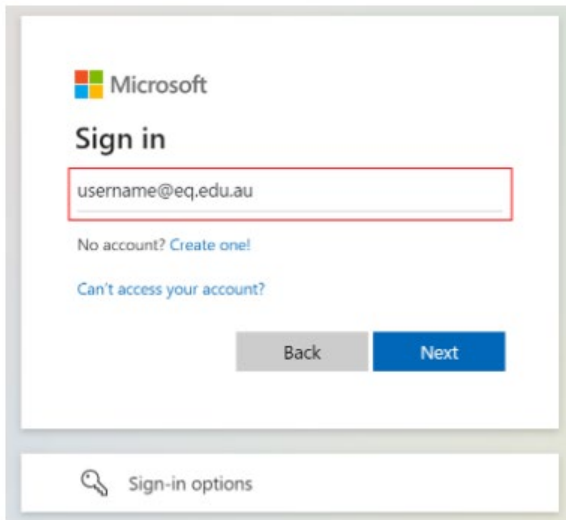


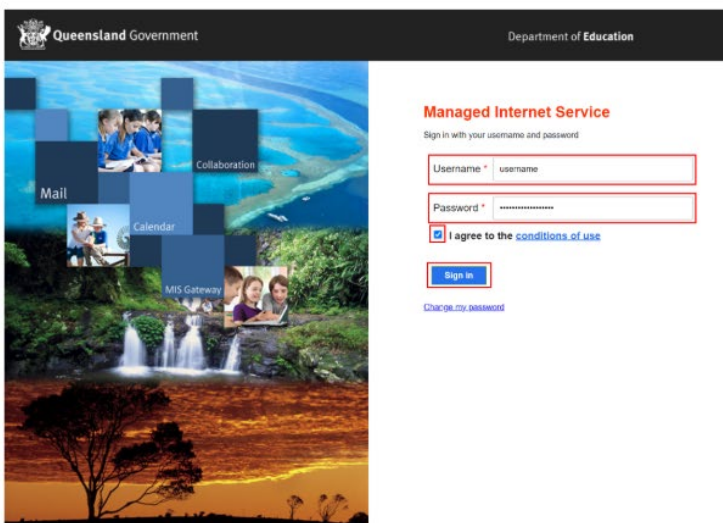
Installing Microsoft

1. **Open** an internet browser (Chrome, Edge, Firefox) and **navigate to** <https://www.office.com/>
2. You will be prompted to sign in
3. In the Username field, **type** in your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** "next"



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "username@eq.edu.au". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form are two buttons: "Back" (grey) and "Next" (blue). Below the form is a section titled "Sign-in options" with a magnifying glass icon.

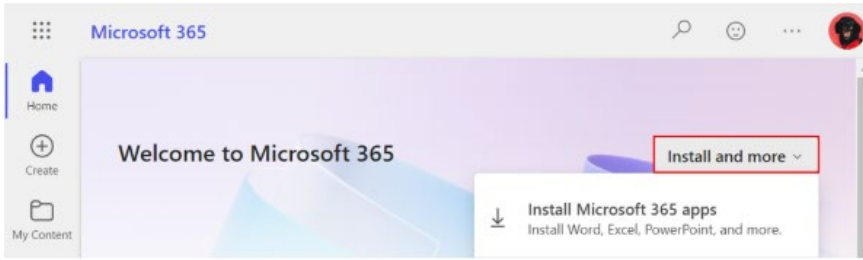
4. You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in"



The image shows the login page for the Queensland Government's Managed Internet Service. The header includes the Queensland Government logo and the text "Department of Education". The main content area is titled "Managed Internet Service" and includes the instruction "Sign in with your username and password". There are two input fields: "Username *" with the text "username" and "Password *" with a masked password. Below the password field is a checkbox labeled "I agree to the conditions of use" which is checked. A blue "Sign in" button is located below the checkbox. At the bottom left of the form is a link that says "Change my password". The background of the page features a collage of images related to education and technology, with labels for "Mail", "Collaboration", "Calendar", and "MIS Gateway".

