## Install Office 365 on Mac

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.edu.au (school account)**.

- 1. Open the Mac App Store and search for Office 365 (See <u>https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/</u>)
- 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'.

Microsoft	
Sign in	
username@eq.edu.au	٩~
Can't access your account?	
No account? Create one!	
	Next

- 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'.

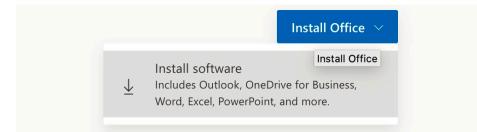
## **Managed Internet Service**

Username * jsmit1 Password * This is your username NOT your email address	Sign in with your username and password	
	Username *	jsmit1
I agree to the <u>conditions of use and privacy s atement</u>		your email address.
Sign in Change my password		

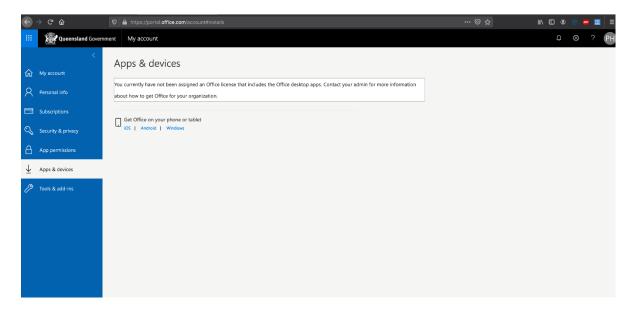
IV.

4. Click Install Office.

The download package will begin to download



Note: If you see the error stating you have not been assigned an Office license, please contact the IT Department at your school.



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

0 0	😺 Install Microsoft Office 2016 for Mac	
	Welcome to the Microsoft Office 2016 for Mac Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
Destination Select		
Installation Type		
Installation		
Summary		
1		
	Go Back Continue	

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

0	🥪 Install Microsoft Office 2016 for Mac	-
	Software License Agreement	
	English	
Introduction		
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) THE UNITED STATES, PLEASE READ THE BINDING ARBITRATION	
Installation Type	CLAUSE AND CLASS ACTION WAIVER IN SECTION 9. IT AFFECTS	
<ul> <li>Installation</li> </ul>	HOW DISPUTES ARE RESOLVED. Thank you for choosing Microsoft!	
• Summary	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 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.

	💝 Install Microsoft Office 2016 for Mac	
	Standard Install on "Macintosh HD"	
<ul> <li>Introduction</li> <li>License</li> <li>Destination Select</li> </ul>	This will take 8.85 GB of space on your computer. Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be	
<ul> <li>Installation Type</li> </ul>	able to use this software.	
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.	
Username: username Password: ••••••• Cancel Install Software	John This is the local user account. The name you logon with at home.

10. The installation of Office 365 will commence.

0 0 0	🥪 Install Microsoft Office 2016 for Mac	
<ul> <li>Introduction</li> <li>License</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	Install Microsoft Office 2016 for Mac Installing Microsoft Office 2016 for Mac Writing files	
	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.
<ul> <li>Introduction</li> <li>License</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	The installation was successful. The software was installed.
	Go Back Close

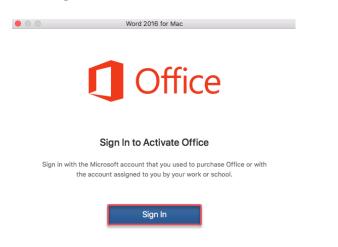
## Activate Office 365

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

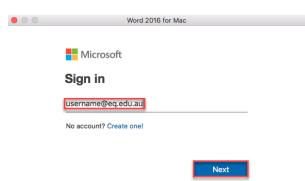
1. Launch an Office application (such as Microsoft Word)



2. Click 'Sign In' to Activate Office



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



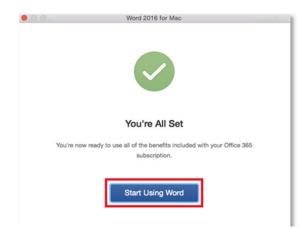
 Enter your username and password. Tick "I agree to the conditions of use and privacy statement". Click 'Sign in'

	Word 2016 for Mac	
X Qu	eensland Governനുള്ളartment of Education and Training	
	naged Internet Service	
Sign i	n with your username and password	jsmit1
Us	ername * username	This is your school username
Pa	issword *	NOT your email address.
	I agree to the <u>conditions of use and privacy statement</u>	
	Sign in	
Chang	ge my password	

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

• • •	Word 2016 for Mac
	How would you like Office to look? You can always change the theme later on under Preferences > General.
	Choose your theme: Oclorful Classic
	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. This software is only for personal devices and will remain available as long as you're a Queensland state school student.