

Installing & Activating Office 365 on Mac

All corporate and state school staff and students can now download Microsoft Office 365 to their personal home computers and mobile devices for free. You can choose to install Office 2016 or upgrade from Microsoft Office 2013.

- 1. Go to http://portal.office.com/ols/mysoftware.aspx
- 2. Login with your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and click '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'.



4. Click 'Install'.

The download package will begin to download.



 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'.



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'.

	Installer is trying to install new software. Type your password to allow this.
Bandida	Username: username
	Password: •••••

10. The installation of Office 365 will commence.

000	Install Microsoft Office 2016 for Mac	
	Installing Microsoft Office 2016 for Mac	
 Introduction License Destination Select Installation Type 	Writing files	
Installation		
• Summary		
	Go Back Co	ontinue

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

0	🥪 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)

		Applicat	ions		
Favorites	ITunes	Launchpad	Mail	Maps	Messages
iCloud Drive AirDrop ArDrop ArDrop	x	N	0	P	w
Desktop	Microsoft Excel	Microsoft OneNote	Microsoft Outlook	Microsoft PowerPoint	Microsoft Word

2. Click 'Sign In' to Activate Office

Word 2016 for Mac
Office
Sign In to Activate Office
Sign in with the Microsoft account that you used to purchase Office or with the account assigned to you by your work or school.
Sign In
< Back

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	

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



5. Choose your Office theme and click '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.