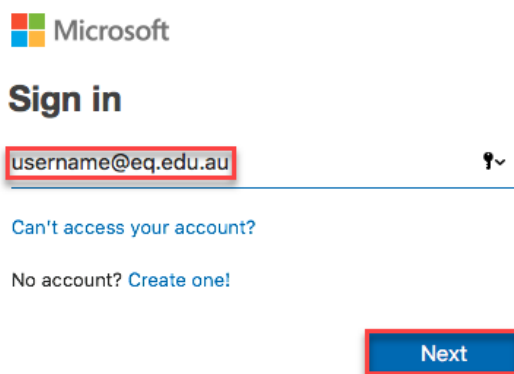


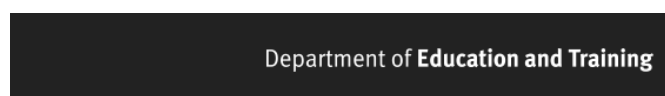
Install Office 365 on Mac

1. Open the Mac App Store and search for Office 365 (See <https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/> for details on Office 365 for Mac store)
2. Start the install as you normally would.
3. Once installed, log into Office 365 at <https://portal.office.com> with your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click 'Next'**.



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "username@eq.edu.au" and is highlighted with a red box. To the right of the input field is a small icon of a person with a checkmark. Below the input field are two links: "Can't access your account?" and "No account? Create one!". At the bottom right is a blue button with the text "Next", which is also highlighted with a red box.

3. You will be redirected to the department's sign-in page.
 - a. **Type** your school **username** and **password**.
 - b. **Tick** 'I agree to the conditions of use and privacy statement'.
 - c. **Click** 'Sign in'.



