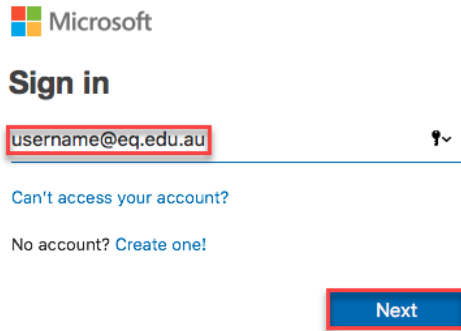


Install Office 365 on Mac

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 <https://www.apple.com/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 <https://portal.office.com> with your EQ (e.g. jsmith1@eq.edu.au) email address and click 'Next'.



Microsoft

Sign in

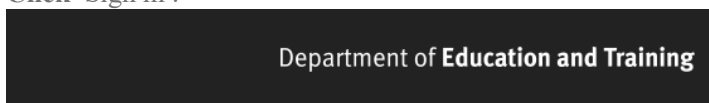
username@eq.edu.au

[Can't access your account?](#)

No account? [Create one!](#)

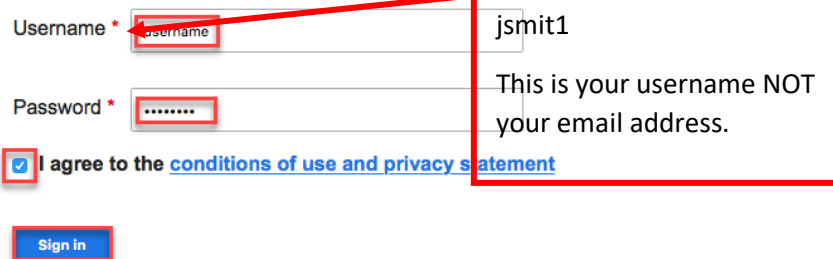
Next

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

Sign in with your username and password



Username * jsmit1

Password *

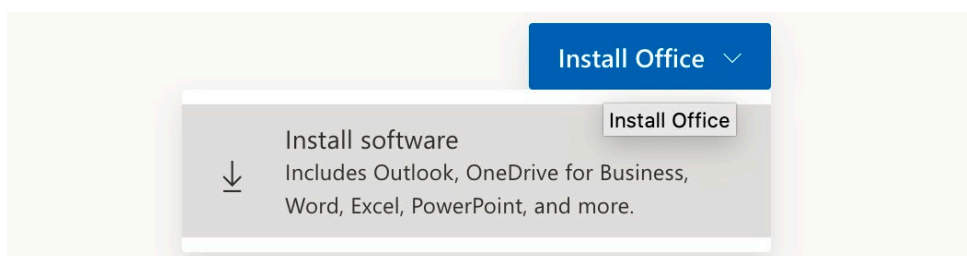
I agree to the [conditions of use and privacy statement](#)

