

Install Microsoft Office 2016 on a personal MacOS device

All state school staff and students can download multiple free copies of the Microsoft Office 2016 suite to their personal home and mobile computer equipment.

To download the free software, staff and students require an active Managed Internet Service (MIS) login, school email account and password - those who don't have these should contact their school's MIS Administrator. The administrator will help students activate their MIS login.

Please ensure the following instructions are performed on personal devices only. They are not to be used on department or school owned devices which have the Managed Operating Environment (MOE) build installed.

If you experience issues during the download, speak to your school's MIS Administrator.

How to download

Please note: If you currently have Microsoft Office 2011 installed, you can update to Office 2016 by following the same process.

Download, update to or install Office 2016 on MAC.

1. **Open** internet browser and navigate to <http://portal.office.com/ols/mysoftware.aspx>.
2. You will need to log into the Office 365 home page using your EQ details. **Type** your username and password. Ensure you use your @eq.edu.au email address.
3. **Click** 'Sign in'.

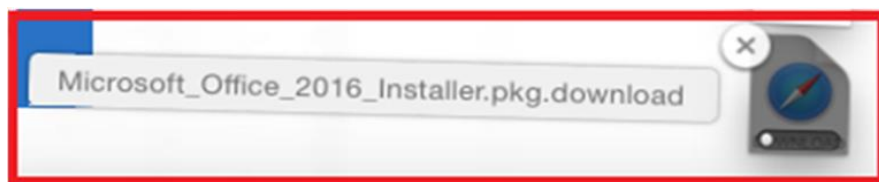
The screenshot displays the Office 365 sign-in interface. On the left, there are buttons for 'l4czyć', '連接', and 'Connect'. The main content area features the Office 365 logo and the text 'Work or school account'. Below this, there are two input fields: the first contains 'username@eq.edu.au' and the second contains 'password'. A red rectangular box highlights these two fields. Underneath the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the form are two buttons: 'Sign in' (in blue) and 'Back' (in grey). A link 'Can't access your account?' is located at the bottom left of the sign-in area.



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

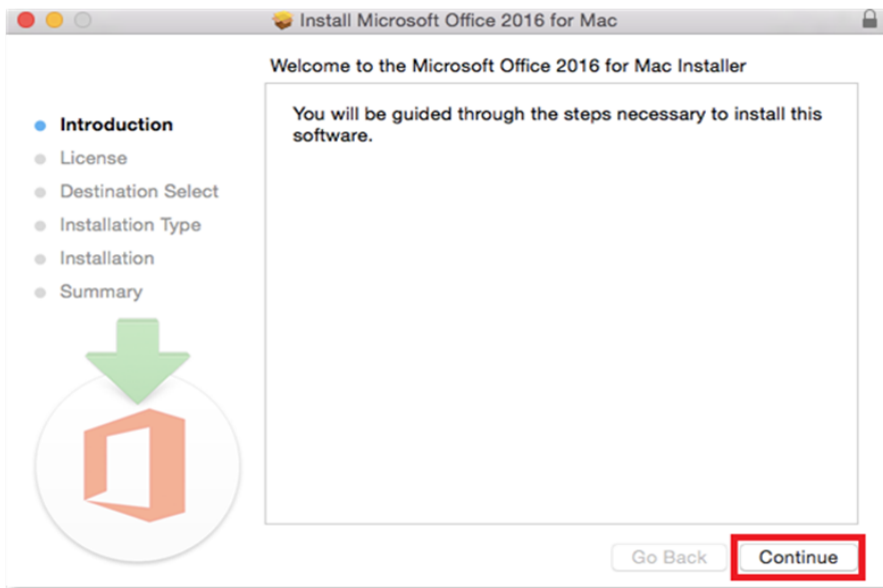
5. **Click** on 'Install' button.

The download package will begin to download.

