



Please uninstall all existing versions of Microsoft Office before proceeding

Instructions to uninstall Microsoft Office on a Mac can be found at:

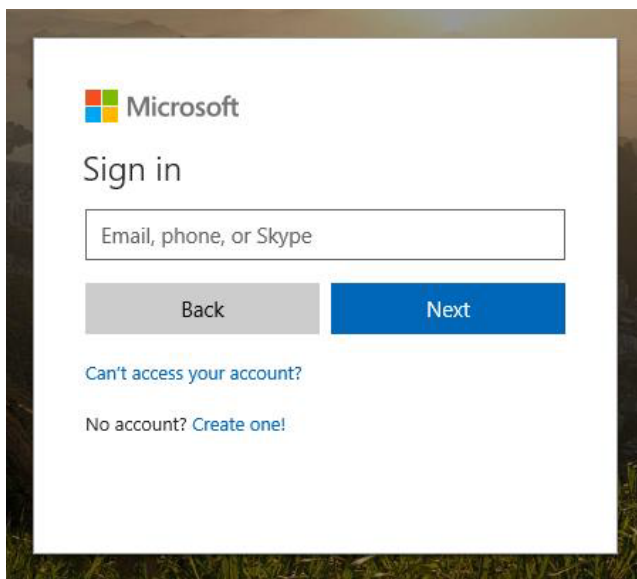
<https://support.microsoft.com/en-au/office/uninstall-office-for-mac-eefa1199-5b58-43af-8a3d-b73dc1a8cae3>

Install Microsoft Office for Students on a personal MacOS device

How to download

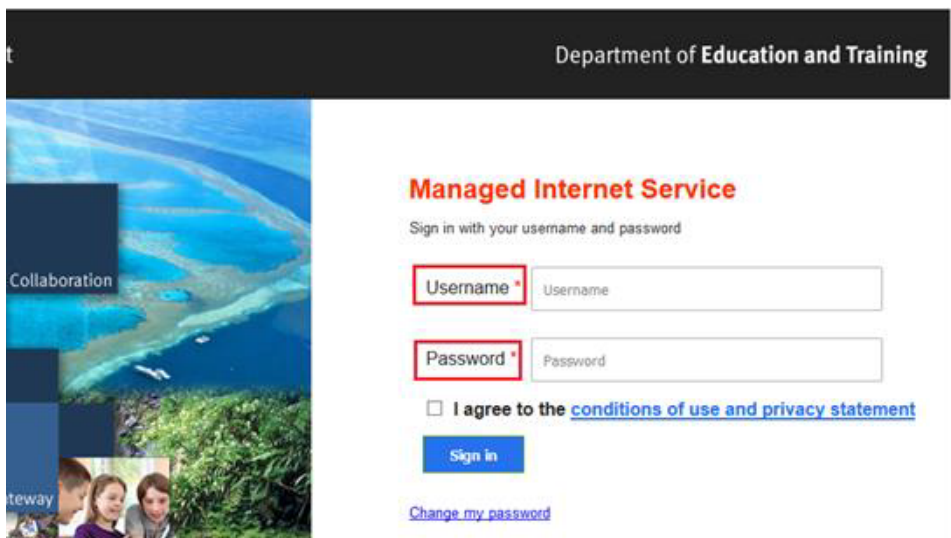
Download, update to or install Microsoft Office for Students on MAC.

1. **Open** internet browser and navigate to <https://office.com/>
2. You will need to log into the Office 365 home page using your EQ details. **Type** your username and password. Ensure you use your @eq.edu.au email address.
3. **Click** 'Sign in'.