Sign in

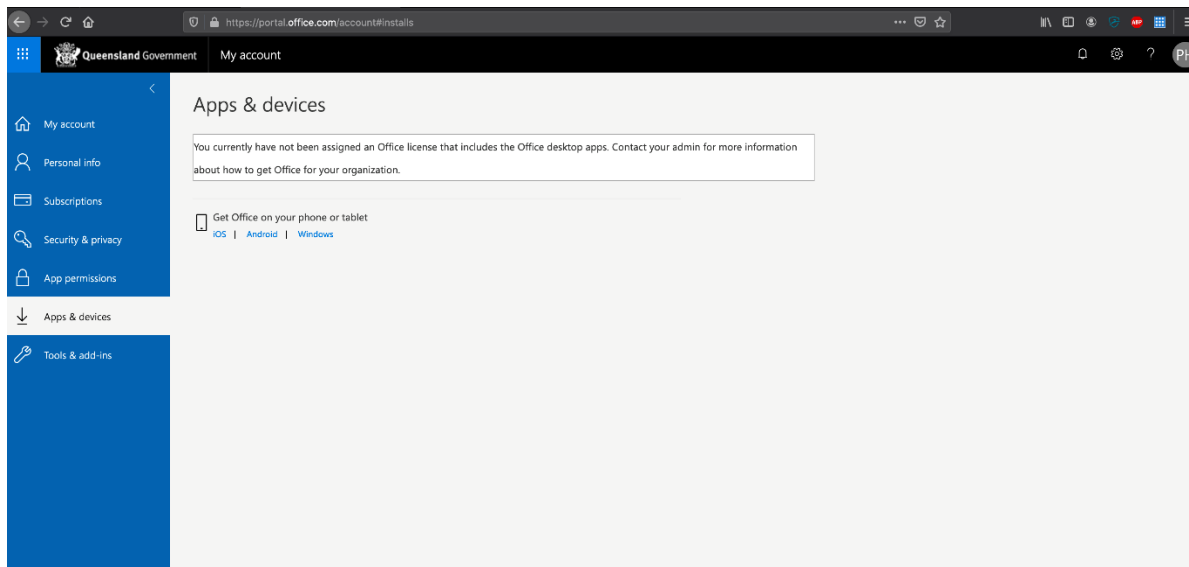
This is your username NOT your email address.

- IV. [Change my password](#)

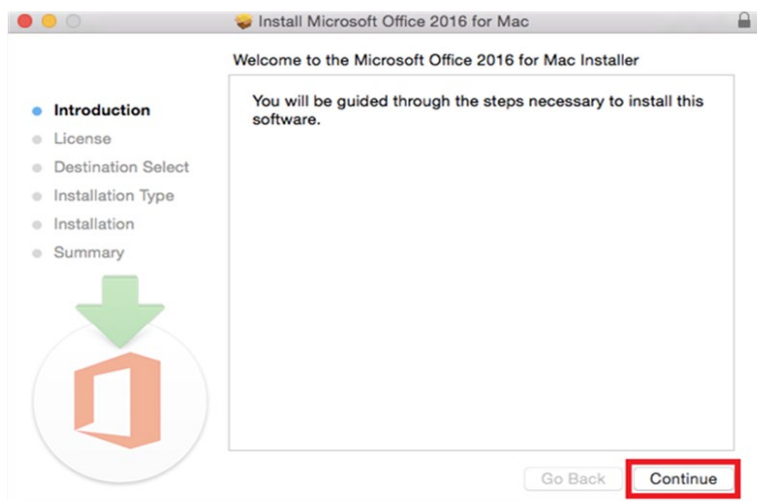
4. Click **Install Office**.
The download package will begin to download



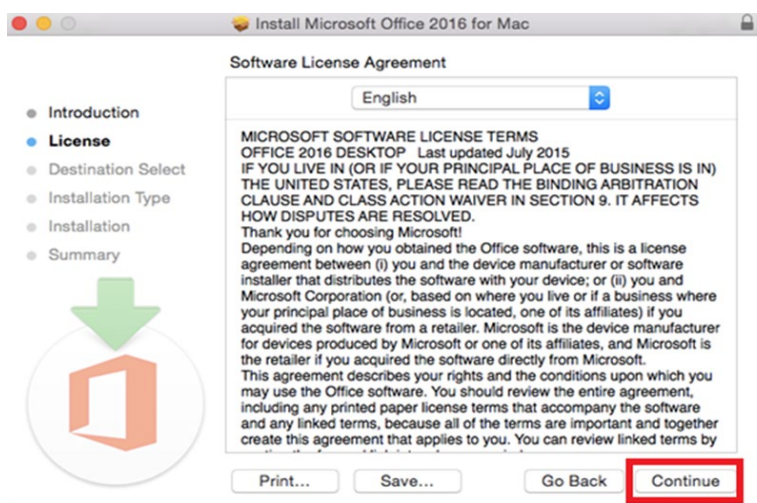
Note: If you see the error stating you have not been assigned an Office license, please contact the IT Department at your school.



