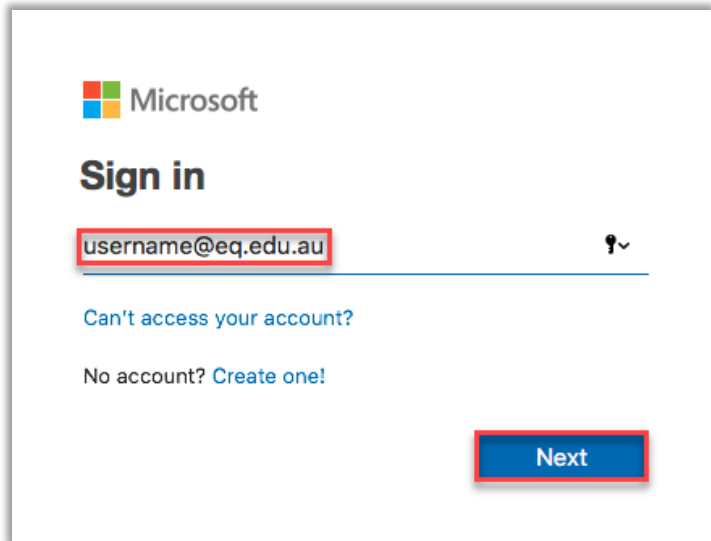


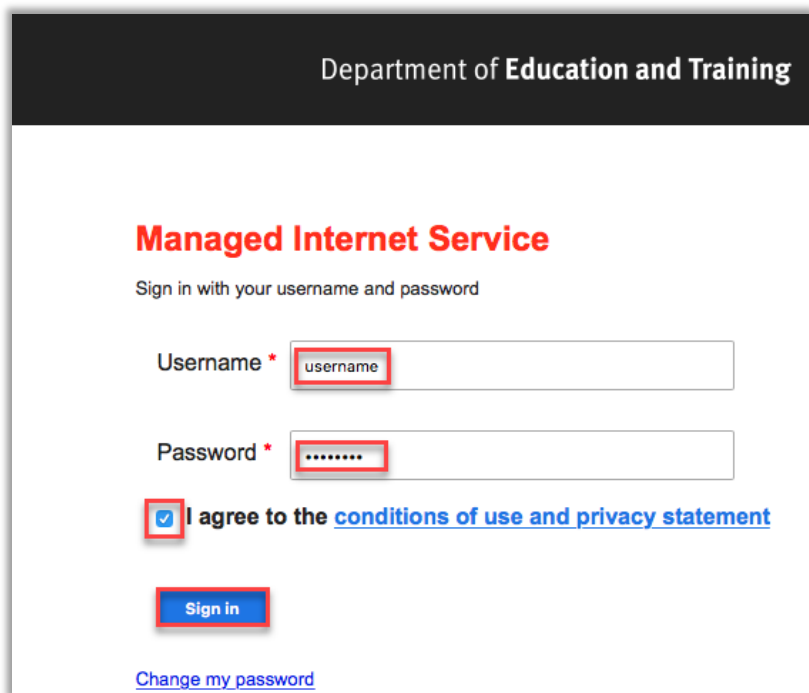
Install Office 365 on Mac.

1. Open the Mac App Store and search for Office 365
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 email address and **click** 'Next'.