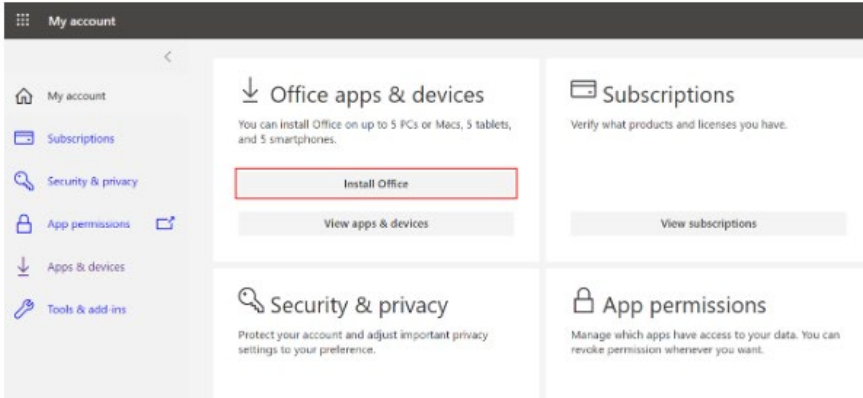
After successfully signing in, you will be taken to the Microsoft 365 landing page

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

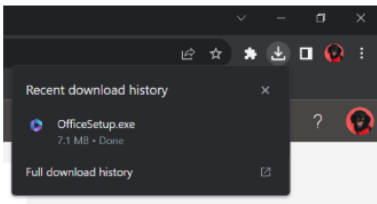


7. After clicking "Install Microsoft 365 Apps" you will be taken to your Microsoft 365 account page

8. Under "Office apps & devices" **click** "Install Office"

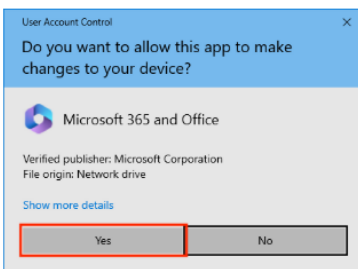


9. A file will download titled "OfficeSetup.exe"

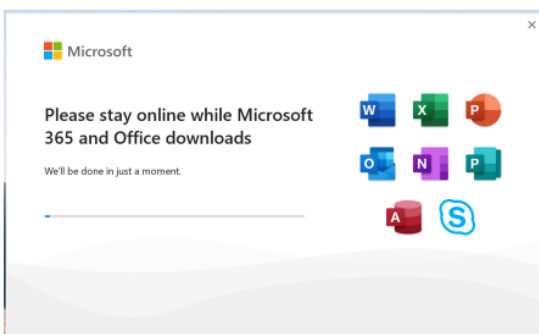


10. After the download has completed, open/run the file

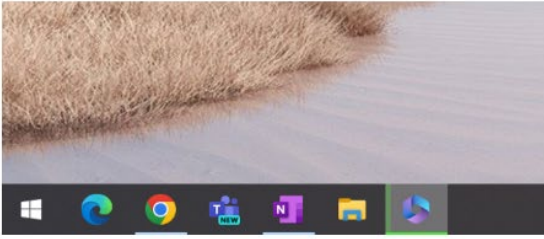
11. You will be prompted with a message to make changes to your computer. **Select** 'Yes'



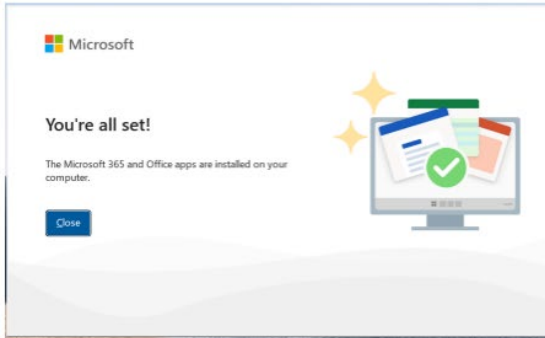
12. Office 365 will now start to download and install on your computer, wait for this to finish (Please note the Office 365 apps are approx. 10GB and may take a while to download depending on your network speeds)



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



14. After Microsoft 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.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account) or @qed (corp account).