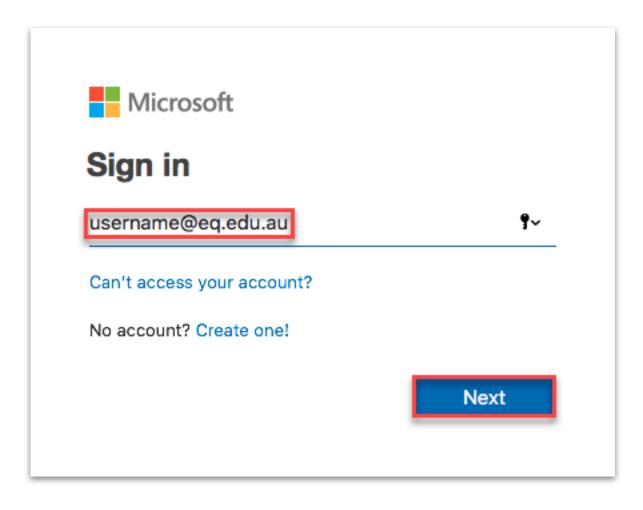
Student Install Office 365 on Mac

- 1. Open the Mac App Store and search for Office 365 (See <u>https://www.apple.com/</u> newsroom/2019/01/the-mac-app-store-welcomes-office-365/)
- 2. Start the install as you normally would
- 3. Once installed, log into Office 365 at <u>https://portal.office.com</u> with your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.



You will be redirected to the department's sign-in page.

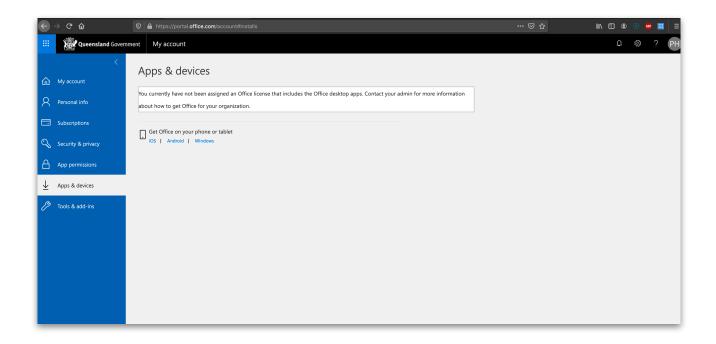
- **I.** Type your username and password.
- **II.** Tick 'I agree to the conditions of use and privacy statement'.
- III. Click 'Sign in'.

| Department of Education and Training |
|---|
| Managed Internet Service Sign in with your username and password |
| Username * username |
| Password * Password * Passw |
| Sign in Change my password |

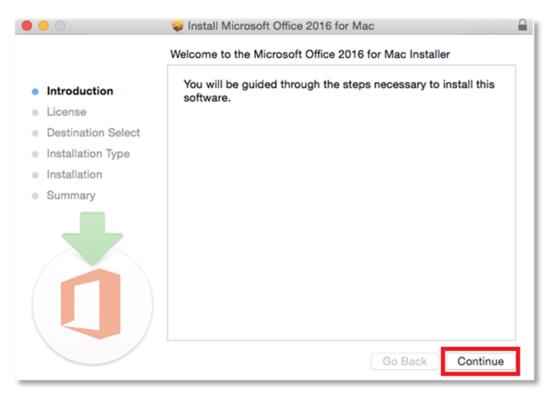
4. Click Install Office.

The download package will begin to download

| Install software | Install Office |
|------------------|--|
| | DneDrive for Business, Point, and more. |
| | |
| | |



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



6. Read the Software License Agreement and click 'Continue'.

| | 🥪 Install Microsoft Office 2016 for Mac | | | |
|-----------------------------|---|--|--|--|
| | Software License Agreement | | | |
| Introduction | English | | | |
| License | MICROSOFT SOFTWARE LICENSE TERMS OFFICE 2016 DESKTOP Last updated July 2015 | | | |
| Destination Select | IF YOU LIVE IN (OR IF YOUR PRINCIPAL PLACE OF BUSINESS IS IN) | | | |
| Installation Type | THE UNITED STATES, PLEASE READ THE BINDING ARBITRATION CLAUSE AND CLASS ACTION WAIVER IN SECTION 9. IT AFFECTS | | | |
| Installation | HOW DISPUTES ARE RESOLVED. Thank you for choosing Microsoft! | | | |
| • Summary | Thank you for choosing Microsoft Depending on how you obtained the Office software, this is a license agreement between (i) you and the device manufacturer or software installer that distributes the software with your device; or (ii) you and Microsoft Corporation (or, based on where you live or if a business where your principal place of business is located, one of its affiliates) if you acquired the software from a retailer. Microsoft is the device manufacturer for devices produced by Microsoft or one of its affiliates, and Microsoft is the retailer if you acquired the software directly from Microsoft. This agreement describes your rights and the conditions upon which you may use the Office software. You should review the entire agreement, including any printed paper license terms that accompany the software and any linked terms, because all of the terms are important and together create this agreement that applies to you. You can review linked terms by | | | |
| | Print Save Go Back 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

| Introduction License Standard Install on "Macintosh HD" Click Install to perform a standard installation of this software | |
|--|--|
| Introduction | |
| for all users of this computer. All users of this computer will be | |
| Destination Select able to use this software. | |
| Installation Type | |
| Installation | |
| Summary | |
| Change Install Location | |
| Customize Go Back Install | |