5. **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'**.

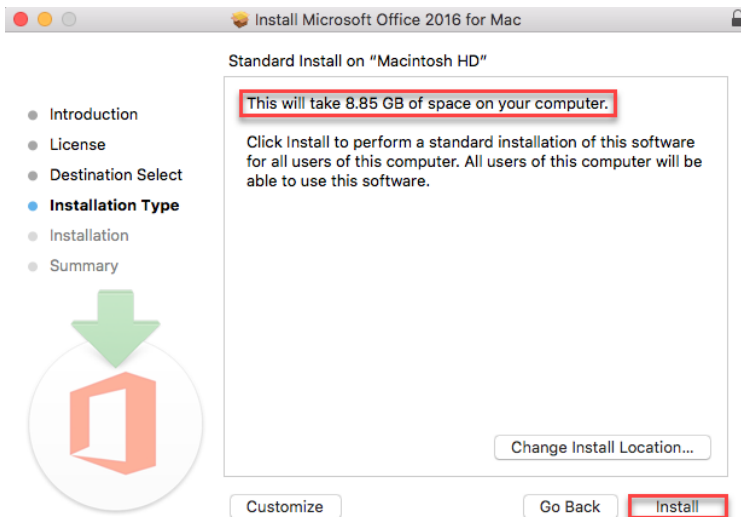


7. You will be prompted to agree to the terms of the software license agreement. **Click 'Agree'**.

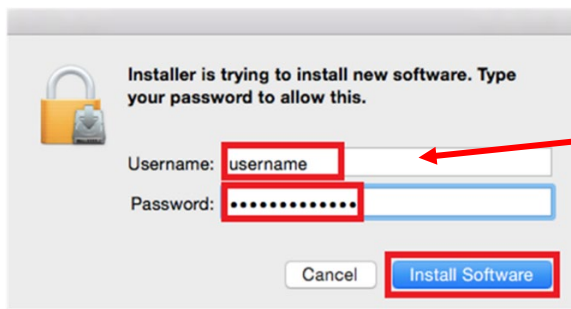


8. **Click 'Install'**.

Note: The installation will take 8.85GB of your space on your computer.

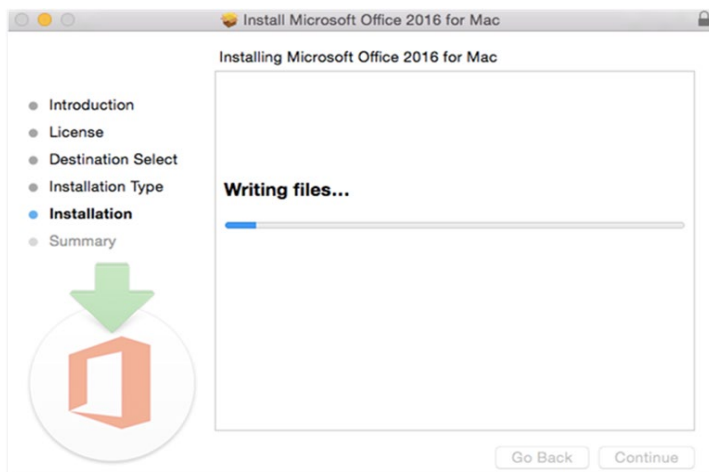


9. You may be prompted for permission for the installation to continue. **Enter** the local computer credentials and **click 'Install Software'**.