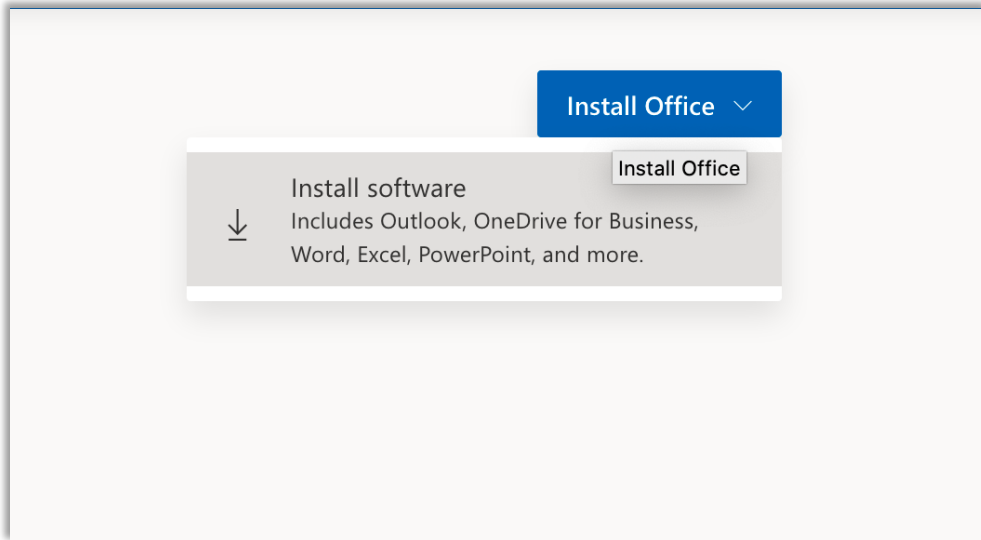
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "username@eq.edu.au" with a red box around it. To the right of the input field is a small icon of a person with a checkmark. Below the input field is a blue link "Can't access your account?". Further down is another blue link "No account? Create one!". At the bottom center is a blue button with the text "Next" and a red box around it.

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

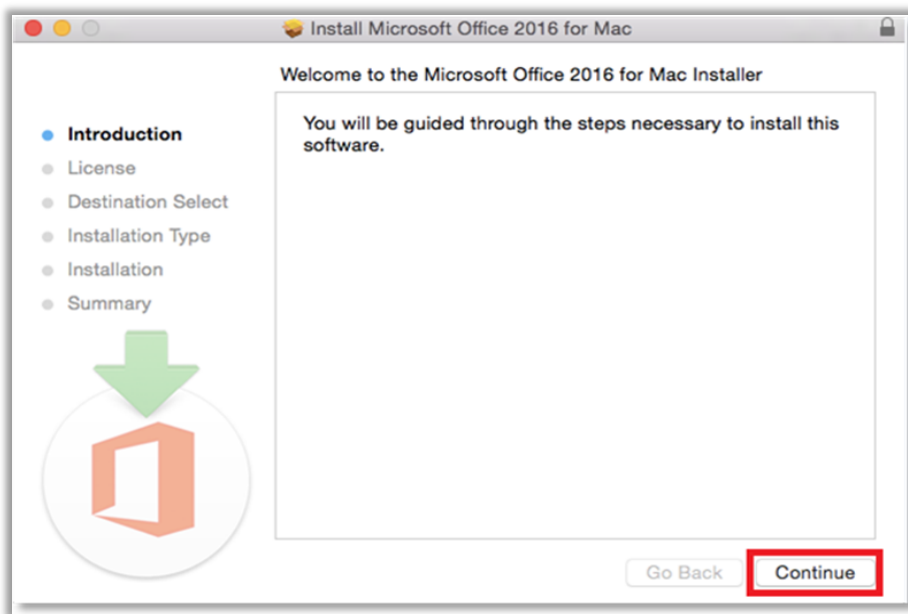


The image shows a sign-in page for the Department of Education and Training. At the top is a black header with the text "Department of Education and Training" in white. Below the header is the title "Managed Internet Service" in red. Underneath is the instruction "Sign in with your username and password". There are two text input fields: "Username *" with "username" inside and "Password *" with "*****" inside, both with red boxes around them. Below the password field is a checkbox with a blue checkmark and the text "I agree to the [conditions of use and privacy statement](#)". At the bottom is a blue button with the text "Sign in" and a red box around it. At the very bottom is a blue link "Change my password".

