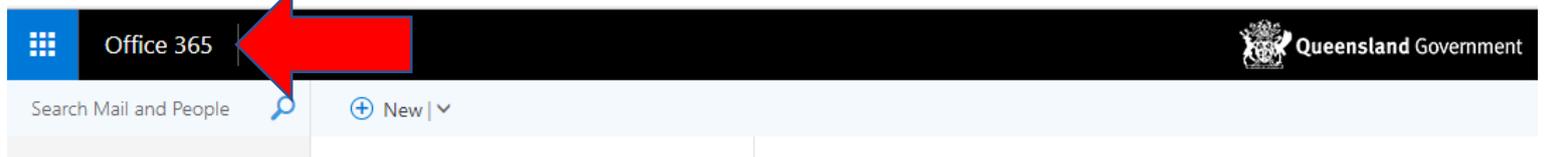


## Instructions for downloading and installing Office 365 (2016) for students

STEP 1

Log onto your EQ Emails and select the Office 365 logo on the top left.



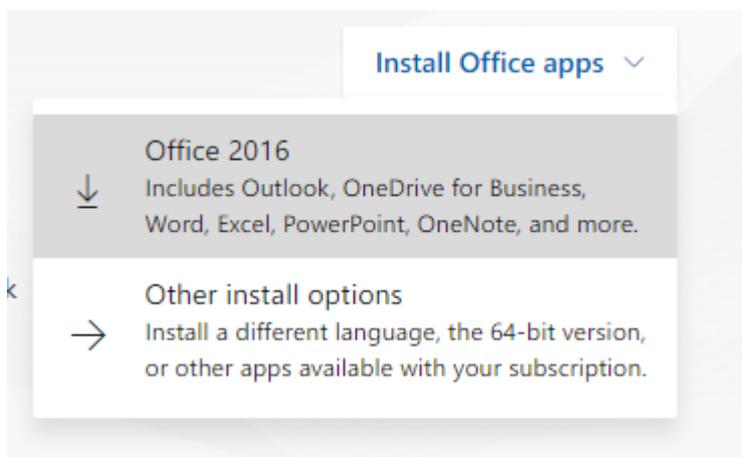
STEP 2

On the next page, find the dropdown menu on the right side labelled "Install Office apps".



STEP 3

Select this menu and select "Install Office 2016".



STEP 4

Save the file and then run it. This will begin the process of downloading and installing the Office 2016 package for students.