9. You may be prompted for permission for the installation to continue. **Enter** the local computer credentials and **click** 'Install Software'

| | Installer is trying to install new software. Type your password to allow this. |
|-------------|--|
| Band Market | Username: username |
| | Password: |
| | Cancel Install Software |

10. The installation of Office 365 will commence.

| 0 0 0 | 🥪 Install Microsoft Office 2016 for Mac |
|--------------------|--|
| | Installing Microsoft Office 2016 for Mac |
| Introduction | |
| License | |
| Destination Select | |
| Installation Type | Writing files |
| Installation | |
| Summary | |
| | |
| | Go Back Continue |

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

| | 🥪 Install Microsoft Office 2016 for Mac | |
|---|---|--|
| | The installation was completed successfully. | |
| Introduction License Destination Select Installation Type Installation Summary | The installation was successful. The software was installed. | |
| | Go Back Close | |

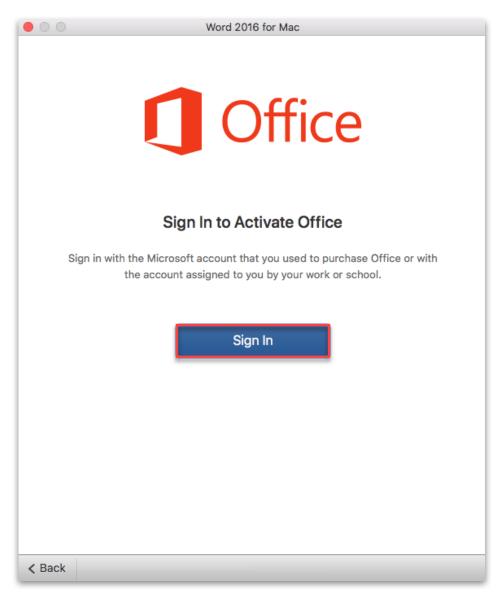
Activate Office 365

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

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

| | 🔛 Applications ::: 📃 💷 💷 🛒 🛠 🗸 🍈 📿 | | | Q Search | |
|--------------|---------------------------------------|-------------------|-------------------|------------|----------------|
| Favorites | | *7 | | (| X |
| All My Files | iTunes | Launchpad | Mail | Maps | Messages |
| iCloud Drive | | | | | |
| AirDrop | V II | | | D | |
| Applications | X | N | 0~ | P 🗎 | w 🗐 |
| Desktop | Microsoft Excel | Microsoft OneNote | Microsoft Outlook | Microsoft | Microsoft Word |
| Documents | | | | PowerPoint | |

2. Click 'Sign In' to Activate Office



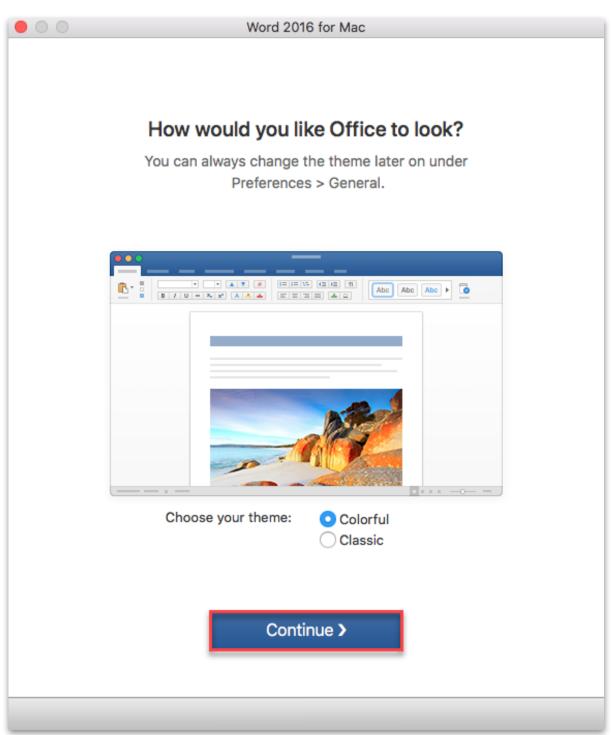
3. Enter your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and click 'Next'.

| | Word 2016 for Mac |
|-----------------|--------------------------------------|
| | Microsoft Sign in username@eq.edu.au |
| | No account? Create one! |
| | Next |
| | |
| | |
| ©2018 Microsoft | Privacy statement |
| < Back | |

- 4.
- Enter your username and password. Tick "I agree to the conditions of use and privacy statement". Click 'Sign in' 5.
- 6.

| $\bigcirc \bigcirc \bigcirc$ | Word 2016 for Mac |
|------------------------------|---|
| X. | Queensland Government of Education and Training |
| | Managed Internet Service Sign in with your username and password |
| | Username * |
| | Password * |
| | Sign in Change my password |
| | |
| < Back | |

7. Choose your Office theme and click 'Continue'.



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

| Word 2016 for Mac |
|---|
| |
| You're All Set |
| You're now ready to use all of the benefits included with your Office 365 subscription. |
| Start Using Word |
| |
| |
| |
| |

Your Microsoft Office 365 software is now ready for you to use.