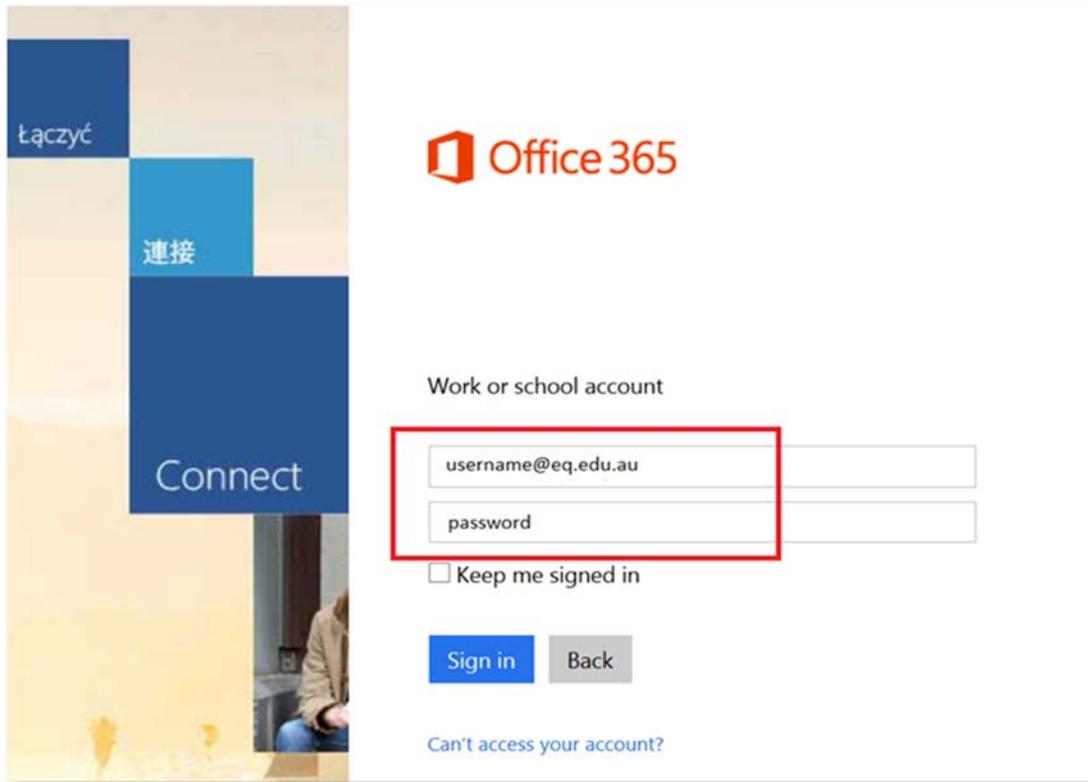


Download, update to and install Office 2016

1. Open internet browser and navigate to <http://portal.office.com>
2. In the username field, type in your EQ email address - e.g. jsmith1@eq.edu.au. **Leave the password field blank.** Click on Sign In



The screenshot shows the Office 365 sign-in interface. On the left, there are three blue buttons with text in different languages: 'łączyć' (Polish), '連接' (Chinese), and 'Connect' (English). The main area features the Office 365 logo at the top. Below it, the text 'Work or school account' is displayed. There are two input fields: the first contains 'username@eq.edu.au' and the second is empty. A red rectangular box highlights both input fields. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom, there are two buttons: 'Sign in' (blue) and 'Back' (grey). A link 'Can't access your account?' is located at the very bottom.

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



Queensland Government

Department of Education,

Logon ID

username

Password

••••••••

[Change my password](#)

Login

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

© The State of Queensland (Department of Education, Training and Employment) 2012.

[Queensland Government](#)

4. Click Login.

5. **IMPORTANT:** Untick the check boxes which automatically make Bing your search engine and make MSN your browser home page if you don't want to apply changes.