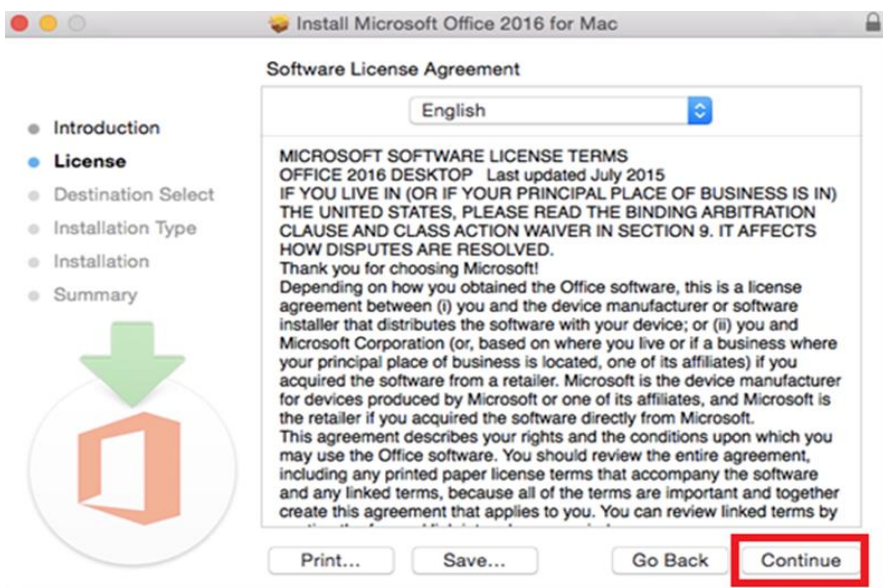


6. When the downloading finishes the file will be listed as '*Microsoft_Office_2016_Installer-.pkg*'. **Double click** the installer file. You can also access by going into your Downloads folder.

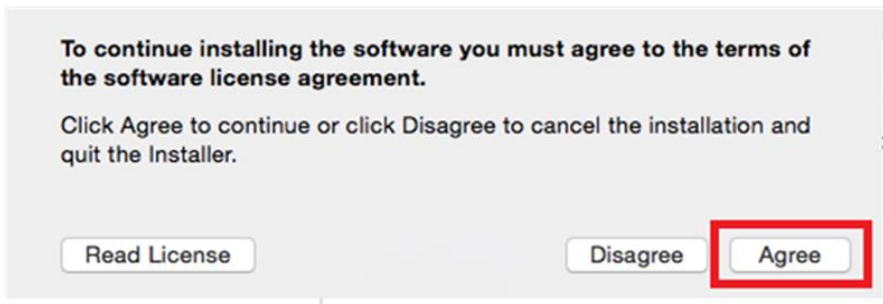




7. The software Licence Agreement will display. **Read** and **click** 'Continue'.



8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. **Click** 'Agree'.

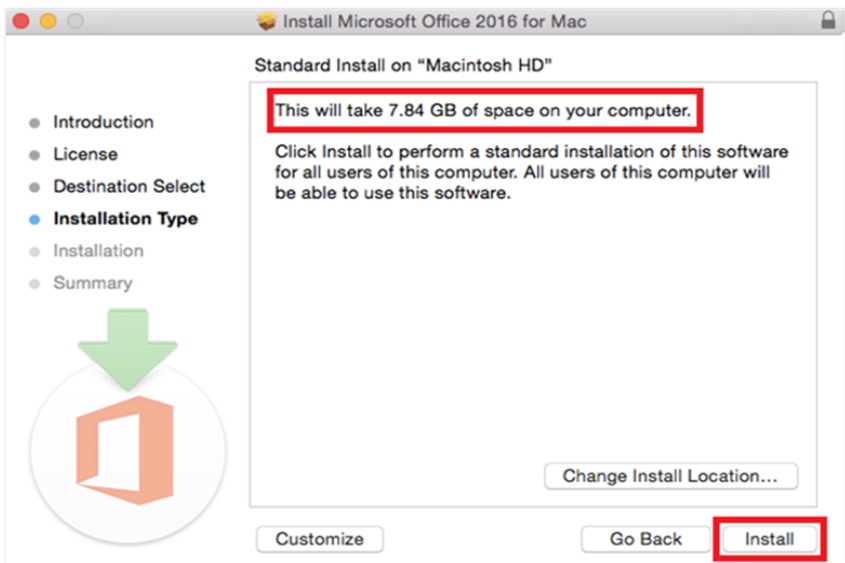


Note: The installation will take 7.84GB of your space on your computer.

