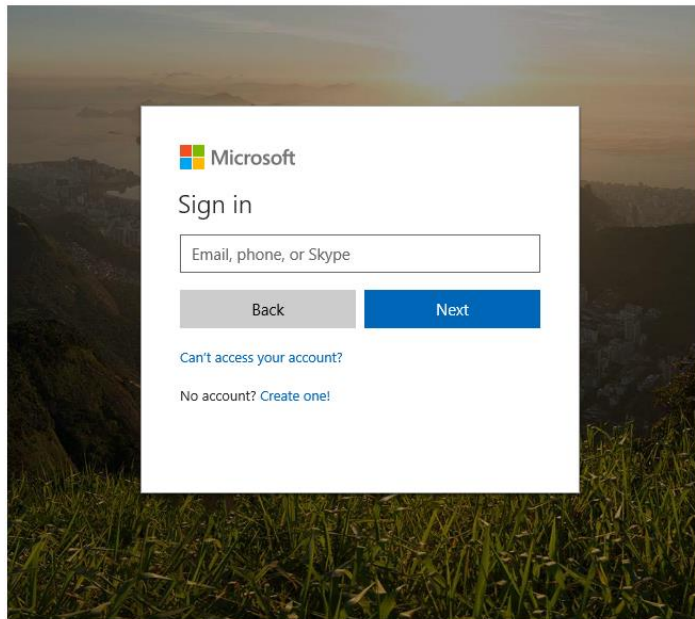




## Download, update to and install Office 365

**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](mailto:jsmith1@eq.edu.au)) or QED (e.g. [joe.smith@qed.qld.gov.au](mailto:joe.smith@qed.qld.gov.au)) email address and **click** "next".





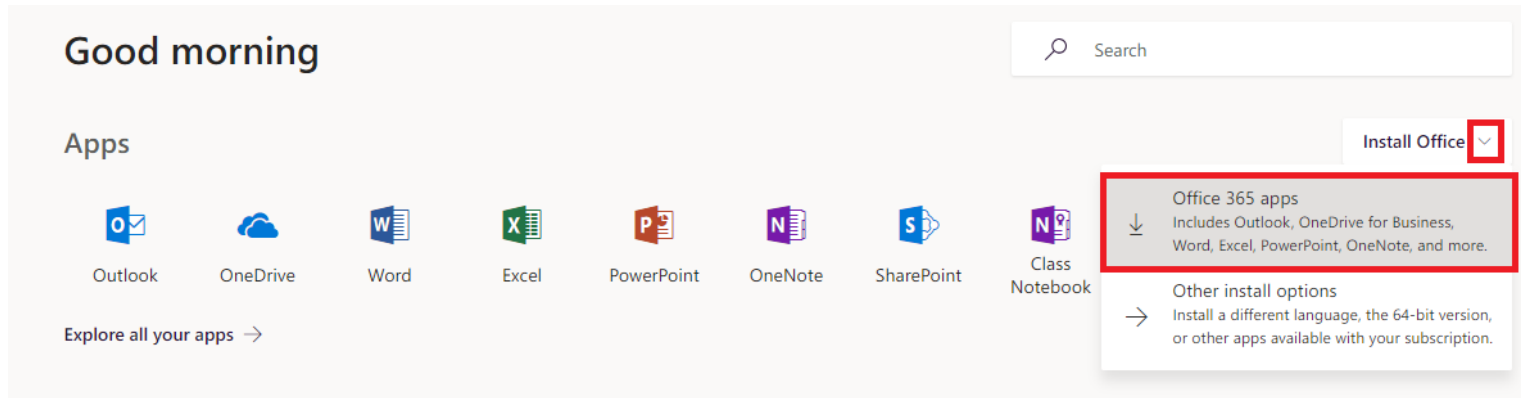
4. You will be prompted for your username and password on the online authentication page. Type your username and password.

