

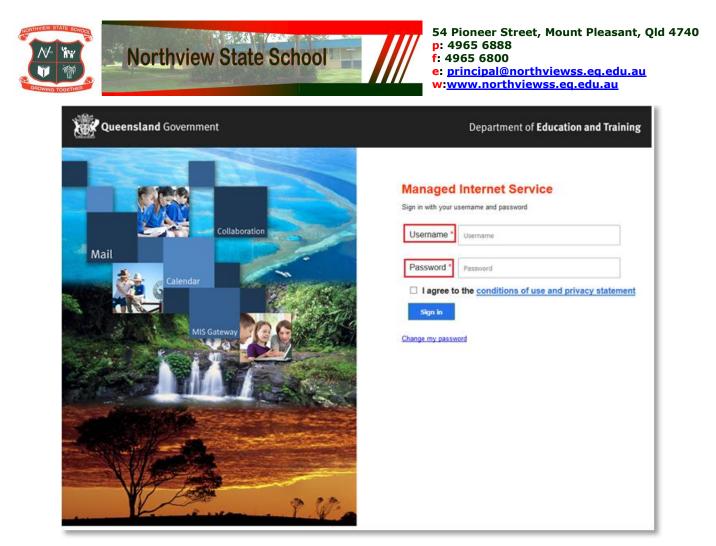
## Download, update to and install Office 365

**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) email address and click "next".

<b>Microsoft</b> Sign in		
Email, phone, or Skype Back	Next	
Can't access your account? No account? Create one!		

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



 In the top right corner, click on the "Install office apps" then "Office O365". If you cannot see this install button then you need to log a job to have the Office ProPlus license applied to your account via <u>Services</u> <u>Catalogue Online</u>

Good n	norning						و م	Search	
Apps									Install Office 🖂
0		w	xI	P	N	S 🔊	N	⊻	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Outlook Explore all you	OneDrive $r$ apps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	$\rightarrow$	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.

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*.

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

Do you want to run or save Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from <b>c2r</b>	setup.offic	eapp	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save	-	Cancel

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

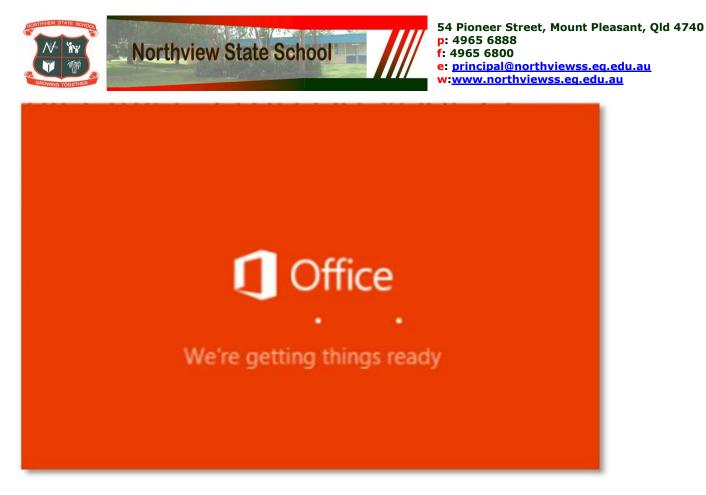
Northview State School	54 Pioneer Street, Mount Pleasant, Qld 4740 p: 4965 6888 f: 4965 6800 e: principal@northviewss.eq.edu.au w:www.northviewss.eq.edu.au
The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64exe down	load has completed. × Open folder View downloads

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'.

8	User Account Control ×					
Do you want to allow the following program to make changes to this computer?						
٥	Program name:Microsoft OfficeVerified publisher:Microsoft CorporationFile origin:Hard drive on this computer					
Show d	tails Yes No <u>Change when these notifications appear</u>					

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.



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.	
By clicking "Accept" you agree to the Microsoft Office License	
Agreement. View Agreement	<u>A</u> ccept

14. After Office 365 finishes installing, a message will appear to inform it has completed. Click 'Close'.

	Northview St	ate School	p: 4965 6888 f: 4965 6800 e: <u>principal@n</u>	eet, Mount Pleasant, Qld 4740 orthviewss.eg.edu.au riewss.eg.edu.au
1 Office				
		et! Office is installe ck Start > down-arrow.	d now	

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