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'.
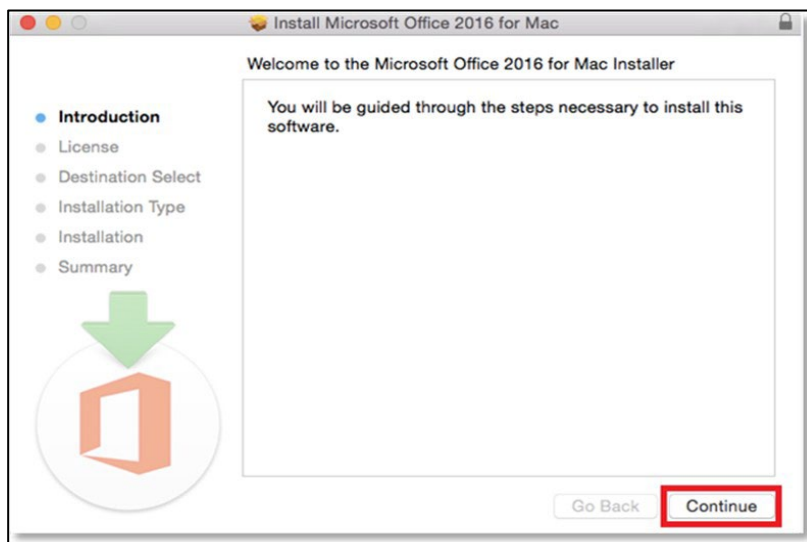

3. You will be redirected to the department's sign-in page.
   I.   Type your username and password.
   II. Tick 'I agree to the conditions of use and privacy statement'.
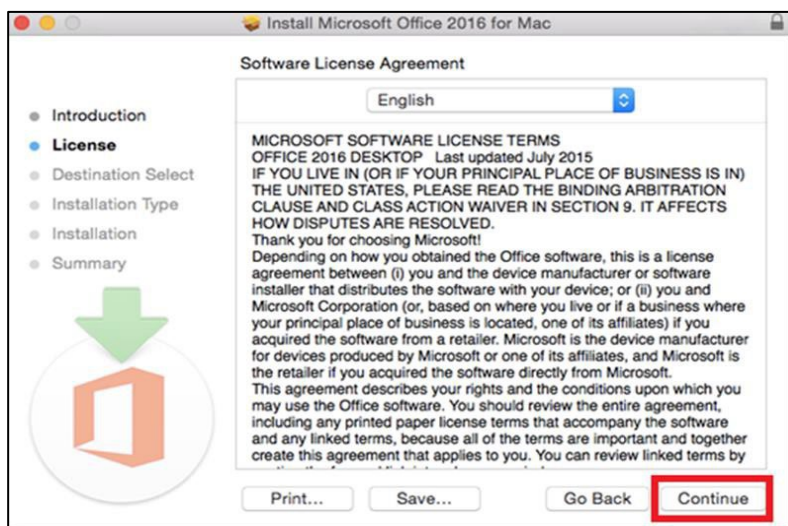   III. Click 'Sign in'.

4. Click 'Install'.
   The download package will begin to download.
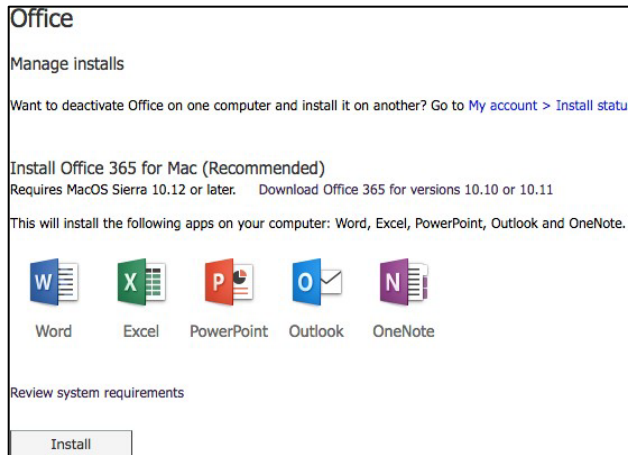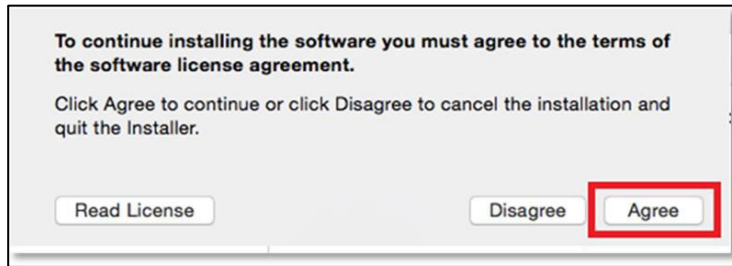