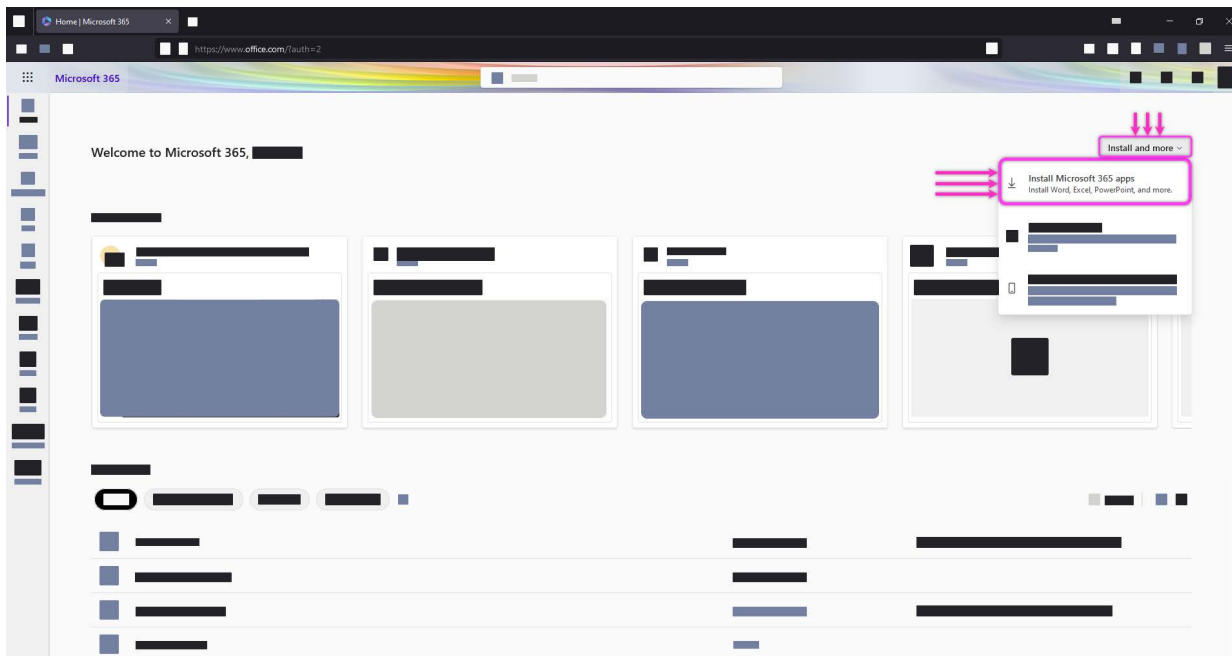




4. You will be prompted for your EQ username and password on the online authentication page. **Type** your username and password.

