

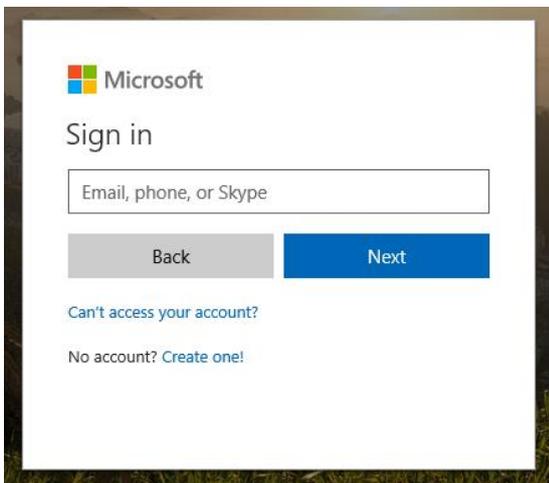
Please uninstall all existing versions of Microsoft Office before proceeding

Instructions to uninstall Microsoft Office can be found at:

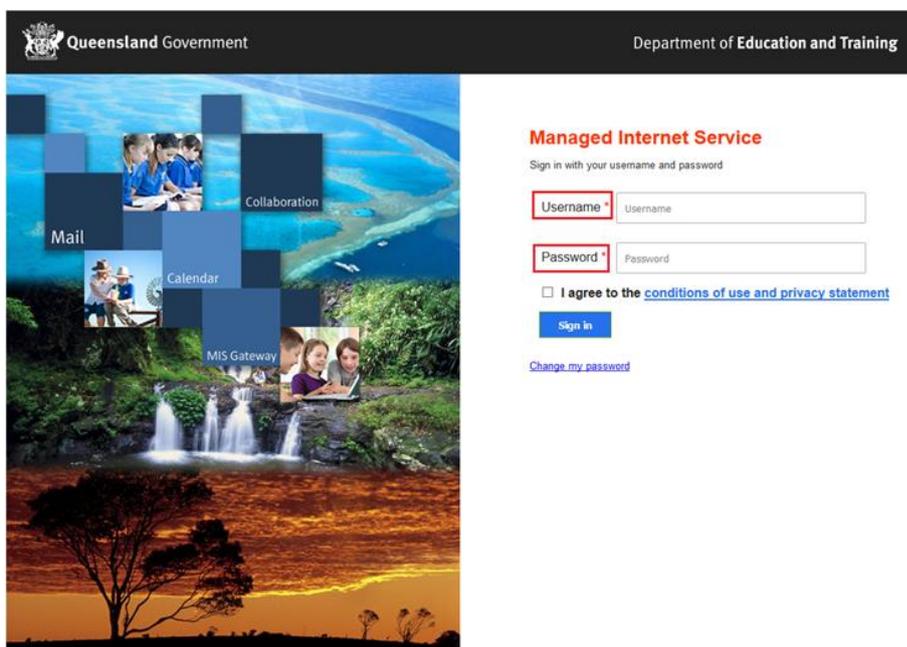
<https://support.microsoft.com/en-au/office/uninstall-office-from-a-pc-9dd49b83-264a-477a-8fcc-2fdf5dbf61d8>