5. Run the installation file when the download has completed.
   You can simply Double click the installer file and click
   'Continue'

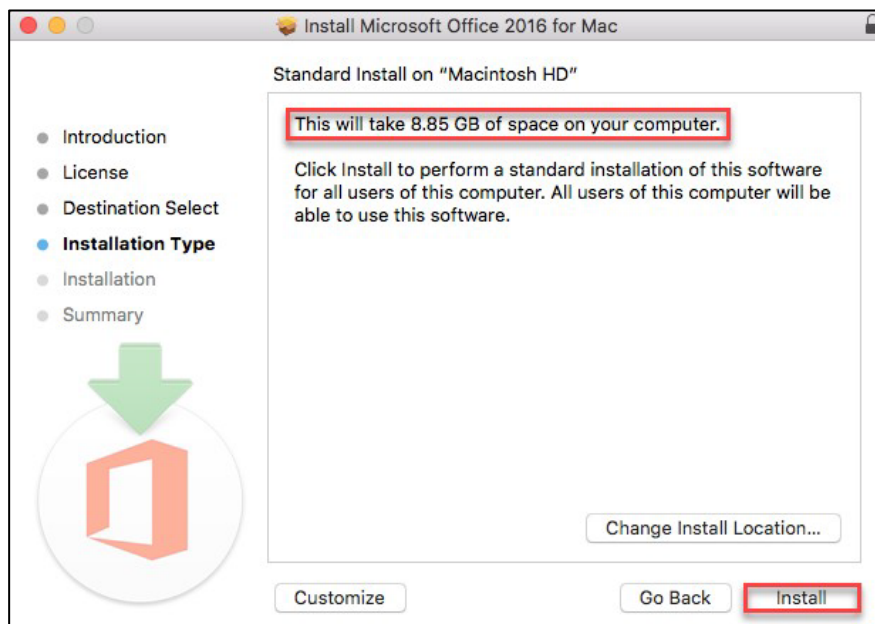6. Read the Software License Agreement and click 'Continue'.

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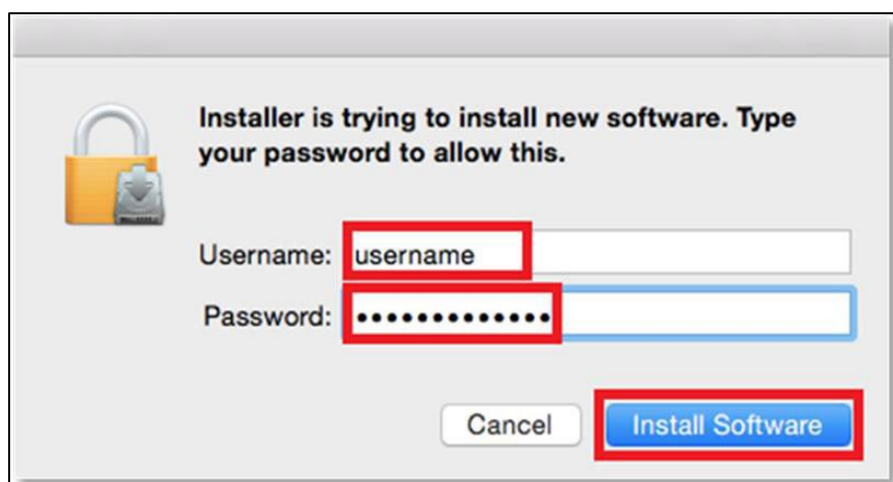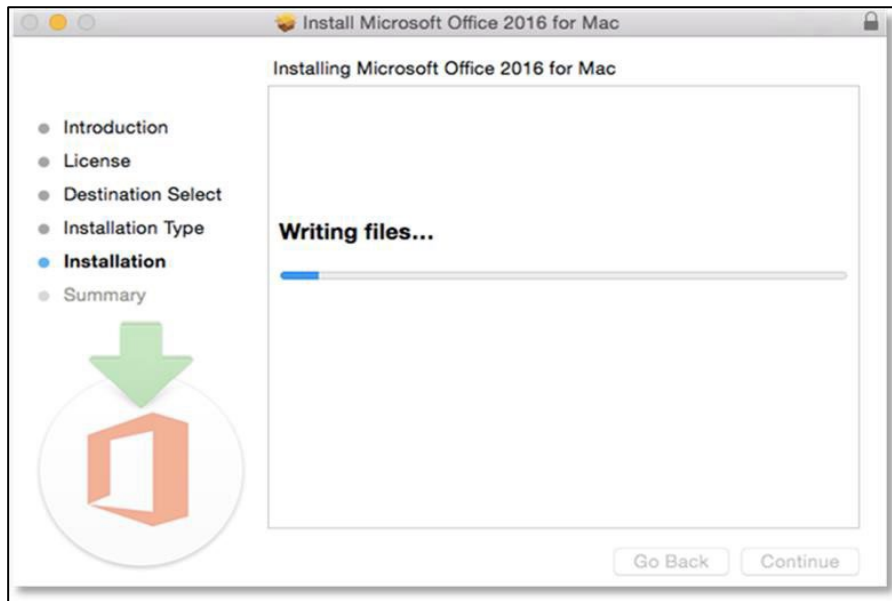

