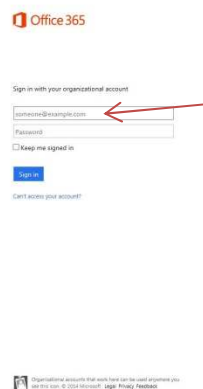


All Queensland State School students from Prep– Year 12 can now get multiple free copies of the Microsoft Office 2013 Suite. The Microsoft Office 2013 Suite can now be downloaded by all students on to their personal devices.

- The suite of products is only available for download on to personal devices, not devices connected to a school network.
- Personal devices include those devices in the student’s home environment as well as mobile devices.
- In order for students to take advantage of this offer they will require an active MIS login and school email account – the one that they use to login at school, or to access their email.
- A student who does not currently have an active school email account and password should contact their school MIS Administrator (Mrs Heath).
- MIS Administrators in schools will be able to help students activate their MIS login.

Download process

- Sign in to Office 365 to download your free copy of the Microsoft Office 2013 Suite <https://portal.office.com/OLS/MySoftware.aspx>
- The initial login page requires a MIS email address and password.

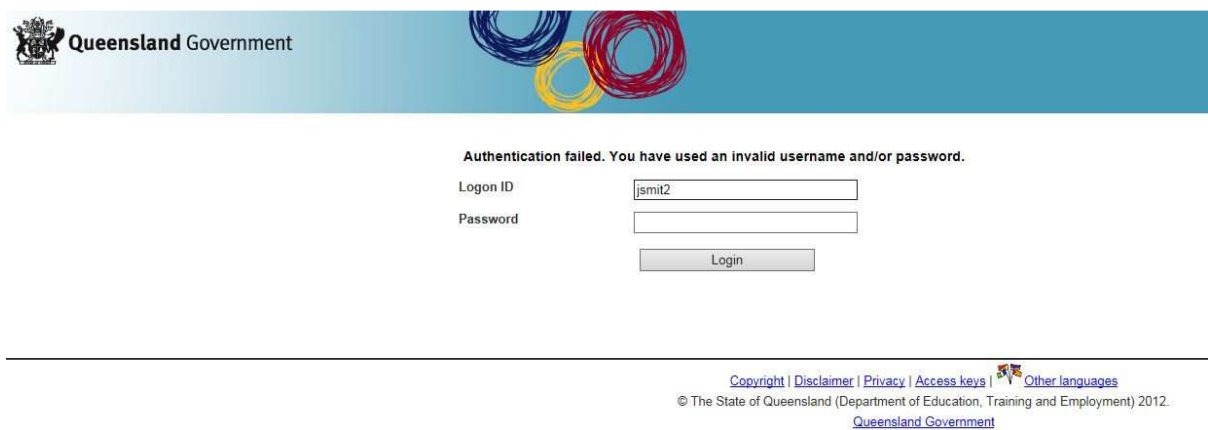


Enter your MIS ID – for example:
jsmit2@eq.edu.au

- You should then be forwarded to a page which looks like this:



- In the Logon ID box, enter your ID – without the eq.edu.au at the end.
- In the Password box, enter the password that you'd normally use to logon at school.



- If successful, you will end up at the following page. Simply follow the instructions.

