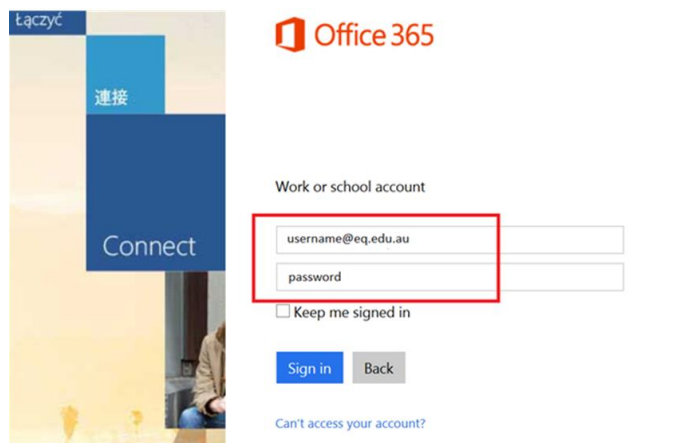


Download, update to and install Office 2016 For MAC

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'.



Łączyć

連接

Connect

Office 365

Work or school account

username@eq.edu.au

password

Keep me signed in

Sign in Back

Can't access your account?

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



Queensland Government

Department of Education, Training and Employment

Logon ID: username

Password:

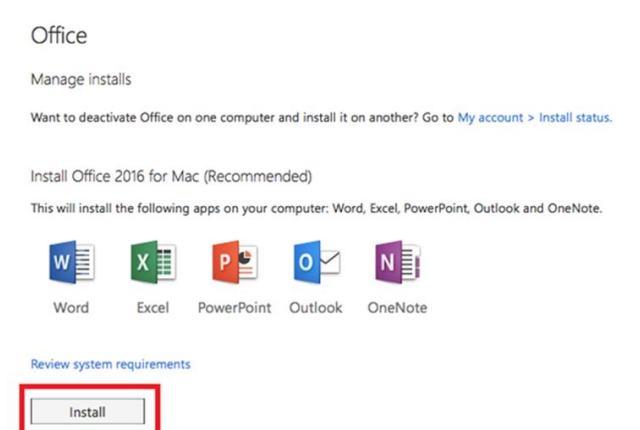
[Change my password](#)

Login

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)

© The State of Queensland (Department of Education, Training and Employment) 2012.
[Queensland Government](#)

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



Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account](#) > [Install status](#).

Install Office 2016 for Mac (Recommended)

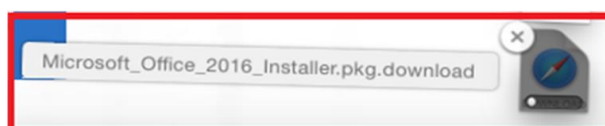
This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.

Word Excel PowerPoint Outlook OneNote

[Review system requirements](#)

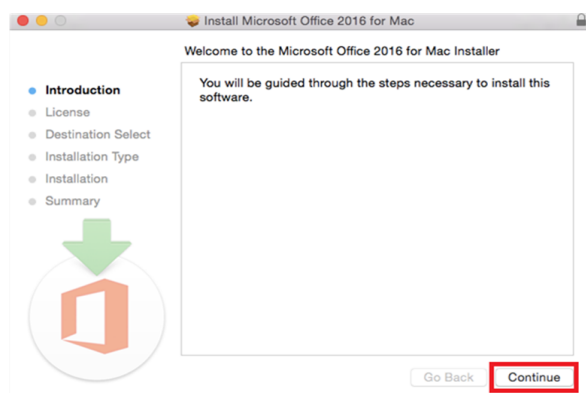
Install

The download package will begin to download.