Managed Internet Service

Sign in with your username and password

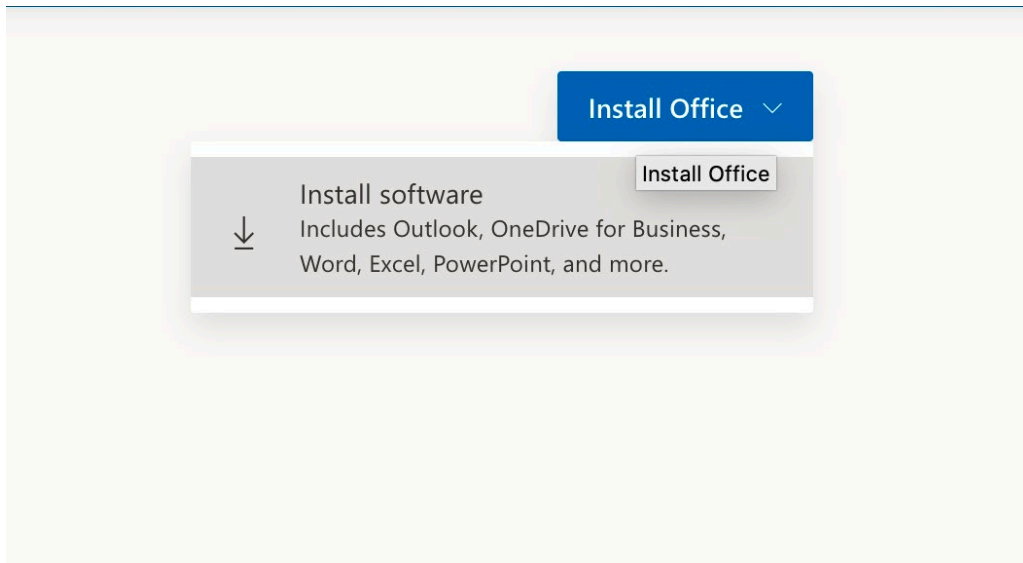
Username *

Password *

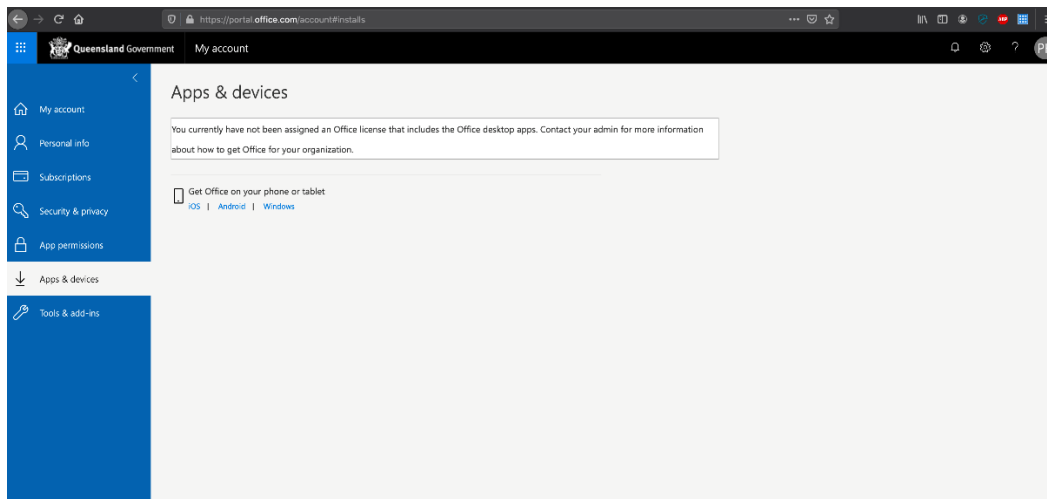
I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

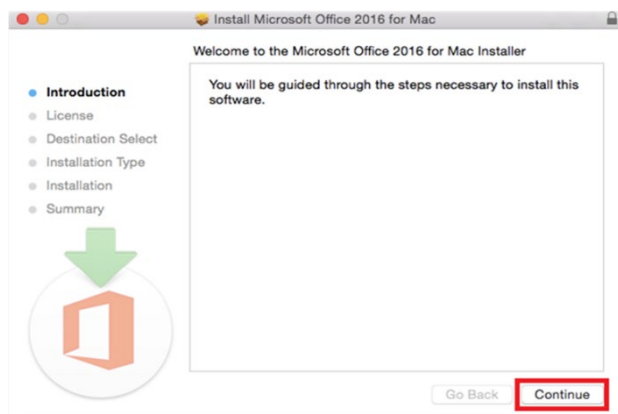
4. Click **Install Office**. The download package will begin to download



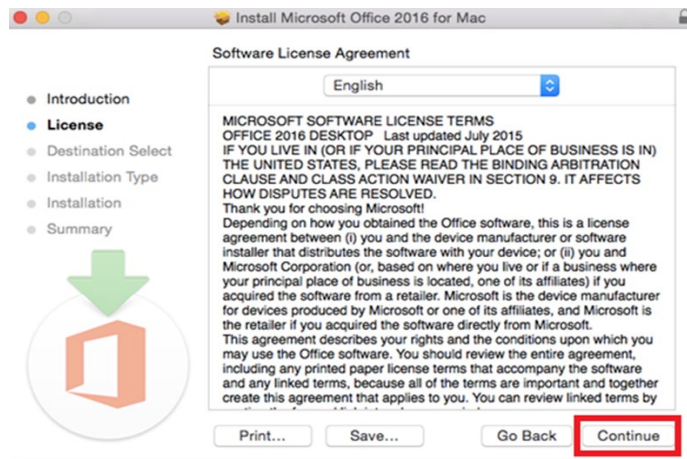
Note: If you see the error stating you have not been assigned an Office license, please contact the school



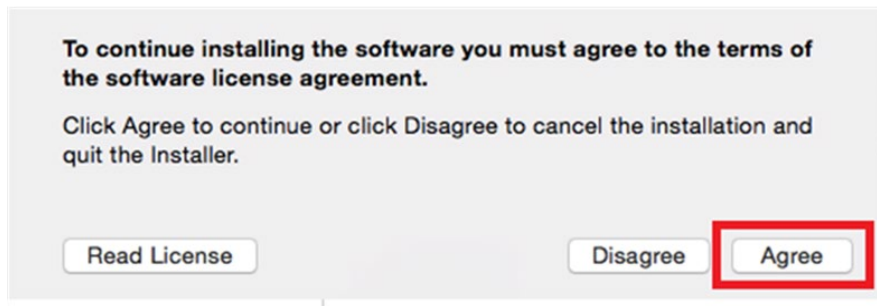
5. **Run** the installation file when the download has completed. You can simply **Double click** the installer file and **click 'Continue'**.