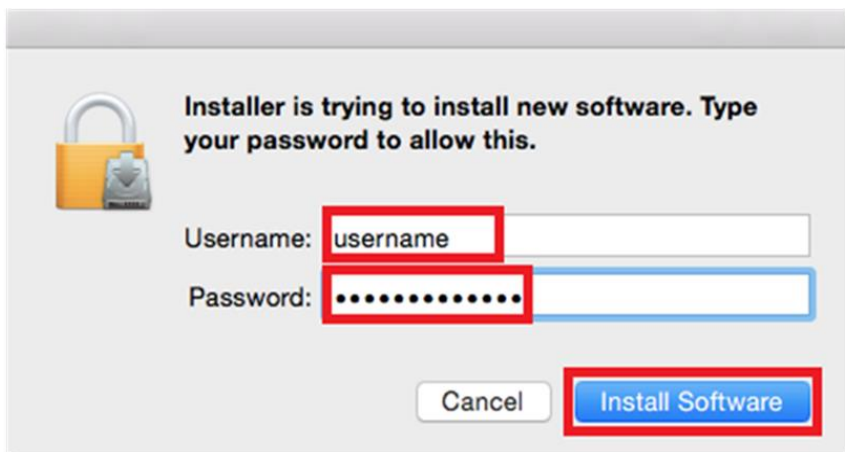




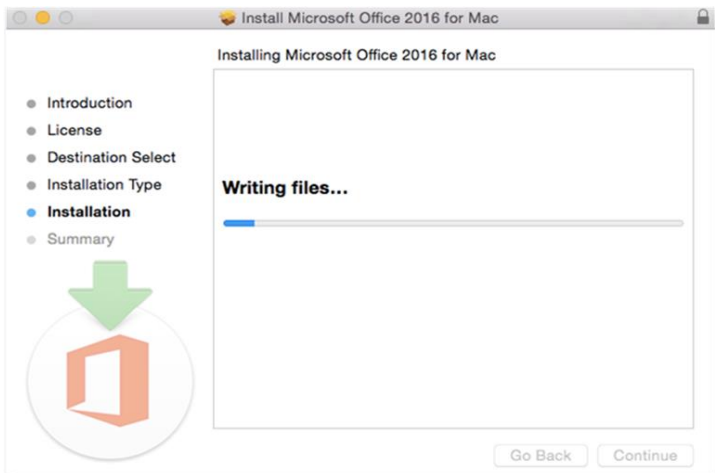
9. Click 'Install'.



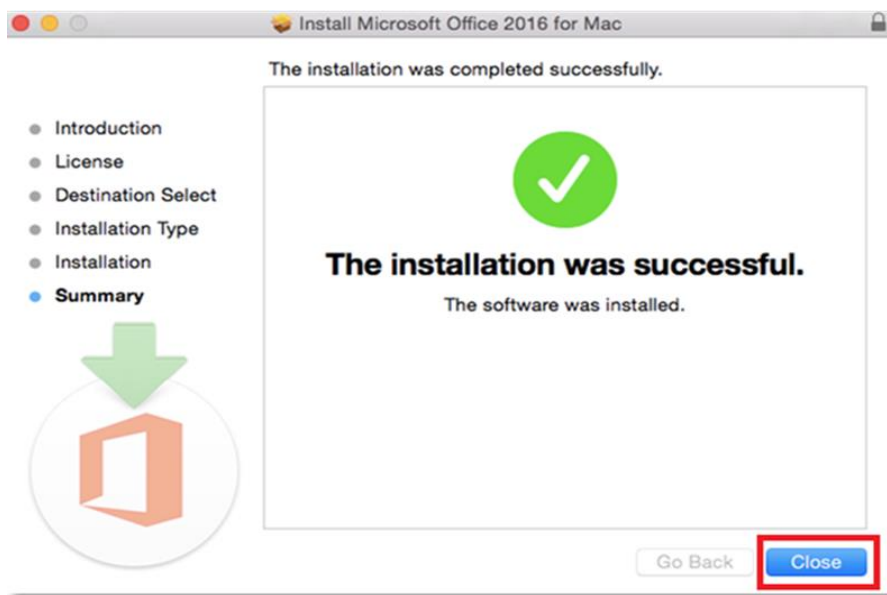
10. You will be prompted by the installer software on your computer. Enter your username and password and click 'Install Software'.



11. The installation of Office 2016 will commence. Wait for the installation to finish.

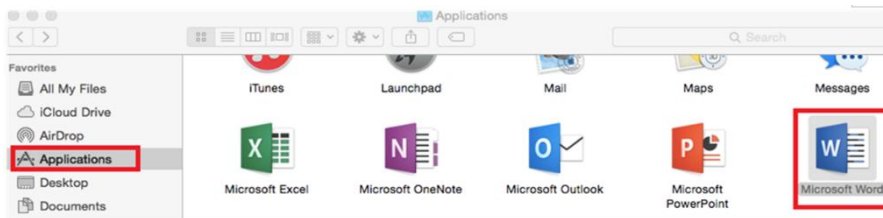


12. A message will appear to say that your software has been successfully installed. **Click** 'Close'.

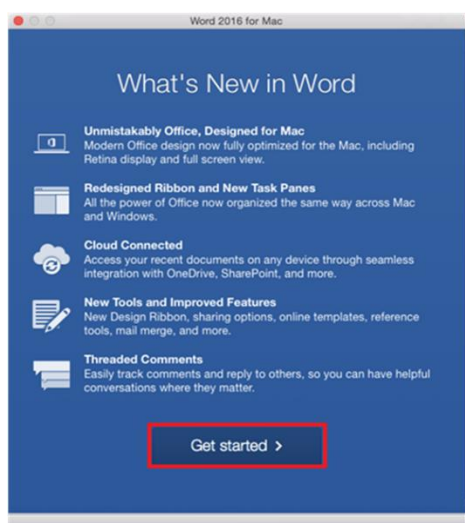


The software installation will close.