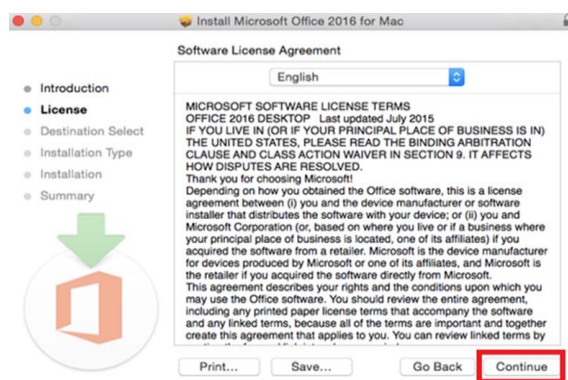


Download, update to and install Office 2016 For MAC

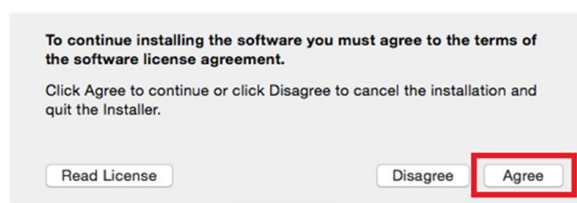
6. When the downloading finishes the file will be listed as '*Microsoft_Office_2016_Installer.pkg*'. **Double click** the installer file. You can also access by going into your Downloads folder.



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

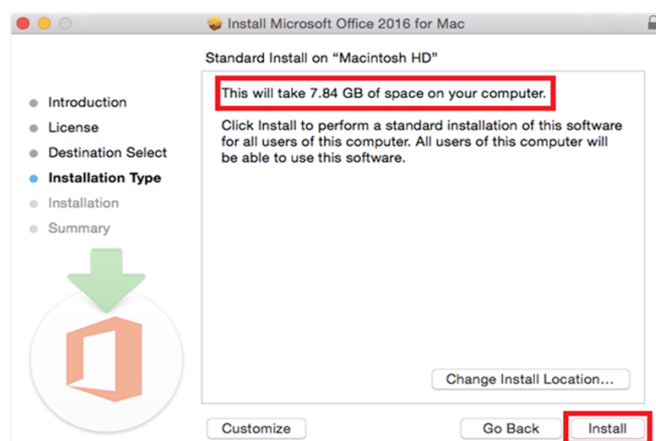


8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. **Click** 'Agree'.



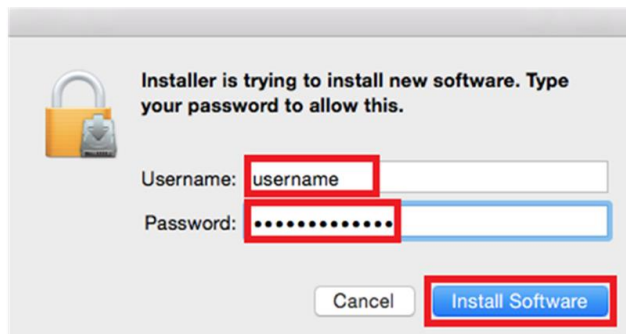
Note: The installation will take 7.84GB of your space on your computer.

9. **Click** 'Install'.

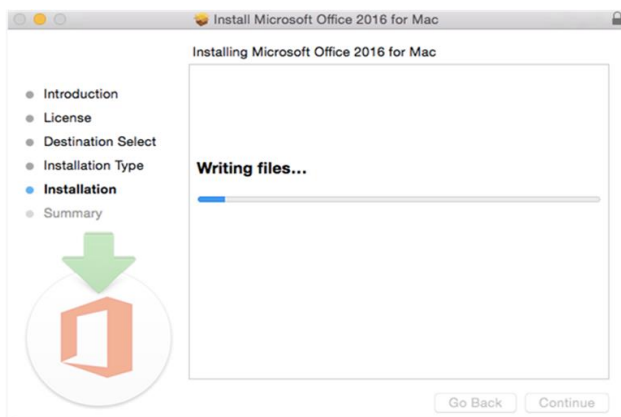


Download, update to and install Office 2016 For MAC

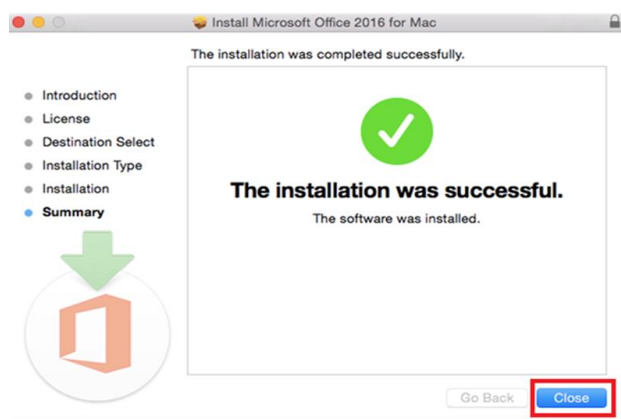
10. You will be prompted by the installer software on your computer. **Enter** your username and password and **click** 'Install Software'.