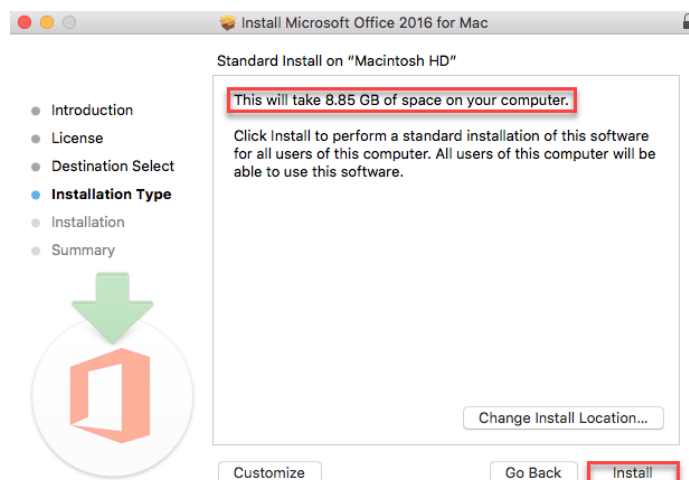
6. Read the Software License Agreement and click 'Continue'.



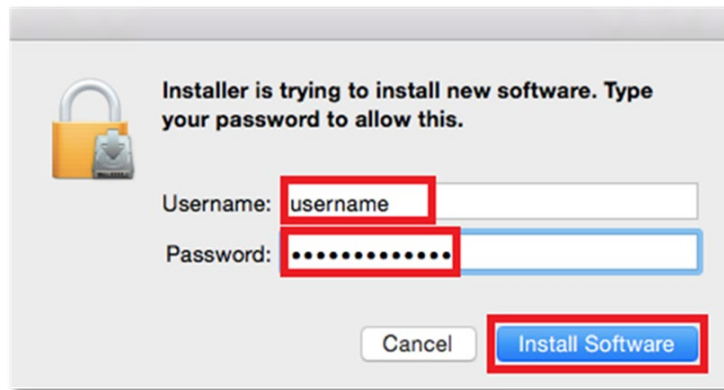
7. You will be prompted to agree to the terms of the software license agreement. 'Click' Agree.



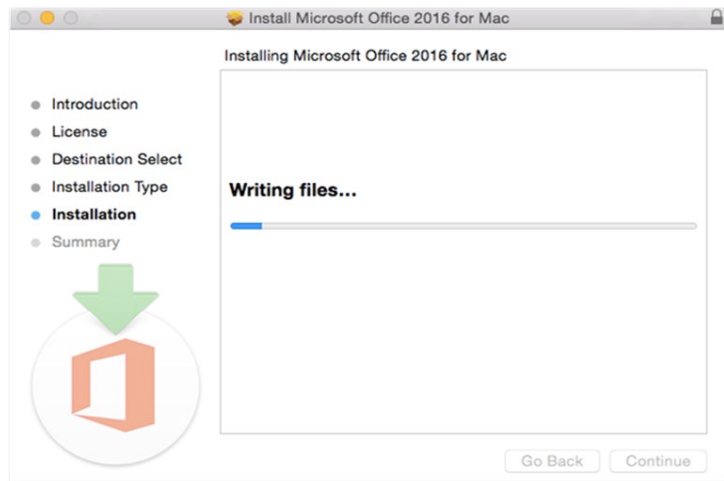
8. Click 'Install'. Note: The installation will take 8.85GB of your space on your computer