8. Click 'Install'.
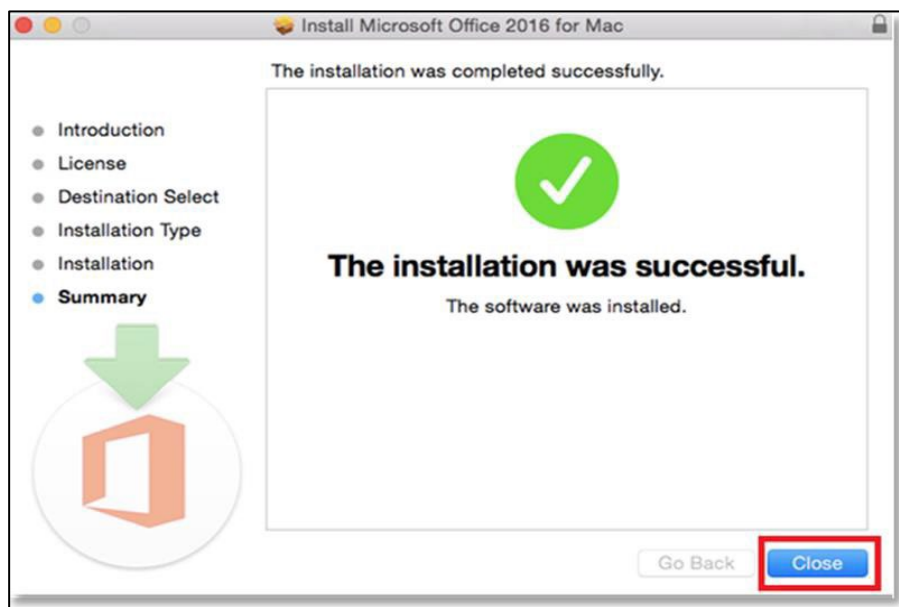   Note: The installation will take 8.85GB of your space on your computer.

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

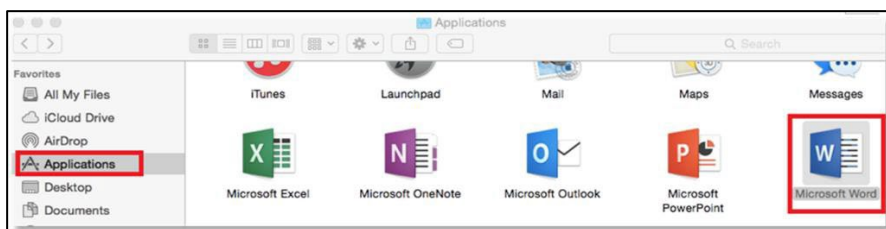10. The installation of Office 365 will commence.