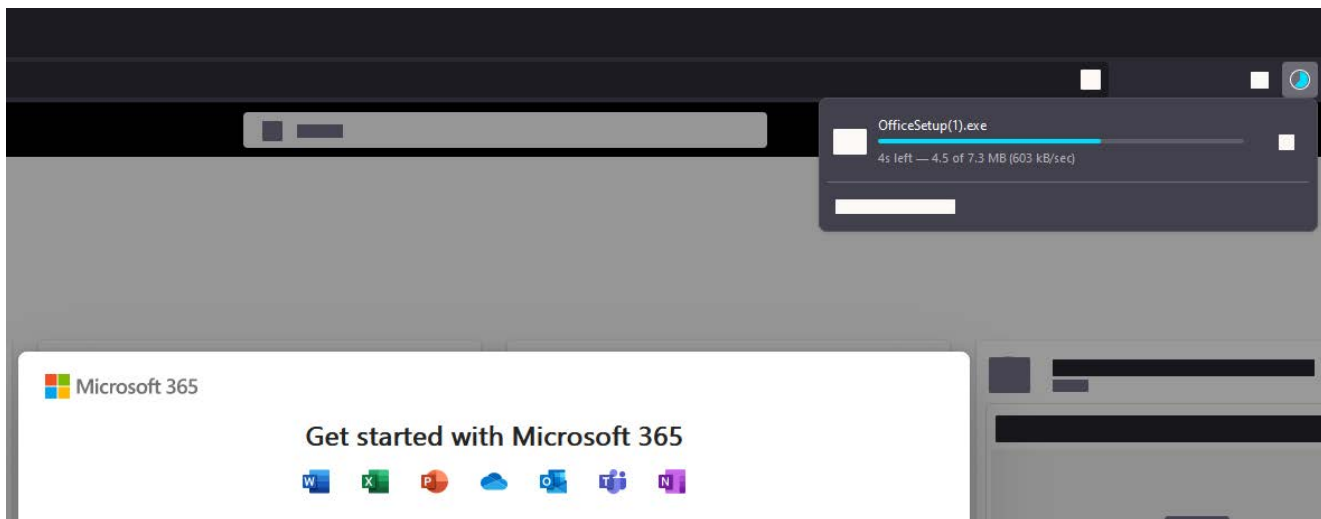


5. In the top right corner, click on the "Install and more" then "Install Microsoft 365 Apps".

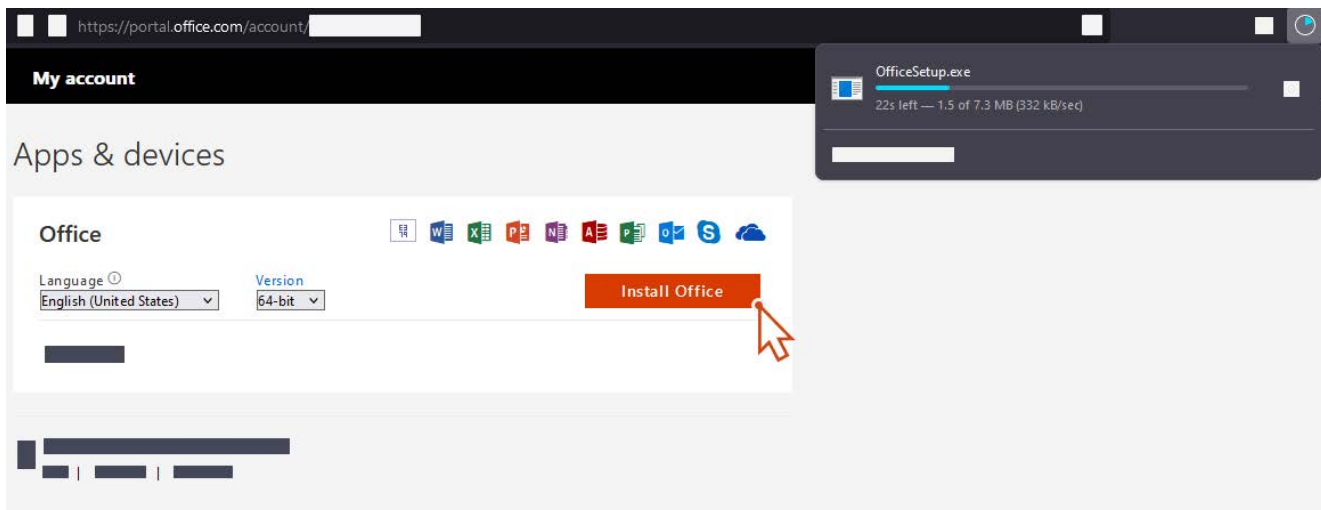


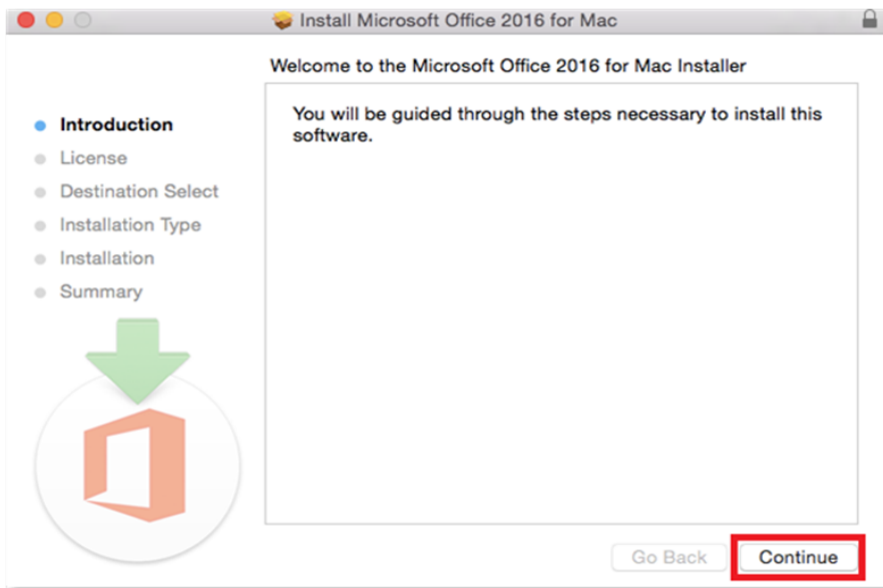


6. When the file has completed downloading, run the installer

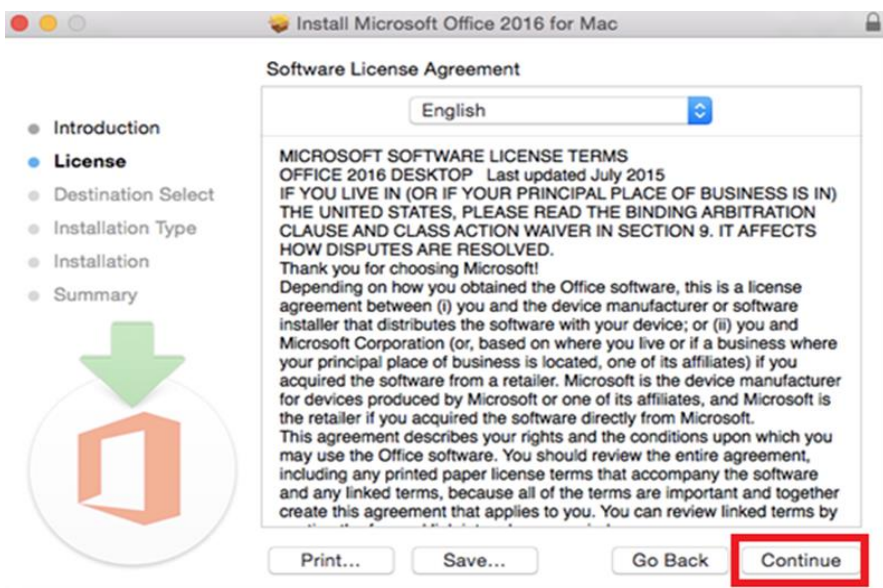


Note: For some students, another page may open. If this occurs, please click on the **Install Office** button that is displayed on the new page.





7. The software Licence Agreement will display. **Read** and **click** 'Continue'.



8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. **Click** 'Agree'.