Download and install Microsoft Office for Students

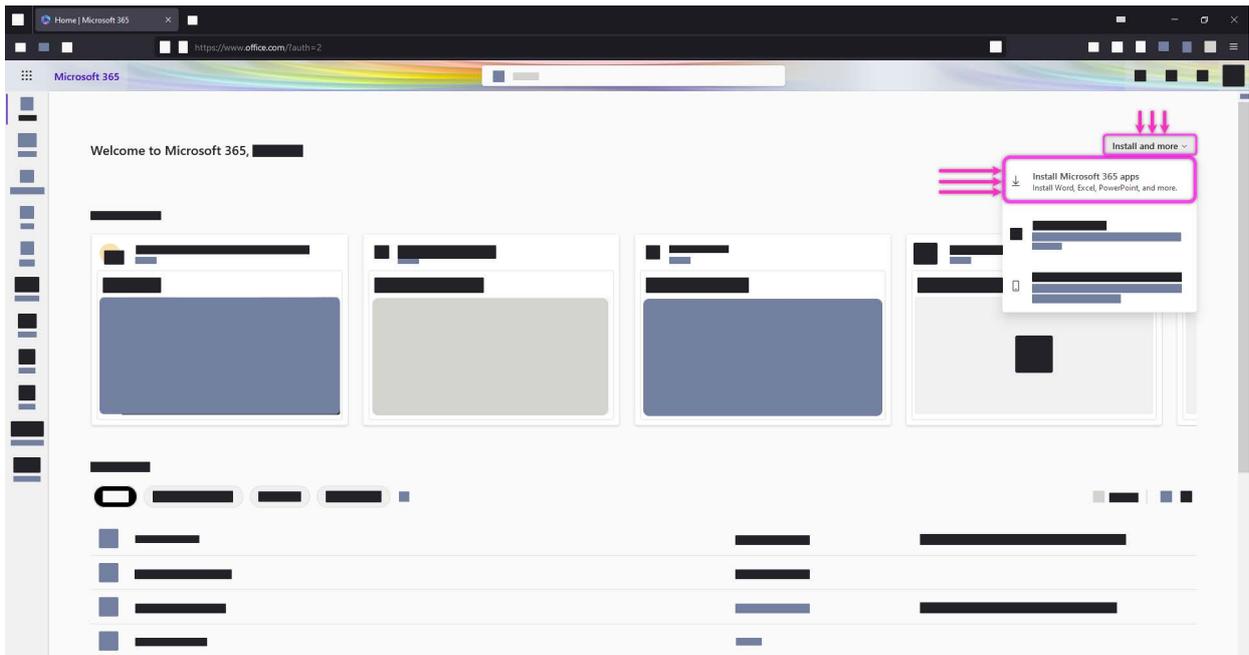
1. Open internet browser and navigate to <http://office.com>
2. In the top right corner click on "Sign in"
3. In the Username field, type in your EQ (e.g. jsmith1@eq.edu.au) and click "next".



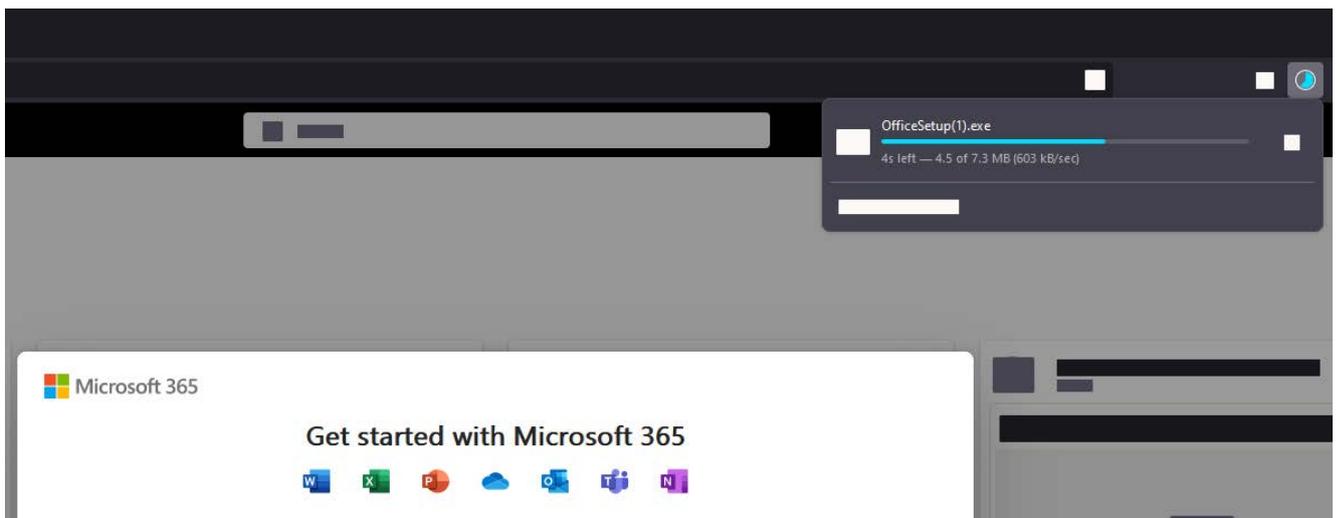
4. You will be prompted for your username and password on the online authentication page. Type your username and password.
5. Click Login



