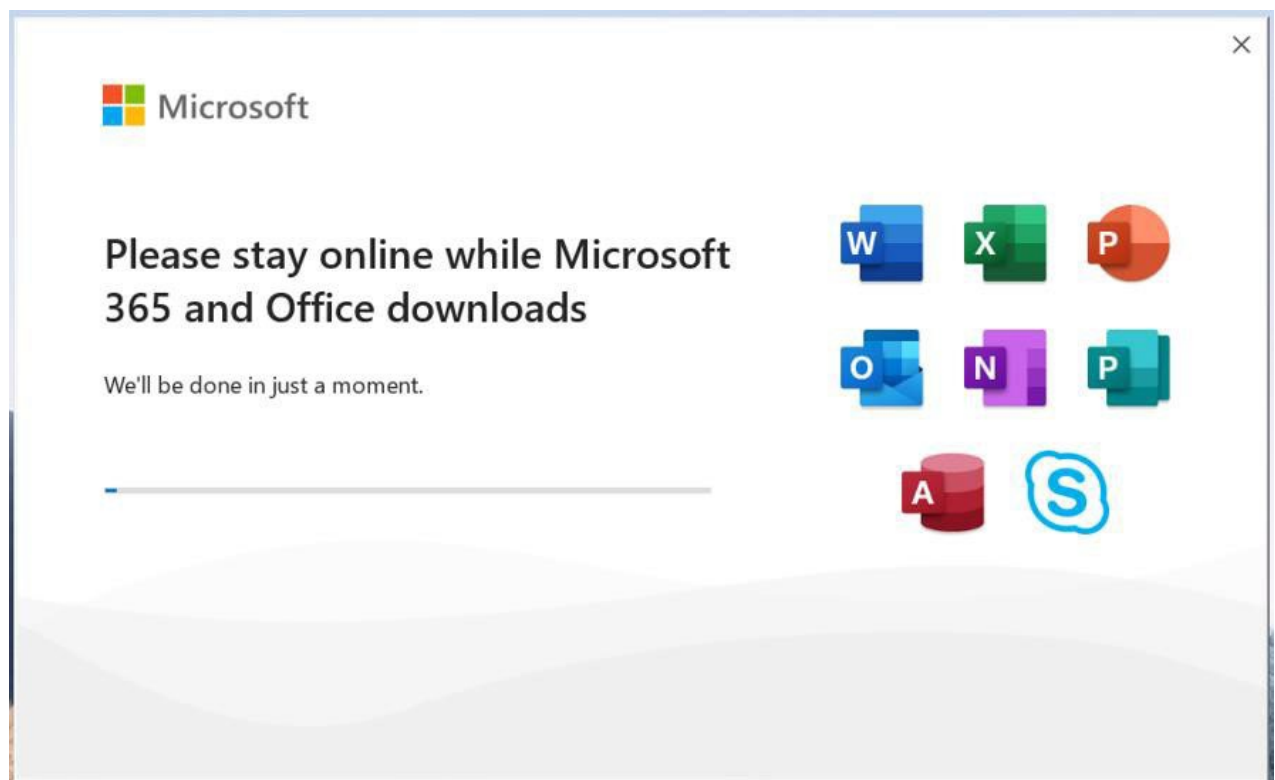


10. After the download has completed, open/run the file

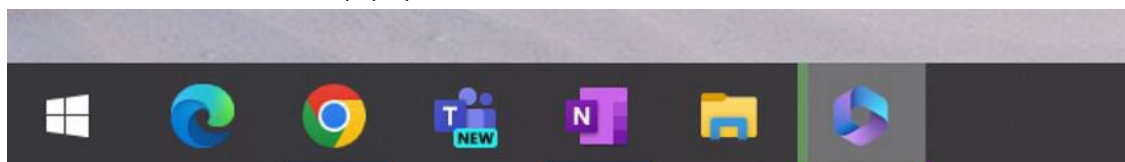
11. You will be prompted with a message to make changes to your computer. **Select** 'Yes'



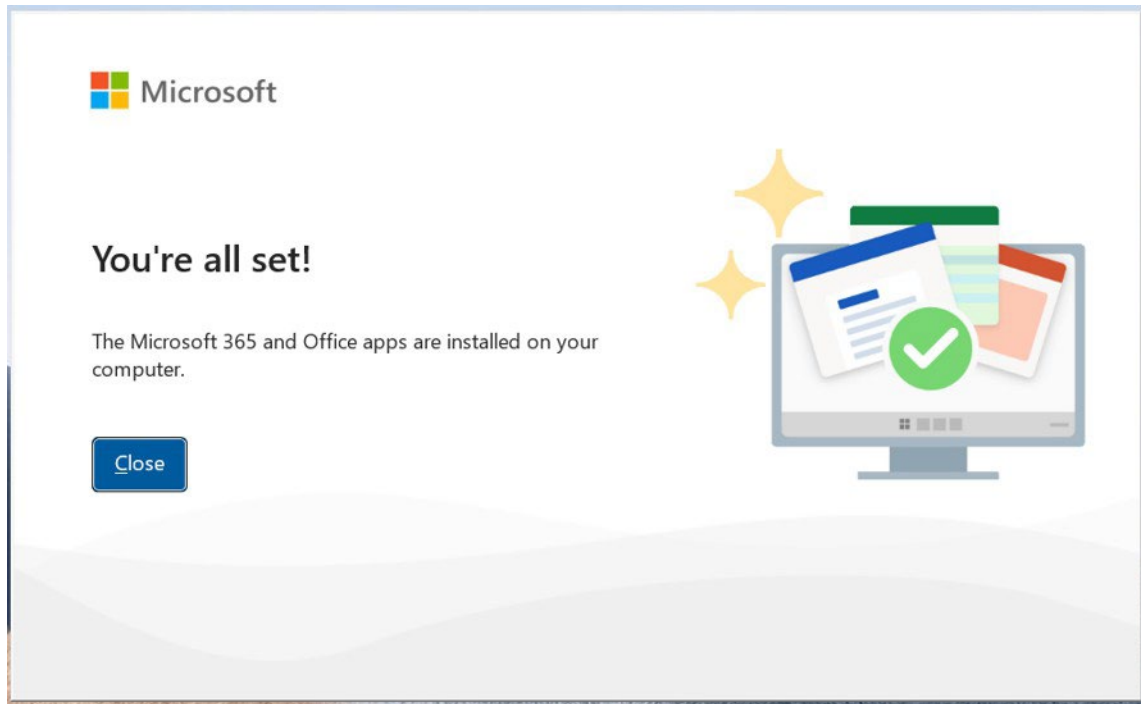
12. Office 365 will now start to download and install on your computer, wait for this to finish (Please note the Office 365 apps are approx. 10GB and may take a while to download depending on your network speeds)



13. 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'



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) (e.g. name1@eq.edu.au)