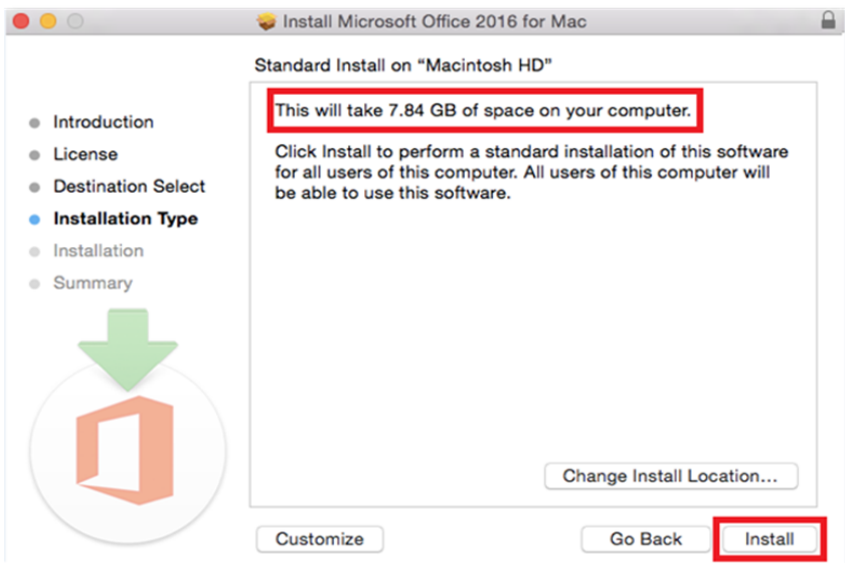


Note: The installation will take 7.84GB of your space on your computer.

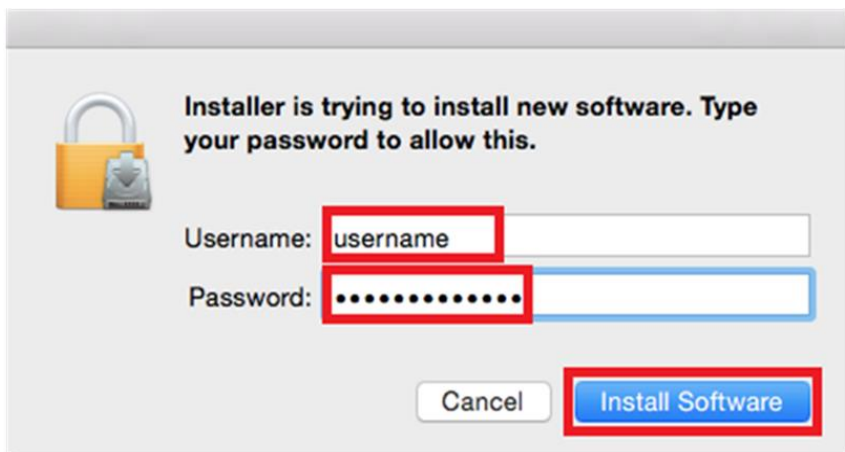




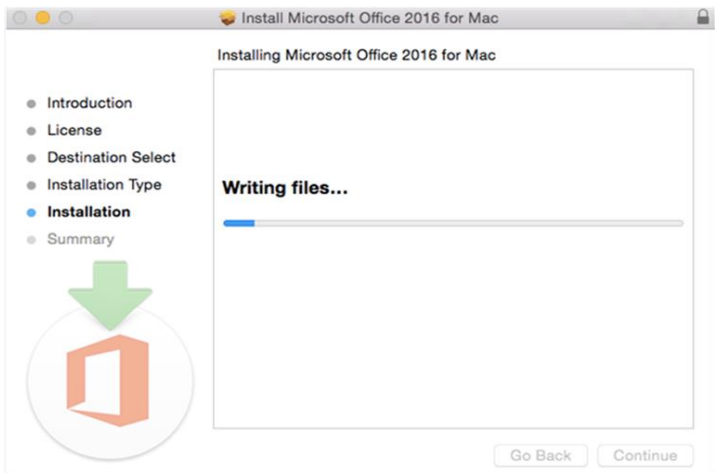
9. Click 'Install'.