5. Click Login

The screenshot shows the login page for the Queensland Government's Managed Internet Service. At the top left is the Queensland Government logo and the text 'Queensland Government'. At the top right is 'Department of Education and Training'. The main content area is split into two columns. The left column features a large background image of a waterfall and a sunset, with several smaller images and text boxes overlaid: 'Mail', 'Collaboration', 'Calendar', and 'MIS Gateway'. The right column is titled 'Managed Internet Service' in red. Below the title, it says 'Sign in with your username and password'. There are two input fields: 'Username \*' and 'Password \*', both with red borders. Below the password field is a checkbox labeled 'I agree to the conditions of use and privacy statement'. A blue 'Sign in' button is positioned below the checkbox. At the bottom of the right column is a blue link that says 'Change my password'.



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



7. 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](http://c2rsetup.officeapps.live.com).

8. **Click** on 'Save'. The file will automatically begin to download.



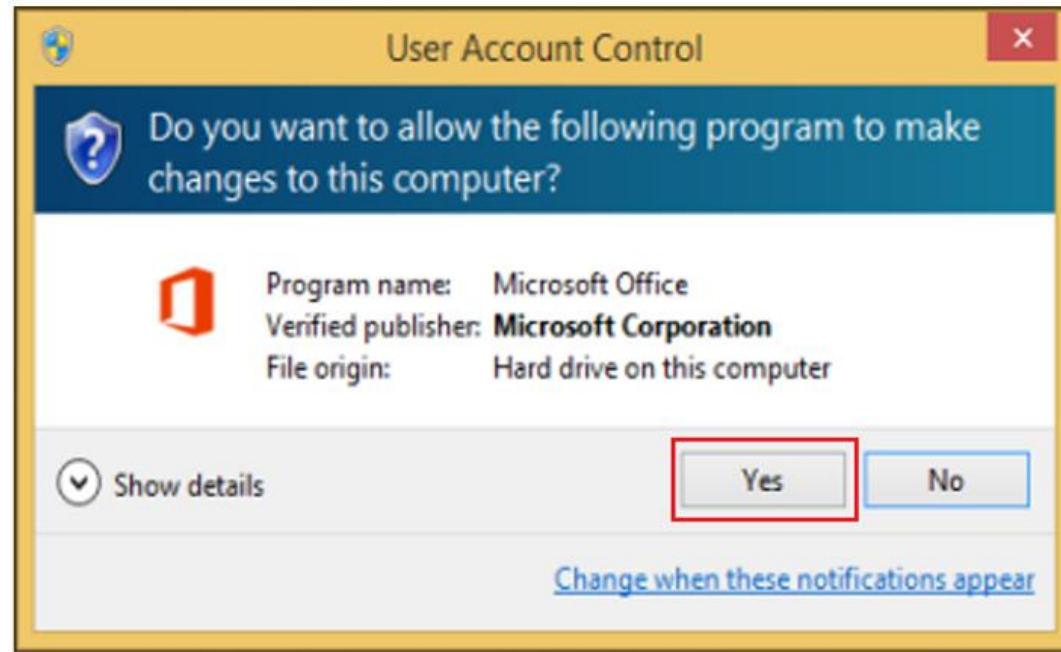
9. When the file has completed downloading, **click** on 'Run'.