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

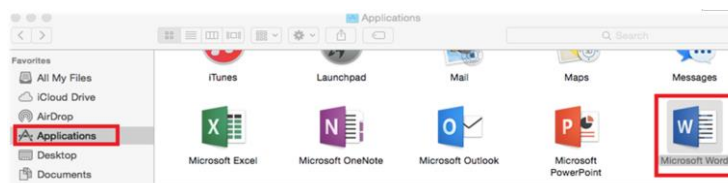


12. A message will appear to say that your software has been successfully installed. **Click** 'Close'.



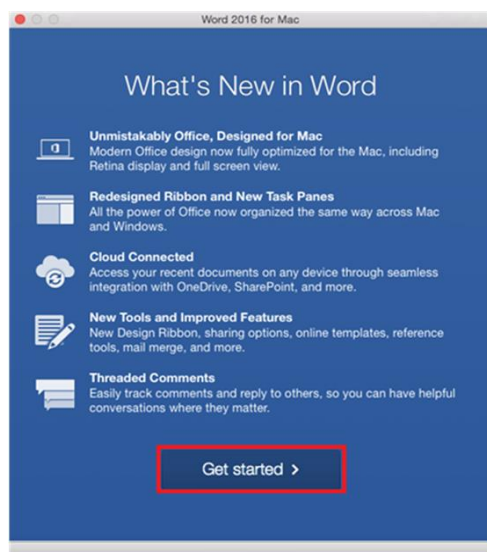
The software installation will close.

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

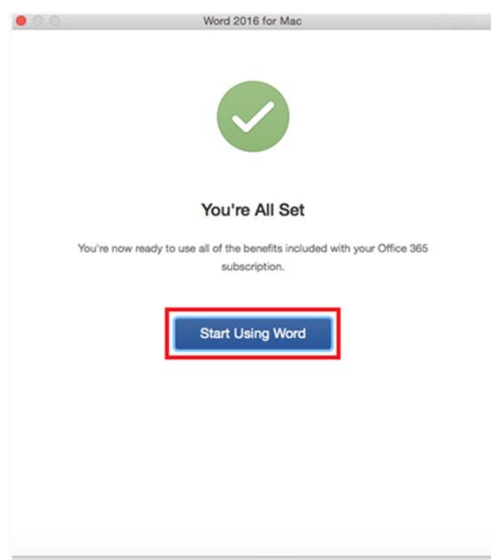


Download, update to and install Office 2016 For MAC

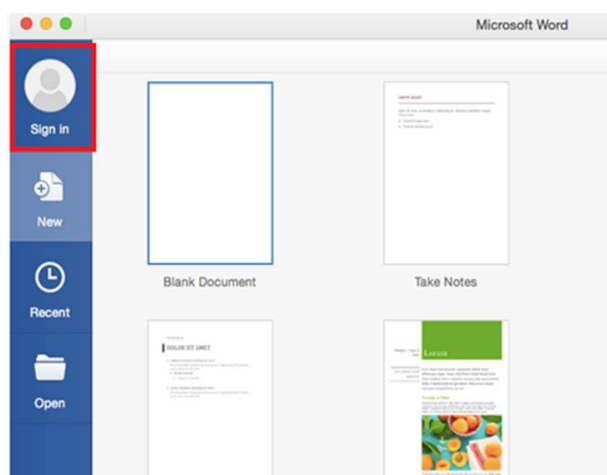
14. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on 'Get started >'.



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'.



Download, update to and install Office 2016 For MAC

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.