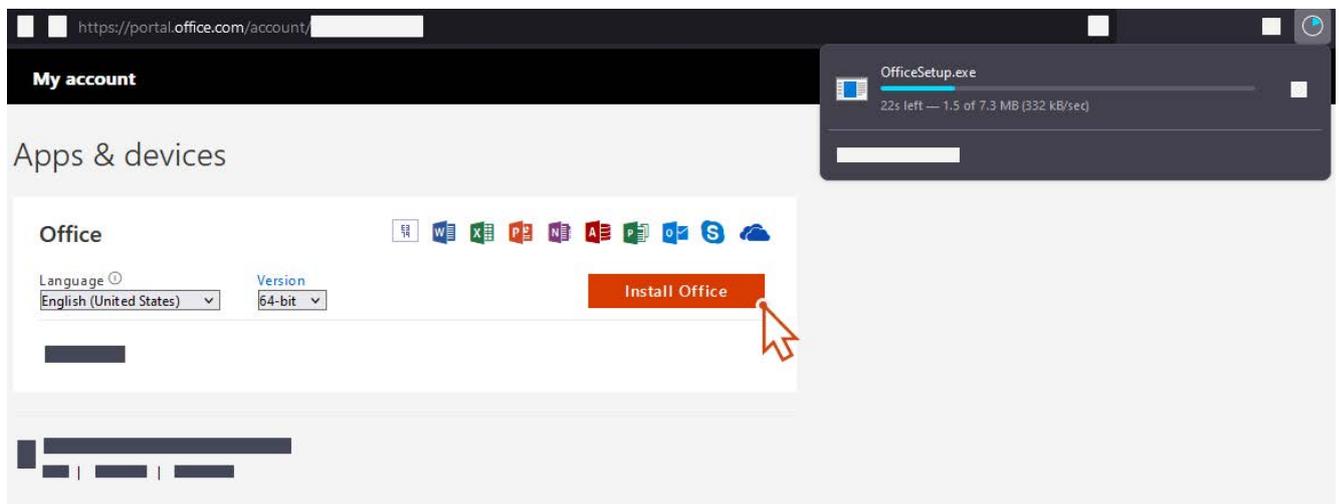
6. In the top right corner, click on the "Install and more" then "Install Microsoft 365 Apps".



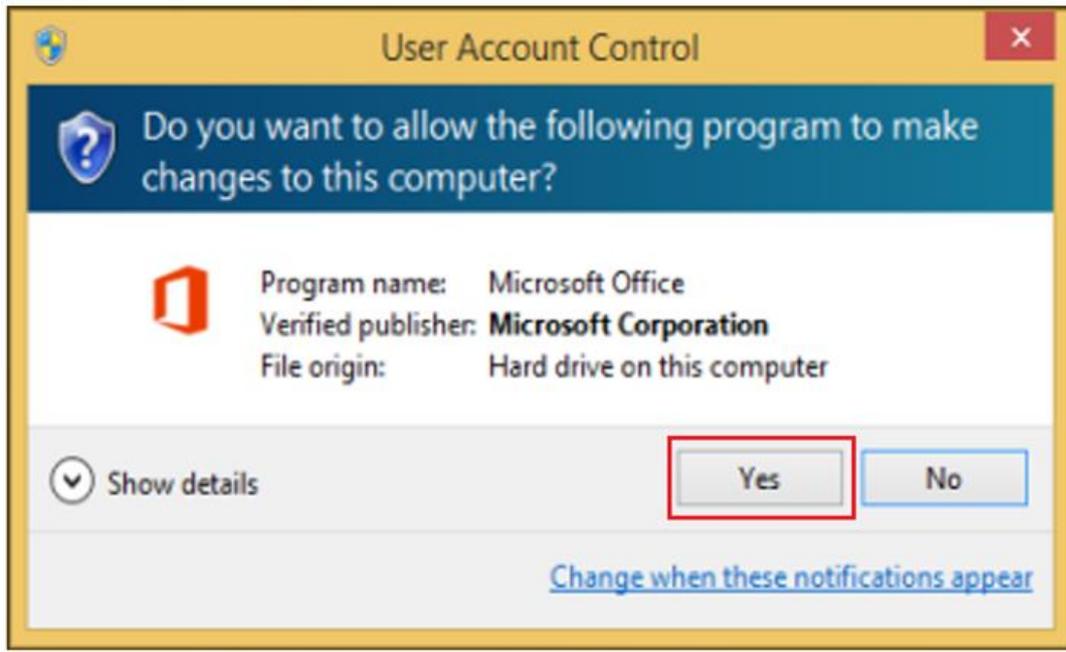
7. When the file has completed downloading, run the installer