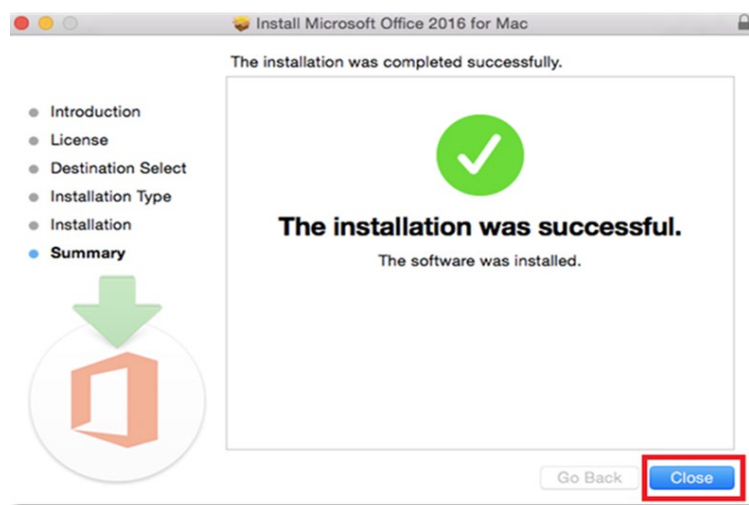
9. You may be prompted for permission for the installation to continue. **Enter** the local computer credentials and **click** 'Install Software'



10. The installation of Office 365 will commence.



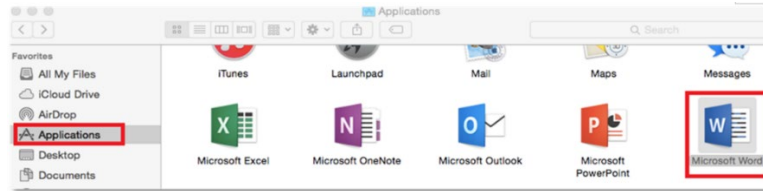
11. A message will appear to say that the installation was successful. **Click** 'Close'.



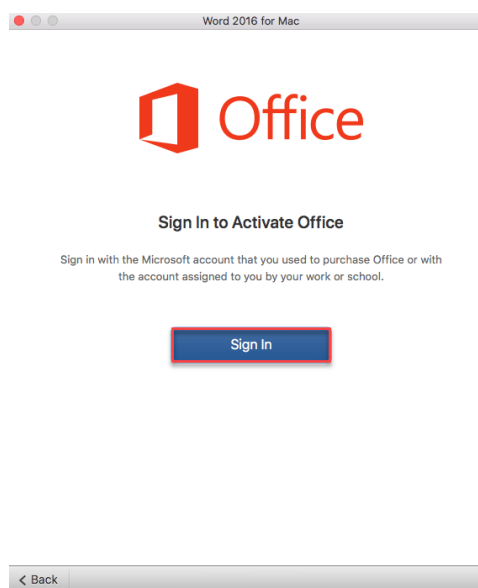
Activate Office 365

Please follow the steps below to activate your Office 365 installation:

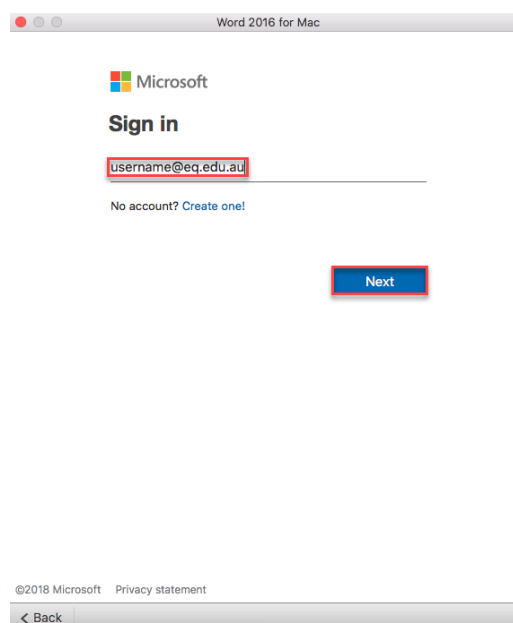
1. **Launch** an Office application (such as Microsoft Word)