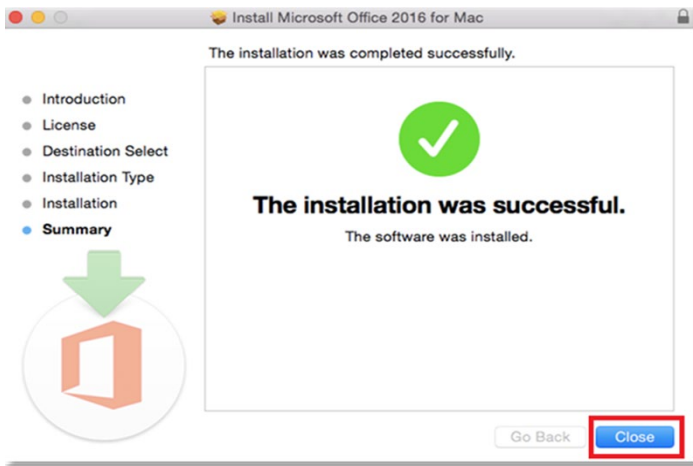


John
This is the local user account. The name you logon with at home.

10. The installation of Office 365 will commence.



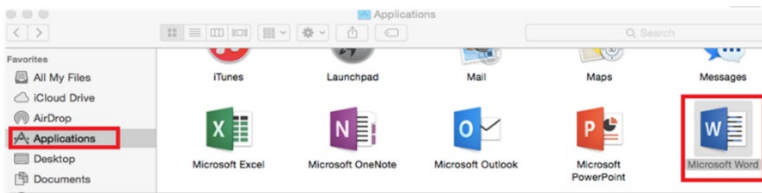
11. A message will appear to say that the installation was successful. Click 'Close'.



Activate Office 365

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

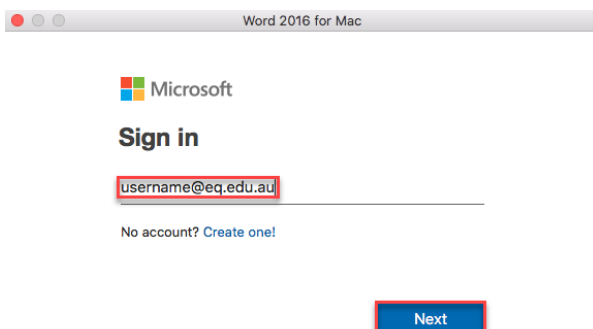
1. **Launch** an Office application (such as Microsoft Word)



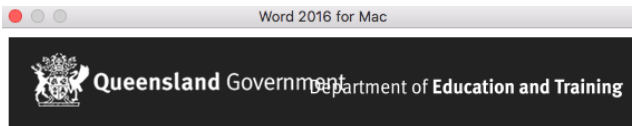
2. Click 'Sign In' to Activate Office



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



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



Managed Internet Service

Sign in with your username and password

Username *

Password *

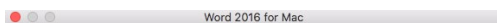
I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

jsmit1

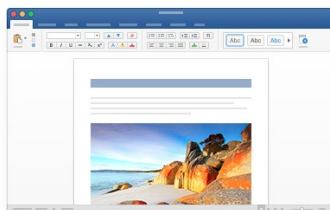
This is your school username
NOT your email address.

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



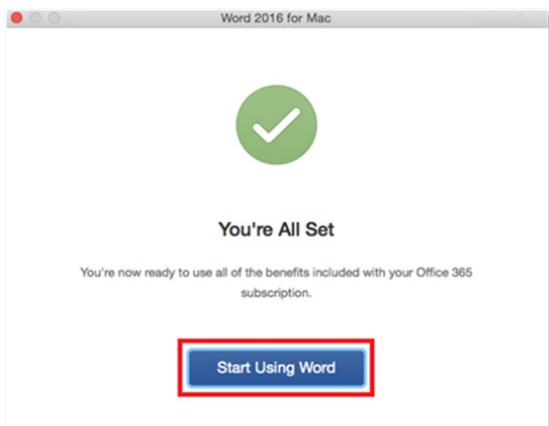
How would you like Office to look?

You can always change the theme later on under Preferences > General.



Choose your theme: Colorful
 Classic

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.