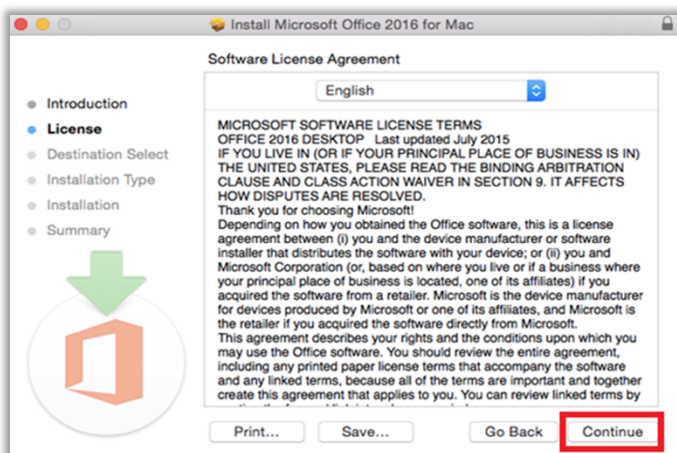
- Click **Install Office**.
The download package will begin to download



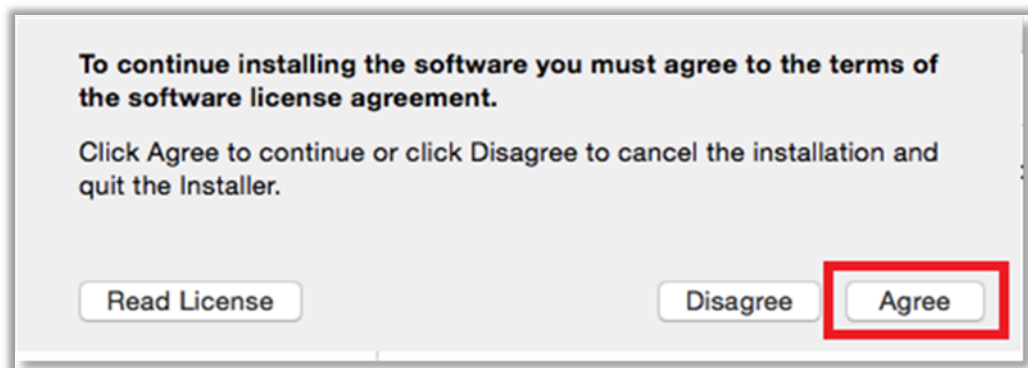
Run the installation file when the download has completed.
You can simply **Double click** the installer file and **click 'Continue'**



- Read** the Software License Agreement and **click 'Continue'**.