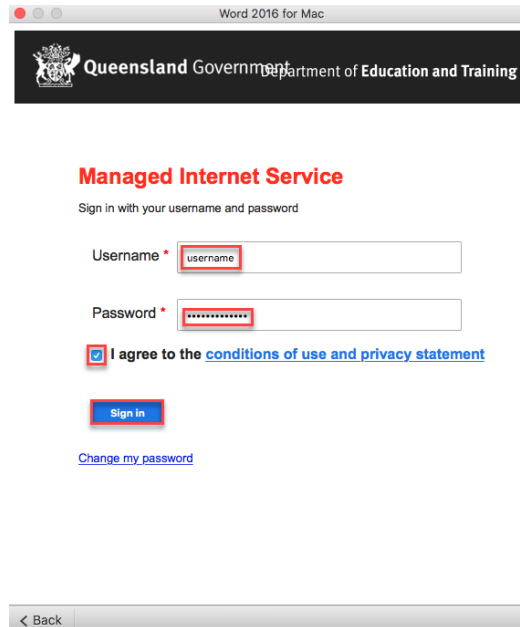
2. **Click 'Sign In'** to Activate Office



3. **Enter** your School email address (e.g. jsmith1@eq.edu.au) and **click 'Next'**.



4. **Enter** your School **username** and **password**.
5. **Tick** “I agree to the conditions of use and privacy statement”.
6. **Click** 'Sign in'



Word 2016 for Mac

Queensland Government Department of Education and Training

Managed Internet Service

Sign in with your username and password

Username *

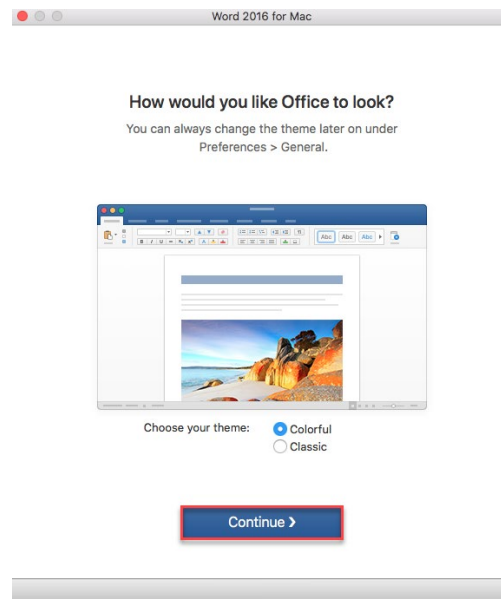
Password *

I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

< Back

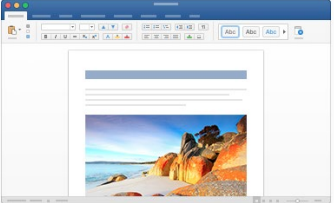
5. **Choose** your Office theme and **click** 'Continue'.



Word 2016 for Mac

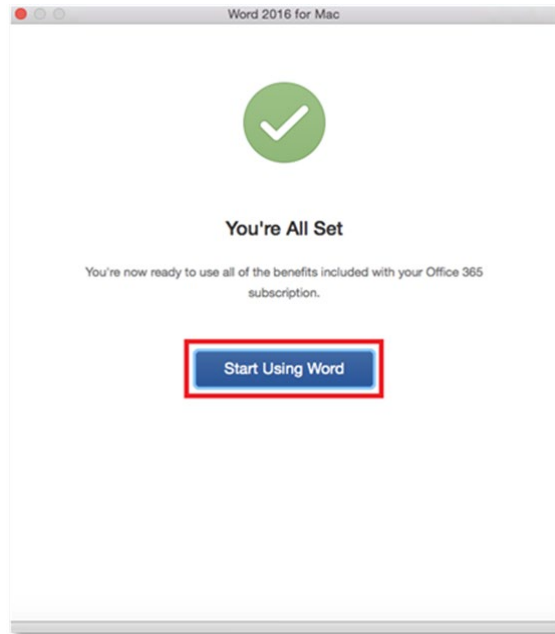
How would you like Office to look?

You can always change the theme later on under Preferences > General.



Choose your theme: Colorful Classic

6. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.



Your Microsoft Office 365 software is now ready for you to use.