Note: For some students, another page may open. If this occurs, please click on the **Install Office** button that is displayed on the new page.



8. You will be prompted with a message to make changes to your computer. **Select 'Yes'**.



9. Office will start downloading.



You will also see the office icon pop up on the task bar.

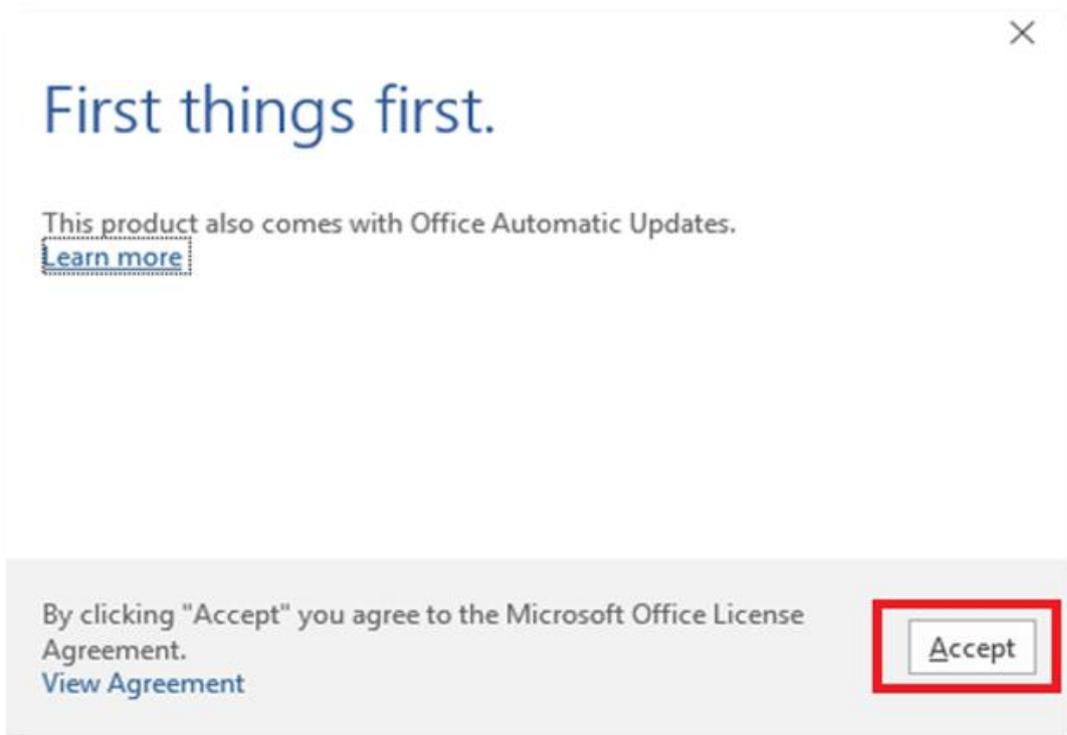


10. Office 365 will start to install onto your computer, wait for this to finish.

Note: If you currently have another version of Office installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



11. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



12. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.

After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