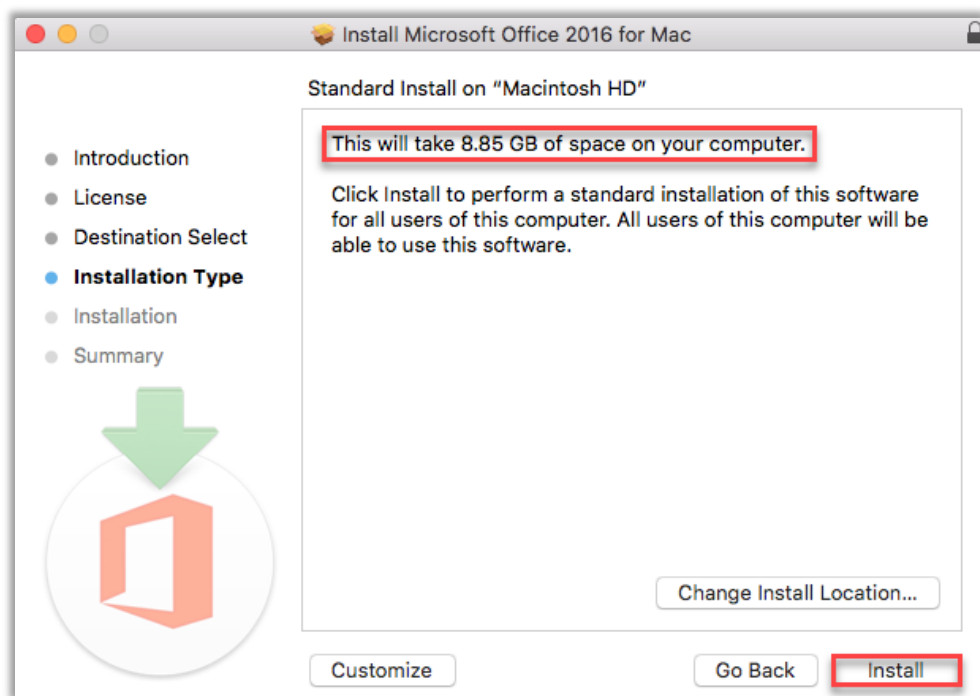


7. You will be prompted to agree to the terms of the software license agreement. **Click 'Agree'**.



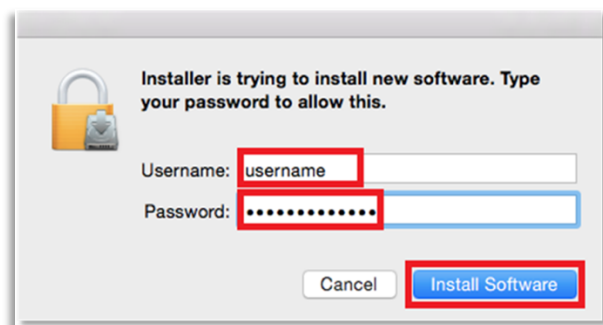
8. **Click 'Install'**.

Note: The installation will take 8.85GB of your space on your computer.