Make Bing your search engine

Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

[Other installs](#)

[Troubleshoot installation](#)

6. After unticking the above options, **click** on the 'Install now' button.

Install Office 2016 on your PC

Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

 Word  Excel  PowerPoint  Outlook  OneNote

Install now

[Other installs](#)
[Troubleshoot installation](#)

Got a Mac? Sign in to Office 365 on your Mac to install.

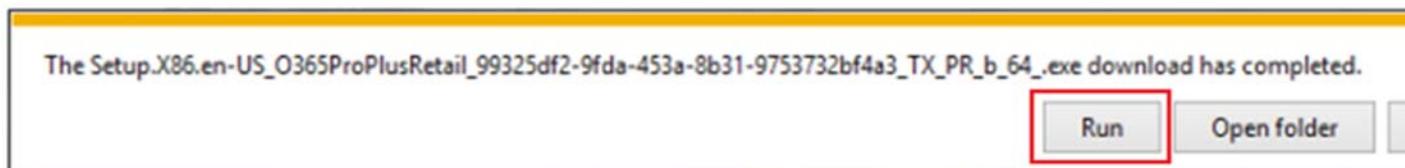
[How do I get Office 2013?](#)
Smartphone or tablet? [Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

8. **Click** on 'Save'. The file will automatically begin to download.