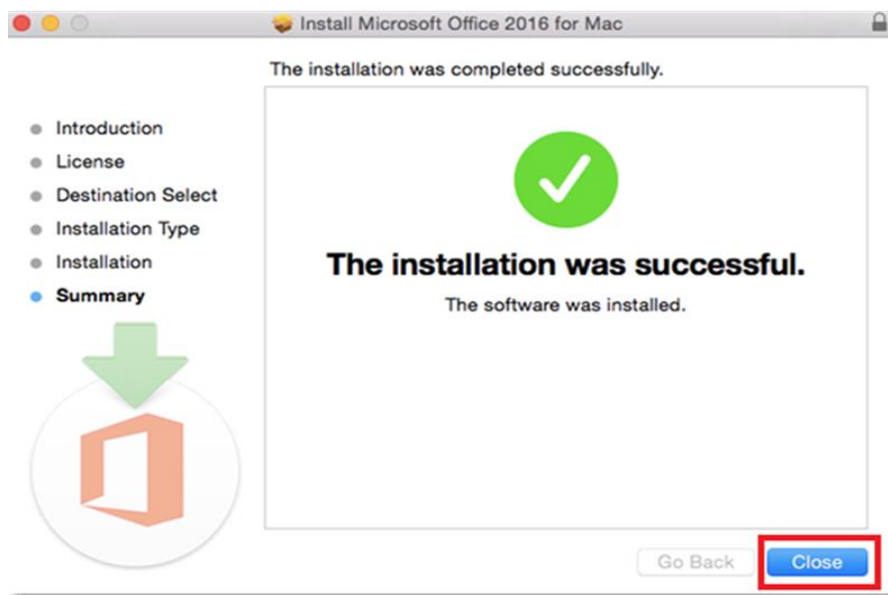
10. You will be prompted by the installer software on your computer. Enter your username and password and click 'Install Software'.



11. The installation of Office 2016 will commence. Wait for the installation to finish.

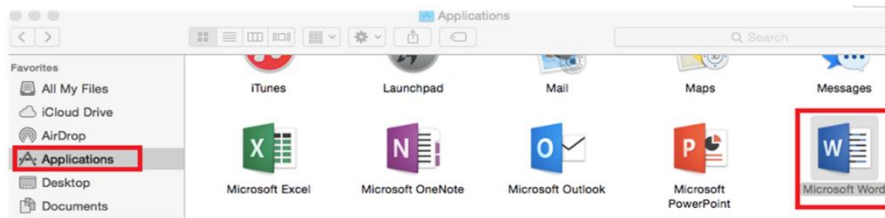


12. A message will appear to say that your software has been successfully installed. **Click** 'Close'.

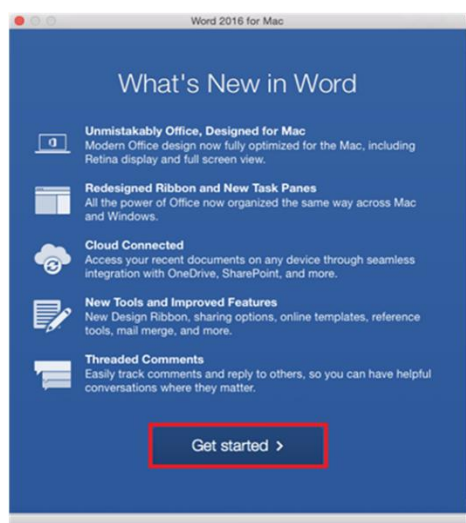


The software installation will close.

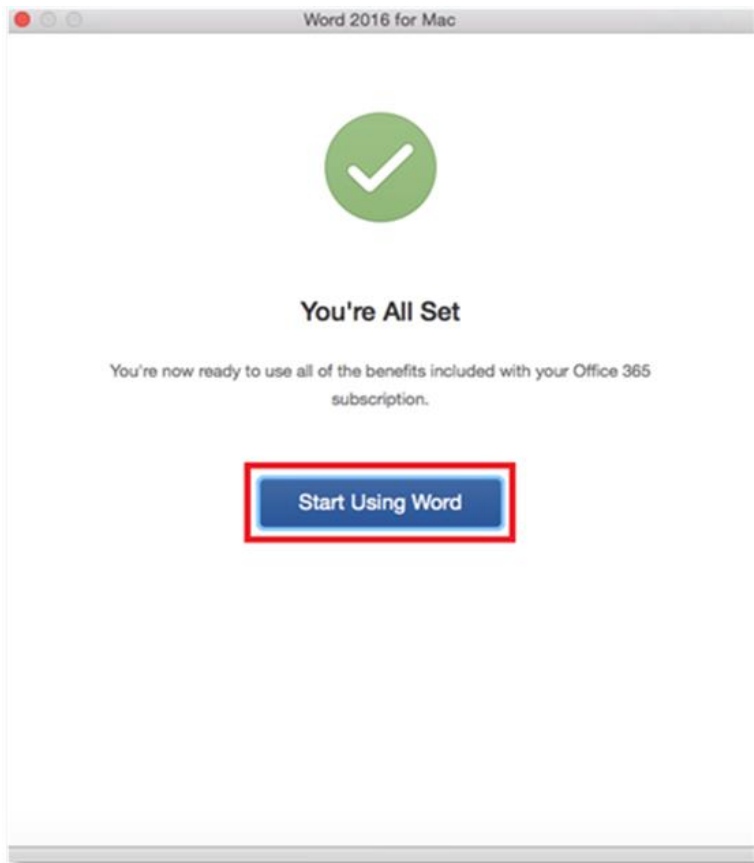
13. To access your newly installed applications, go to your Applications folder (**Command + Shift + A**).