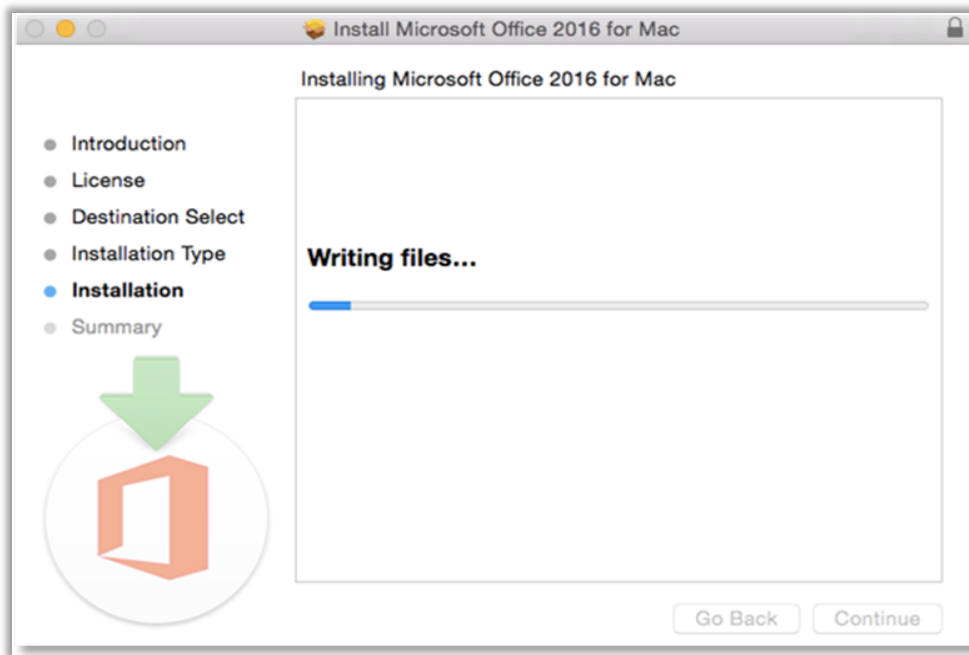


9. You may be prompted for permission for the installation to continue.

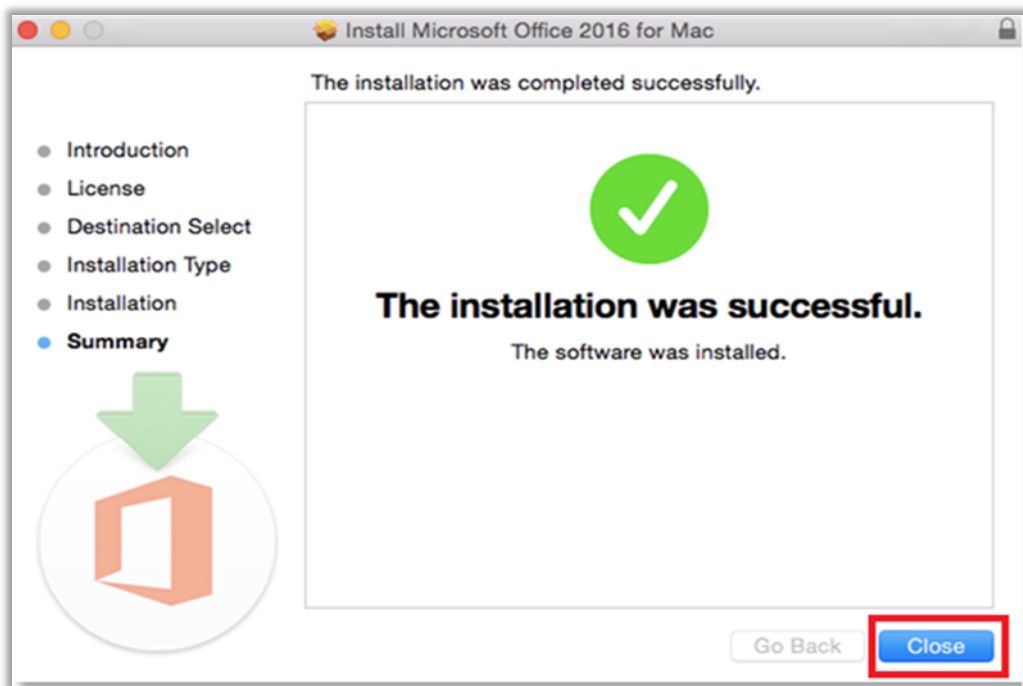
Enter the local computer credentials and **click 'Install Software'**.



10. The installation of Office 365 will commence.



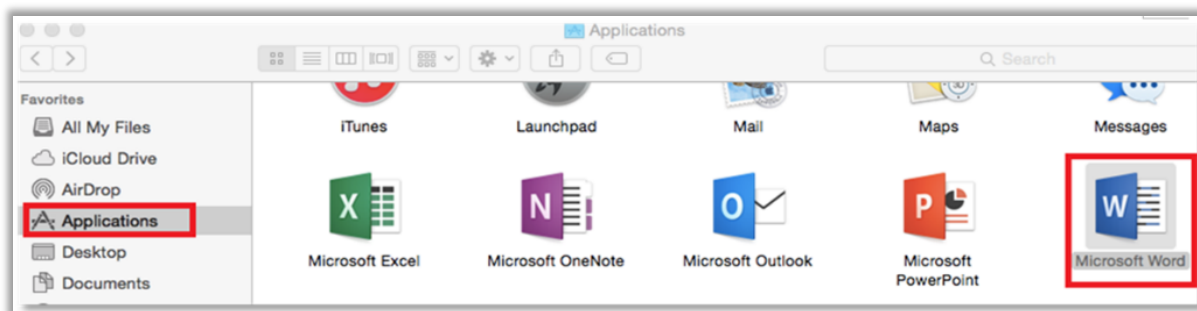
11. A message will appear to say that the installation was successful.
Click 'Close'.