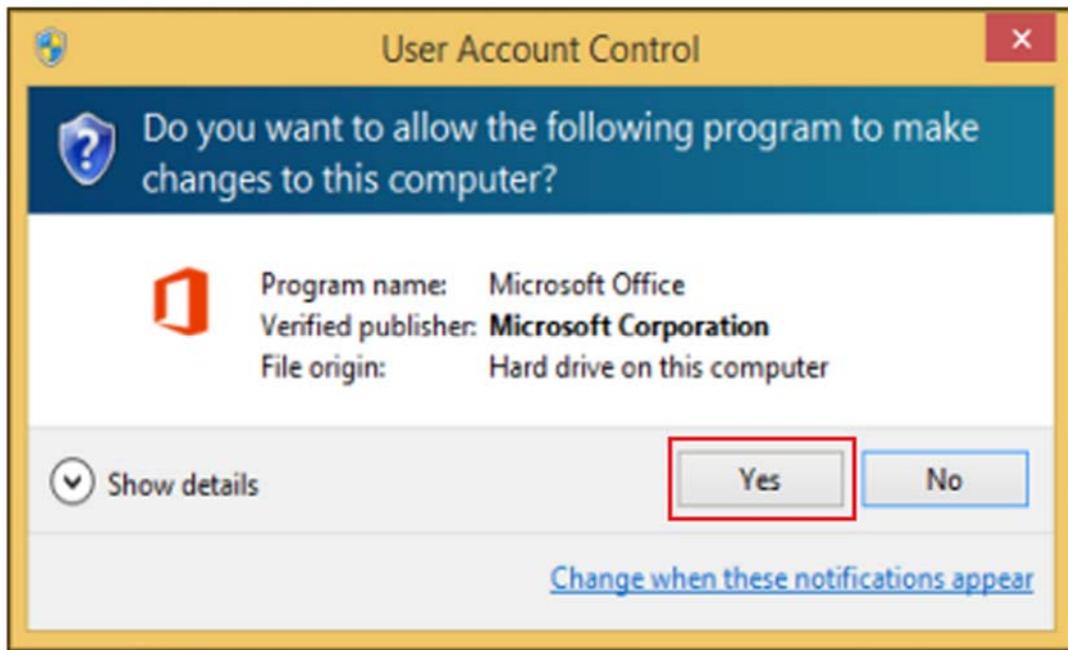


9. When the file has completed downloading, **click** on 'Run'.

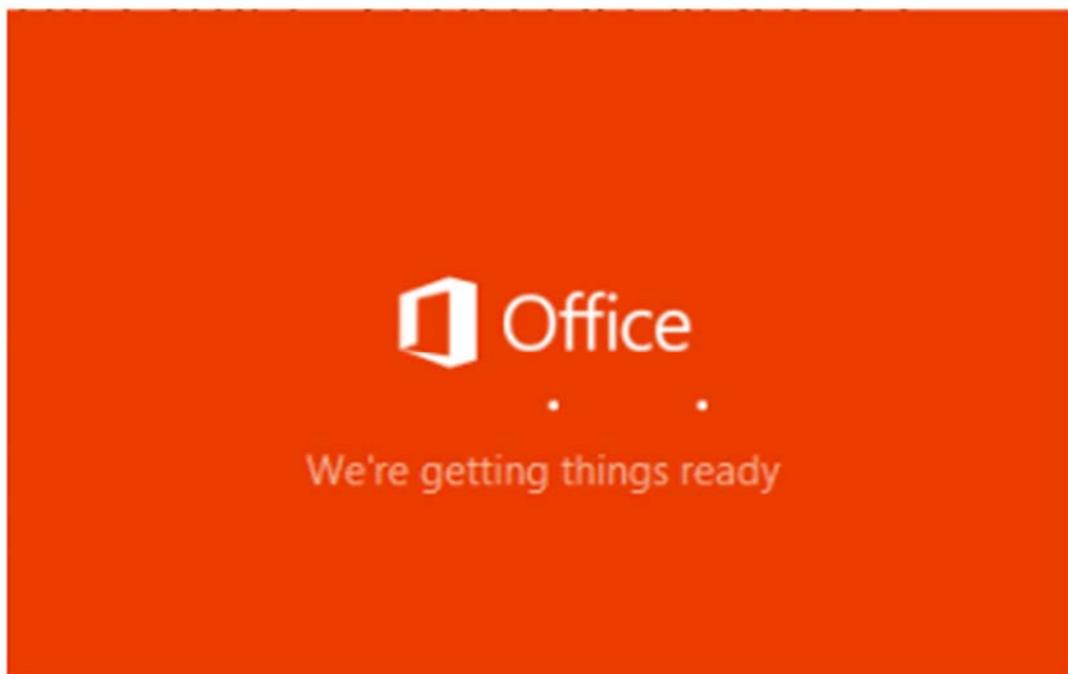


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

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



11. Office will start downloading.

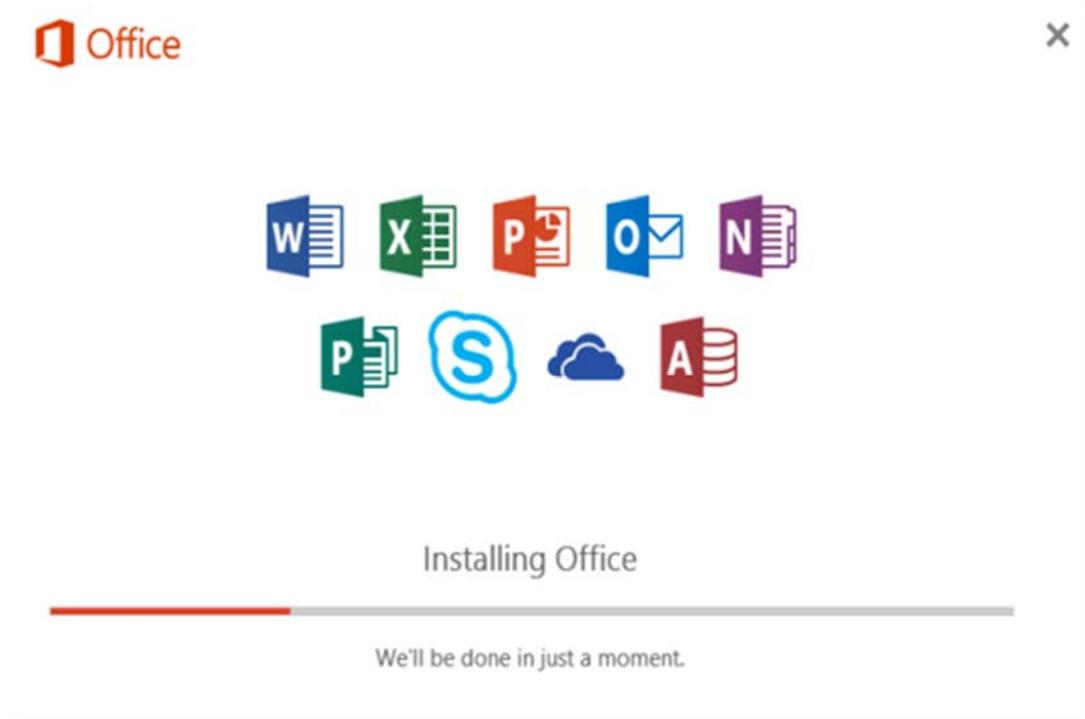


You will also see the office icon pop up on the task bar.