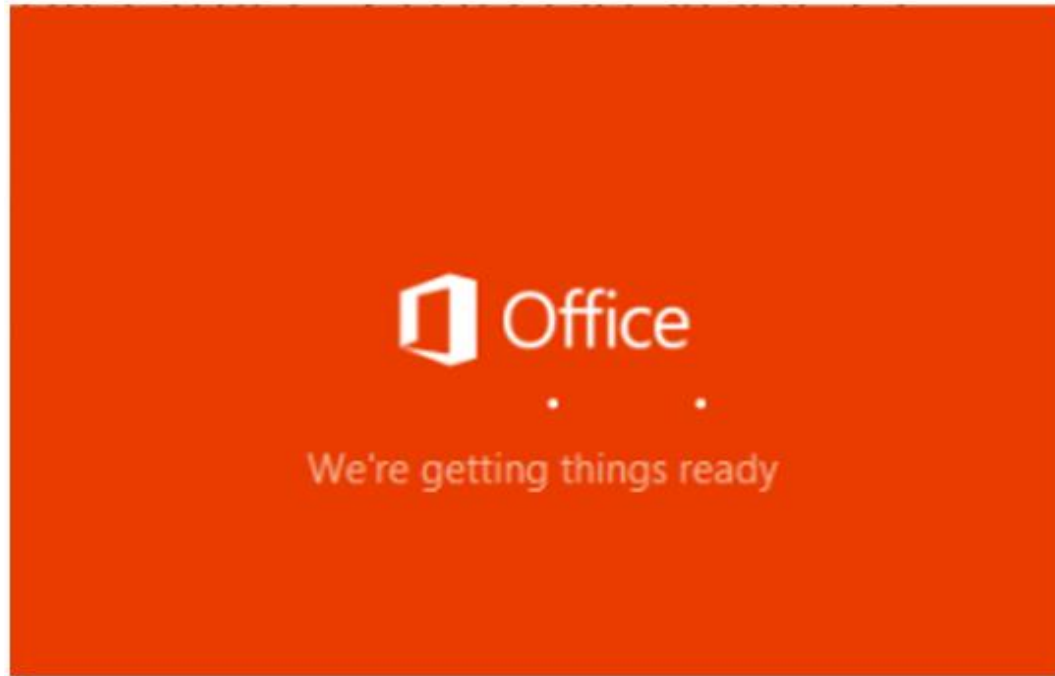
Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.



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



11. Office will start downloading.



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



12. 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.





Office



Installing Office



We'll be done in just a moment.

13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



First things first.

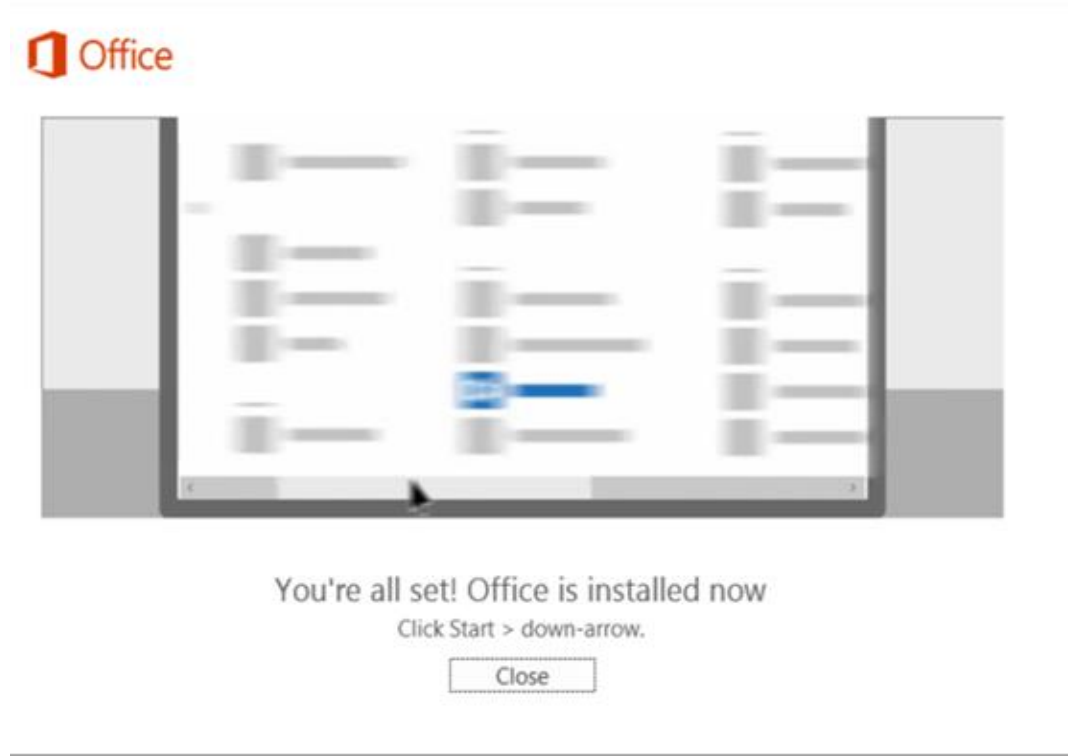
This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.  
[View Agreement](#)

Accept

14. After Office 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) 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.