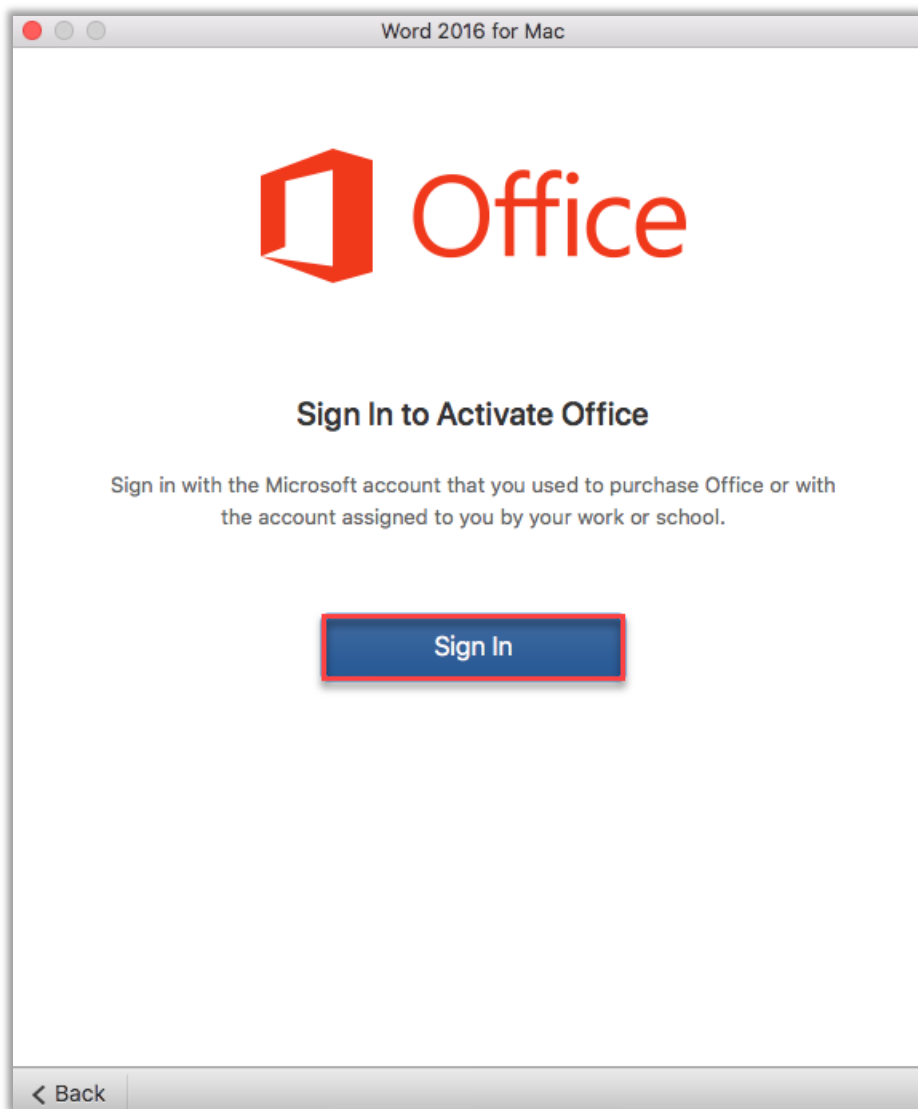
Activate Office 365

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

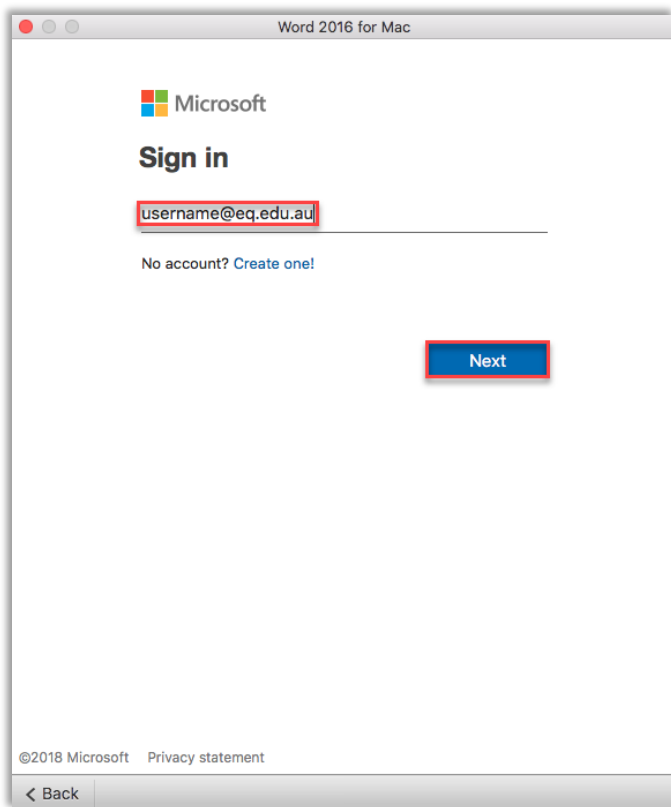
1. **Launch** an Office application (such as Microsoft Word)



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



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



Word 2016 for Mac

Microsoft

Sign in

username@eq.edu.au

No account? [Create one!](#)

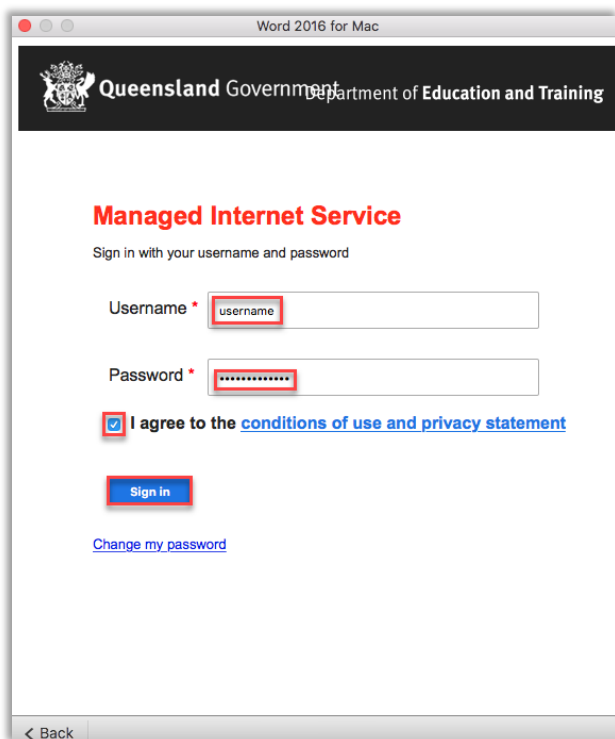
Next

©2018 Microsoft [Privacy statement](#)

< Back

Detailed description: This is a screenshot of the Microsoft Word 2016 for Mac sign-in interface. At the top, it says 'Word 2016 for Mac'. Below that is the Microsoft logo and the text 'Sign in'. A text input field contains the email address 'username@eq.edu.au', which is highlighted with a red box. Below the input field is a link that says 'No account? Create one!'. A blue button labeled 'Next' is positioned below the input field and is also highlighted with a red box. At the bottom left, there is a '< Back' button. At the bottom right, there is copyright information '©2018 Microsoft' and a link for 'Privacy statement'.