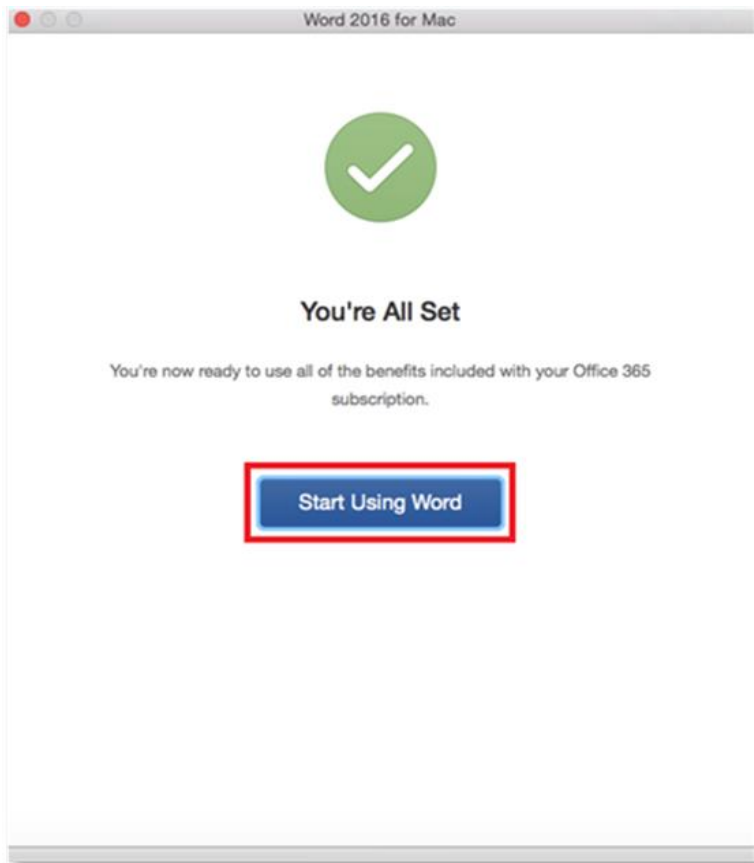
13. To access your newly installed applications, go to your Applications folder (**Command + Shift + A**).



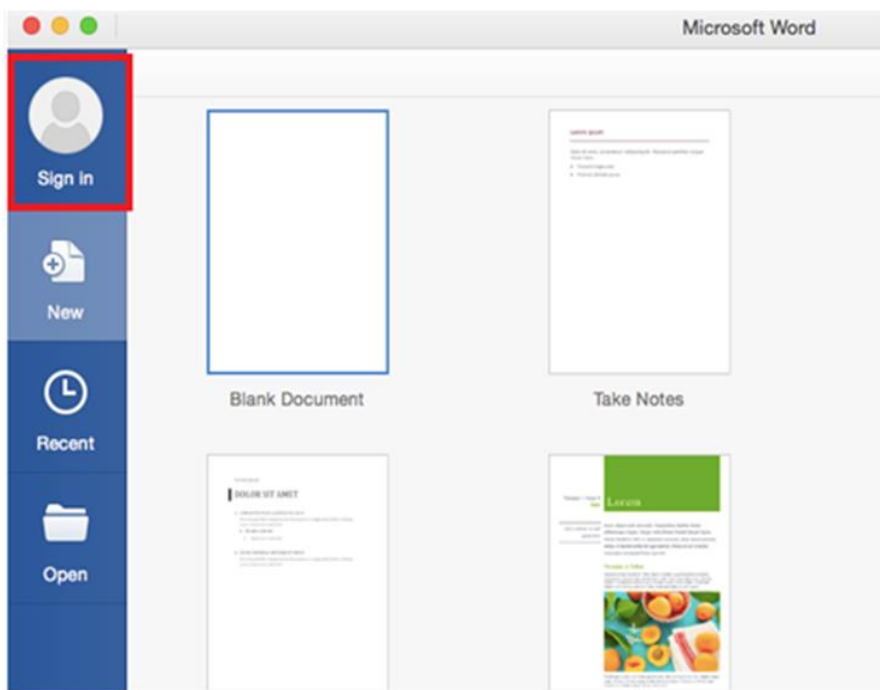
14. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on 'Get started >'.



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



16. On the main page of your Microsoft application, **click** 'Sign in'.



17. You will be prompted to enter your email address (username@eq.edu.au). **Press** 'Next'.

18. You will need to log in to the online authentication page again. **Enter** your username and password and click 'Login'.

After successfully logging in, you will be taken back to the application.

Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long as you are a Queensland state school student, or employed by the department.

You may be asked to confirm your username/password every 30 days to continue using the product (or when you change your MIS password)