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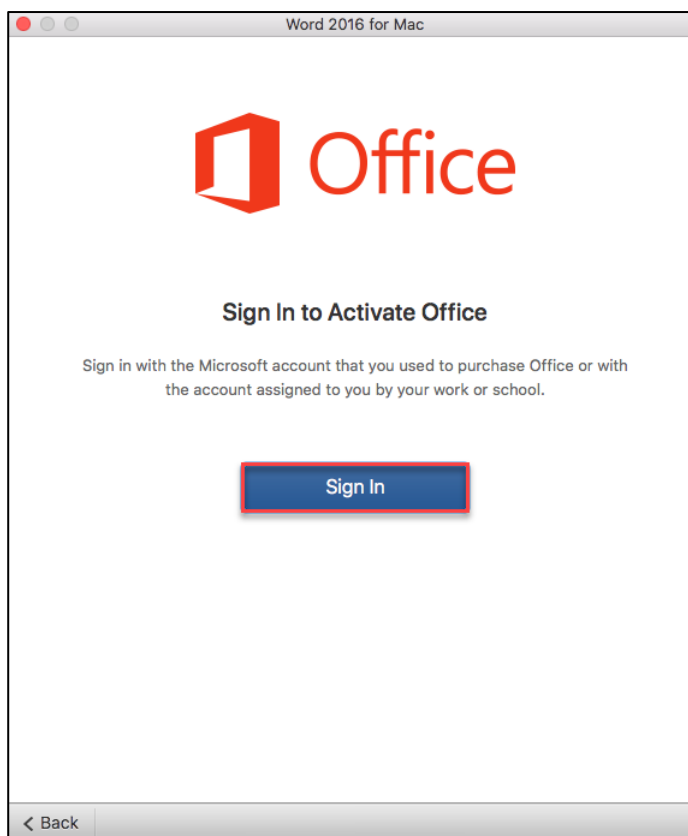

Activate Office 365

Please follow the steps below to activate your Office 365 installation:
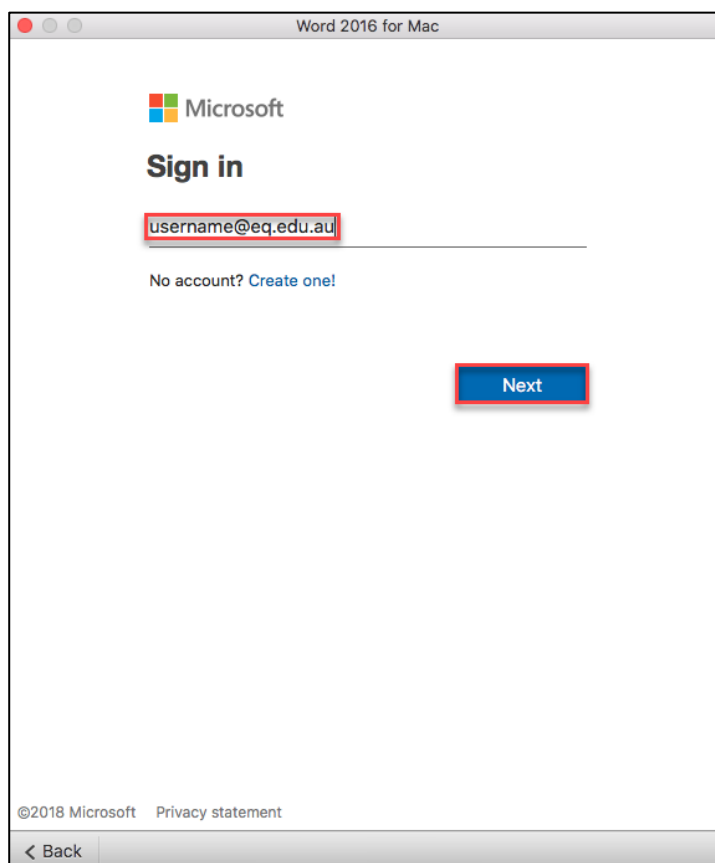
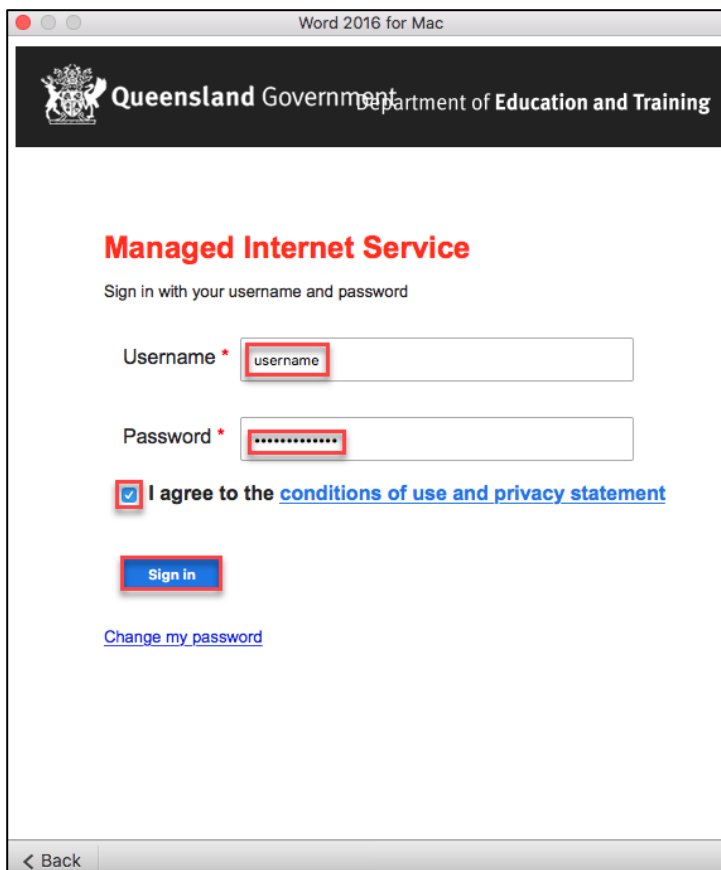1. Launch an Office application (such as Microsoft Word)

