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".

Home] Microsoft 365 ×	■ - σ ×
https://www.office.com/?auth=2	
 Microsoft 365	
Welcome to Microsoft 365,	Instal and more ~
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7. When the file has completed downloading, run the installer

		OfficeSetup(1).exe 4s left — 4.5 of 7.3 MB (603 kB/sec)
Microsoft 365		
	Get started with Microsoft 365 🝓 🔹 🏟 📥 🙀	
	📲 💶 😰 📥 📬 🖏	

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.

https://portal.office.com/account/		
My account		OfficeSetup.exe
Apps & devices		
Office Language English (United States)	Install Office	

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

😚 User Account Control 🗙		
Do you want to allow the following program to make changes to this computer?		
0	Program name: Verified publisher: File origin:	Microsoft Office Microsoft Corporation Hard drive on this computer
Show details Yes No Change when these notifications appear		

9. Office will start downloading.

Office
We're getting things ready

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

First things first.	×
This product also comes with Office Automatic Updates.	
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	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.

Office				
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	-			
	You're all s	et! Office is install ck Start > down-arrow.	ed now	
		Close		