4. Enter your **username** and **password**.
Tick 'I agree to the conditions of use and privacy statement'.
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 * username

Password *

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

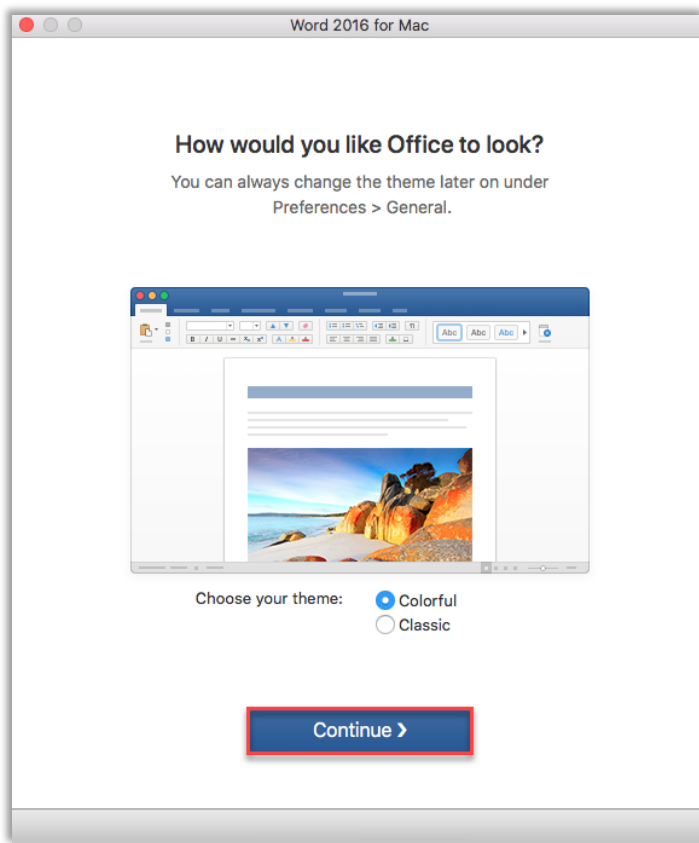
Sign in

[Change my password](#)

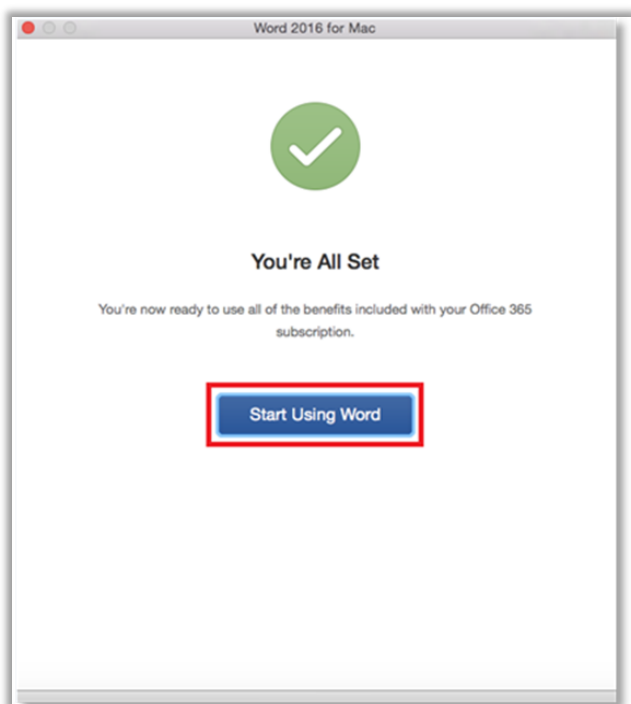
< Back

Detailed description: This is a screenshot of the Queensland Government Department of Education and Training sign-in interface. At the top, it says 'Word 2016 for Mac'. Below that is the Queensland Government logo and the text 'Queensland Government Department of Education and Training'. The main heading is 'Managed Internet Service'. Below that is the text 'Sign in with your username and password'. There are two text input fields: 'Username *' containing 'username' and 'Password *' containing '.....', both highlighted with red boxes. Below the input fields is a checkbox that is checked, with the text 'I agree to the conditions of use and privacy statement'. A blue button labeled 'Sign in' is positioned below the checkbox and is highlighted with a red box. Below the button is a link that says 'Change my password'. At the bottom left, there is a '< Back' button.

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



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.