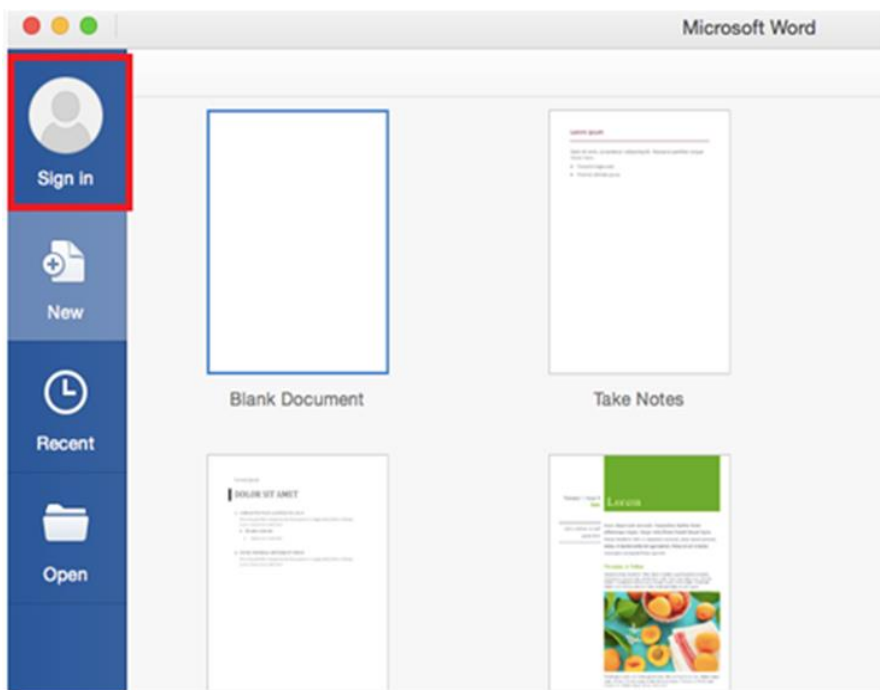
14. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on 'Get started >'.



15. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.



16. On the main page of your Microsoft application, **click** 'Sign in'.



17. You will be prompted to enter your email address (username@eq.edu.au). **Press** 'Next'.

Word 2016 for Mac

Sign in

What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

username@eq.edu.au

Next

[Privacy statement](#)

18. You will need to log in to the online authentication page again. **Enter** your username and password and click 'Login'.

Word 2016 for Mac

Government

Department of Education,

Logon ID

Password

[Change my password](#)

Login

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)

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[Queensland Government](#)

After successfully logging in, you will be taken back to the application.

Your Microsoft Office software is now ready for you to use. This software is only for personal devices and will remain available as long as you are a Queensland state school student, or employed by the department.

You may be asked to confirm your username/password every 30 days to continue using the product (or when you change your MIS password)