2. Click 'Sign In' to Activate Office

3. Enter your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.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'
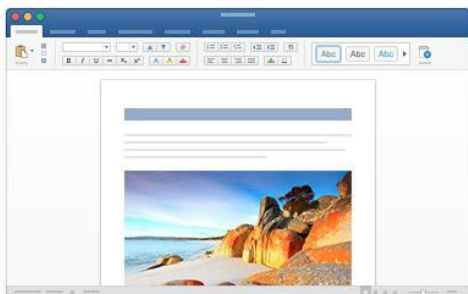
5. Choose your Office theme and click 'Continue'.

6. You are now ready to use all the benefits included with your Office 365 subscription. Click 'Start Using Word'.
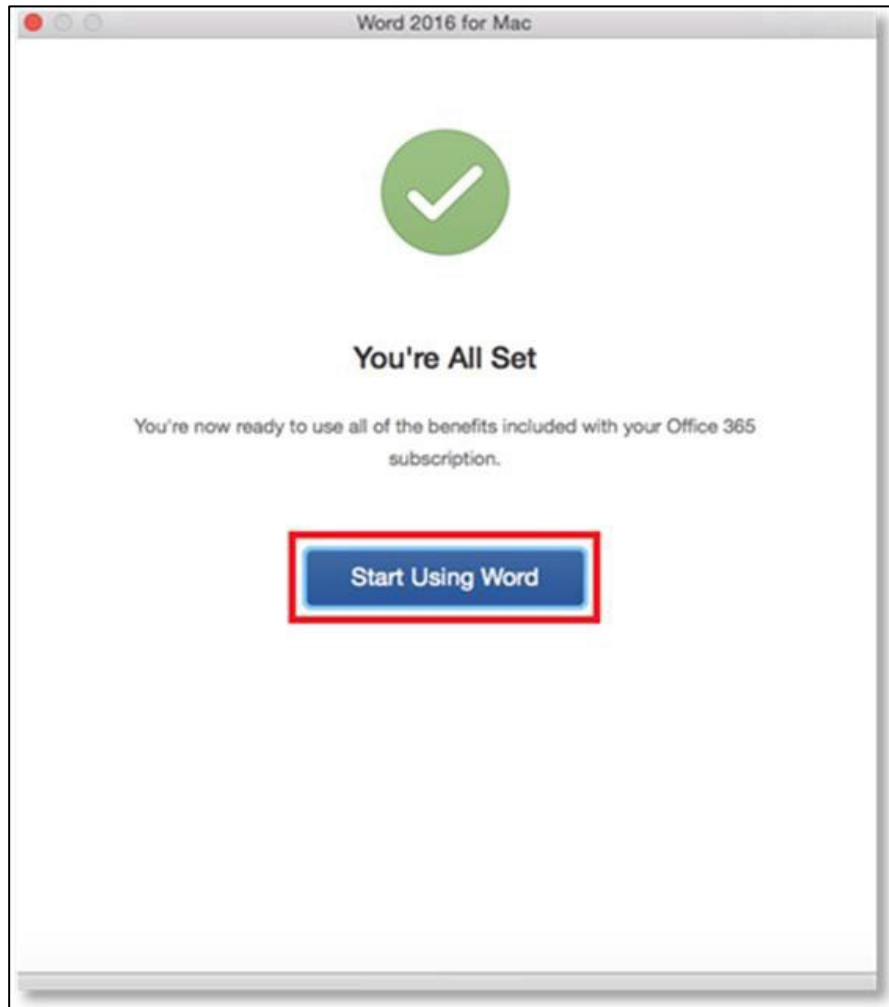
Your Microsoft Office 365 software is now ready for you to use.