Download, update to, and install Office 365

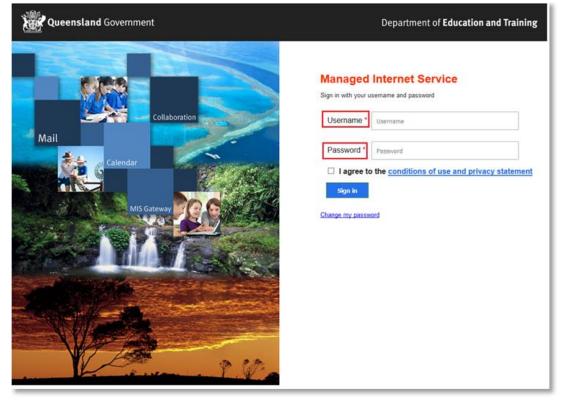
Important Information: This is not available to download from the School or Corporate networks, it must be done from home.

- 1. Open an 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".

TR	Microsoft Sign in		
	Email, phone, or Skype		
	Back Can't access your account? No account? Create one!	Next	
LA MOR			

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

5. Click Login



6. In the top right corner, click on the "Install office apps" then "Office 365".

Good n	norning						و م	Search	
Apps									Install Office
<mark>₀</mark> ⊻	(w	xI	P	N	S	Class	⊻	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Outlook Explore all your	OneDrive $ apps ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	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_0365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 MB) from c2rsetup.officeapps.live.com?						
🕐 This type of file could harm your computer.	Run	Save	•	Cancel		

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

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_	4exe downlo	ad has completed.	×
	Run	Open folder	View downloads

Please note this file is approx. 2gb and may take a while to download depending on your bandwidth.

10. You will be prompted with a message to make changes to your computer. Select 'Yes'.

	User Account Control					
Do you want to allow the following program to make changes to this computer?						
٥	Program name: Microsoft Office Verified publisher: Microsoft Corporation File origin: Hard drive on this computer					
Show d		Yes hange when these notif	No ications appear			

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.



13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



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

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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) email.

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 student.