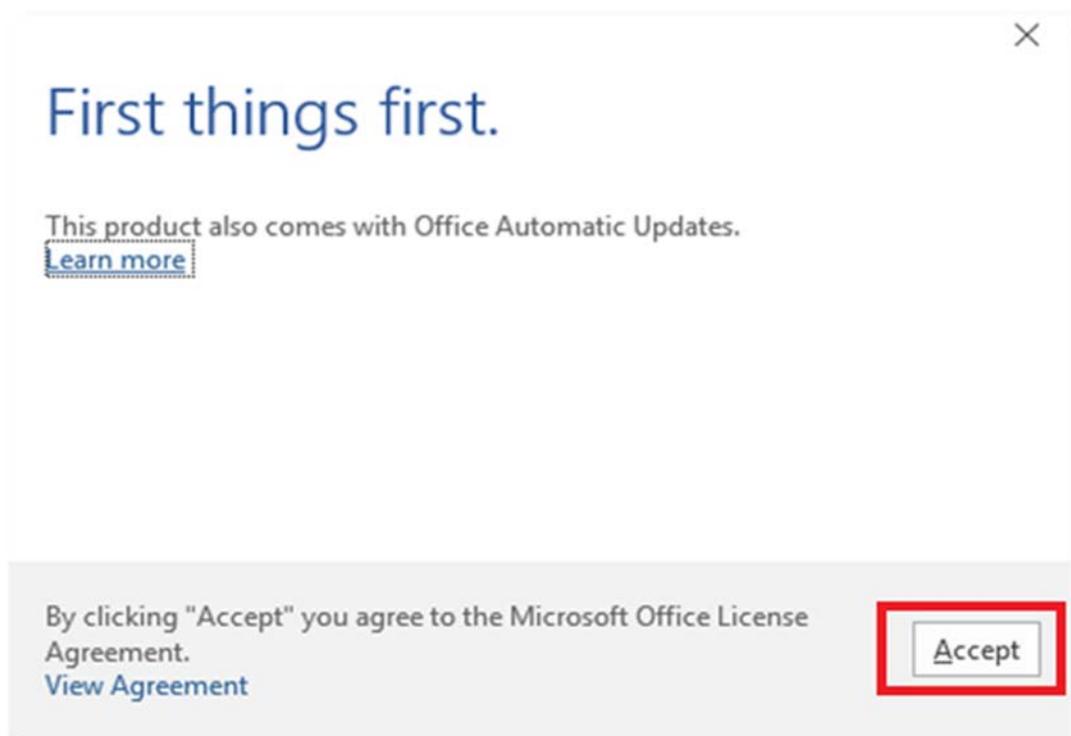


12. Office 2016 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



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



14. After Office 2016 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.



You're all set! Office is installed now

Click Start > down-arrow.

Close

After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school student, or employed by the department.