# MIS- Office 365- Apps- Microsoft Office 365 for Apple Mac personal devices

## Issue:

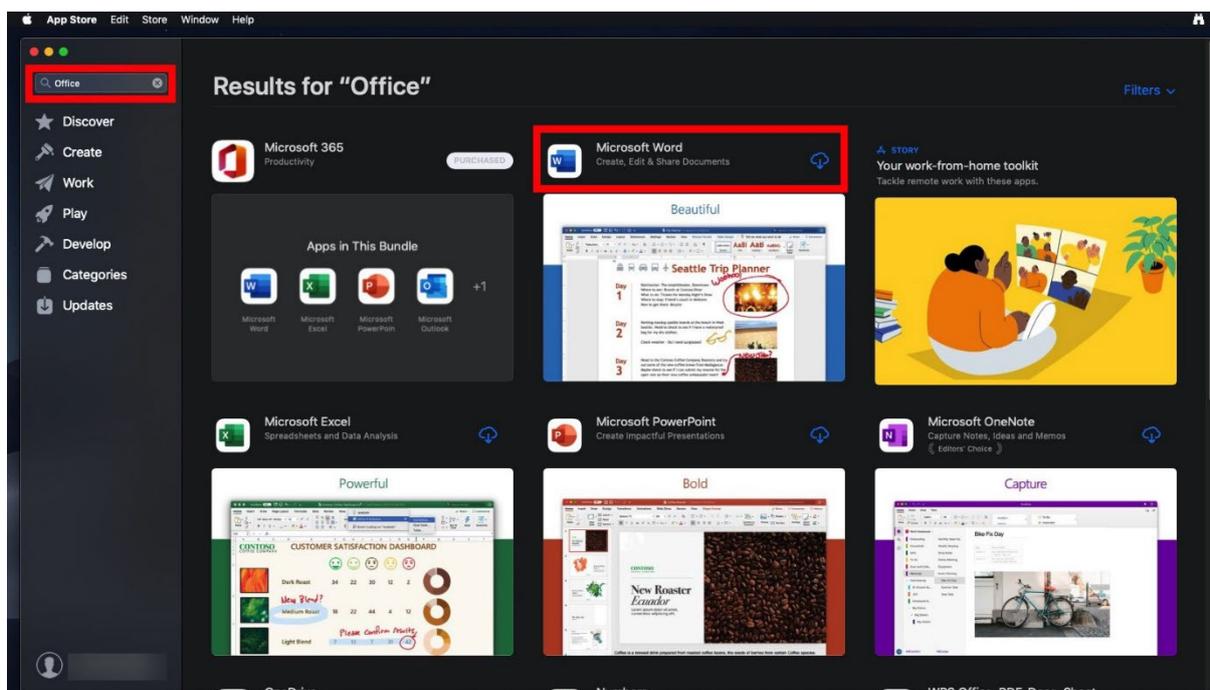- How can I download and install Microsoft Office 365 on my Mac computer?

## Resolution:

All teaching staff & all students can now download Microsoft Office 365 to their personal home computers and mobile devices for free. The below installation method is only to be used on personal devices which do not have the MOE build (school version of Mac OS) installed.
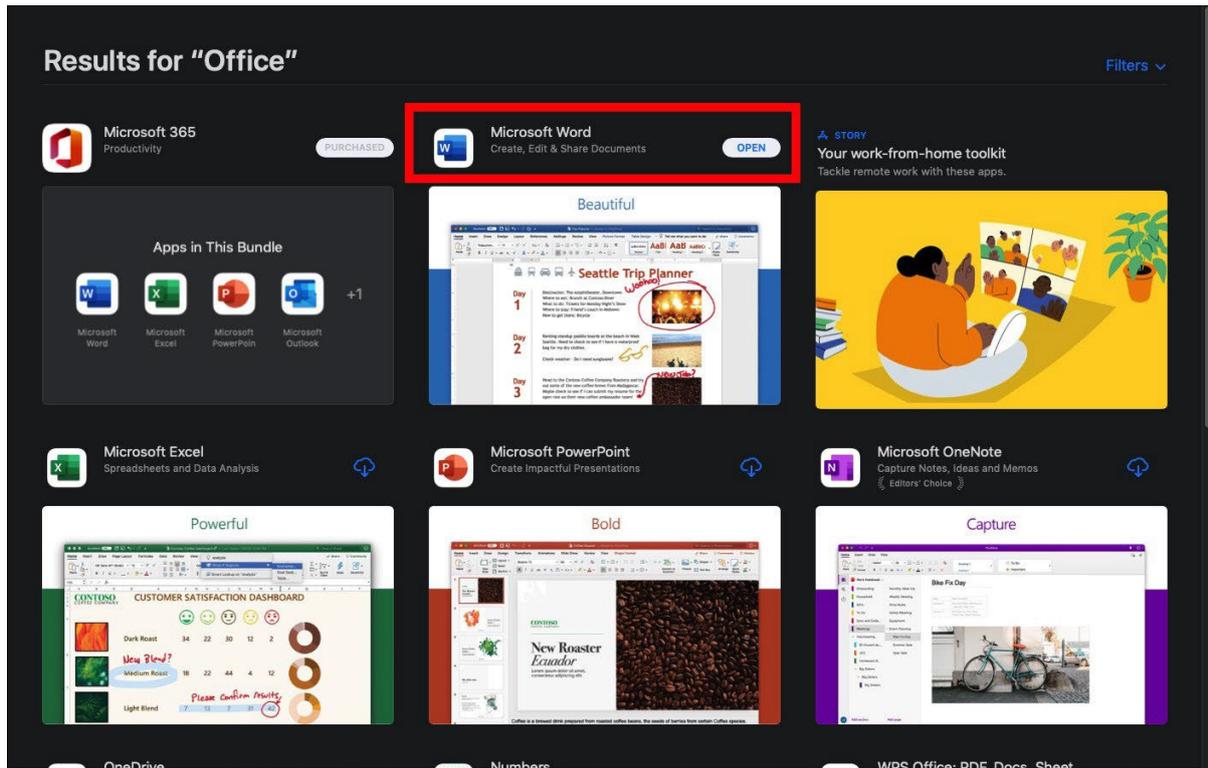
### Things to note

1. If you currently have version 2011 installed, you can update to Microsoft Office 365 by following the same process.
2. The instructions below are shown for a School user with a @eq.edu.au email address.
3. You will require to have an Apple ID in order to download Office applications from the Mac App Store. Information about creating an Apple ID can be found here.

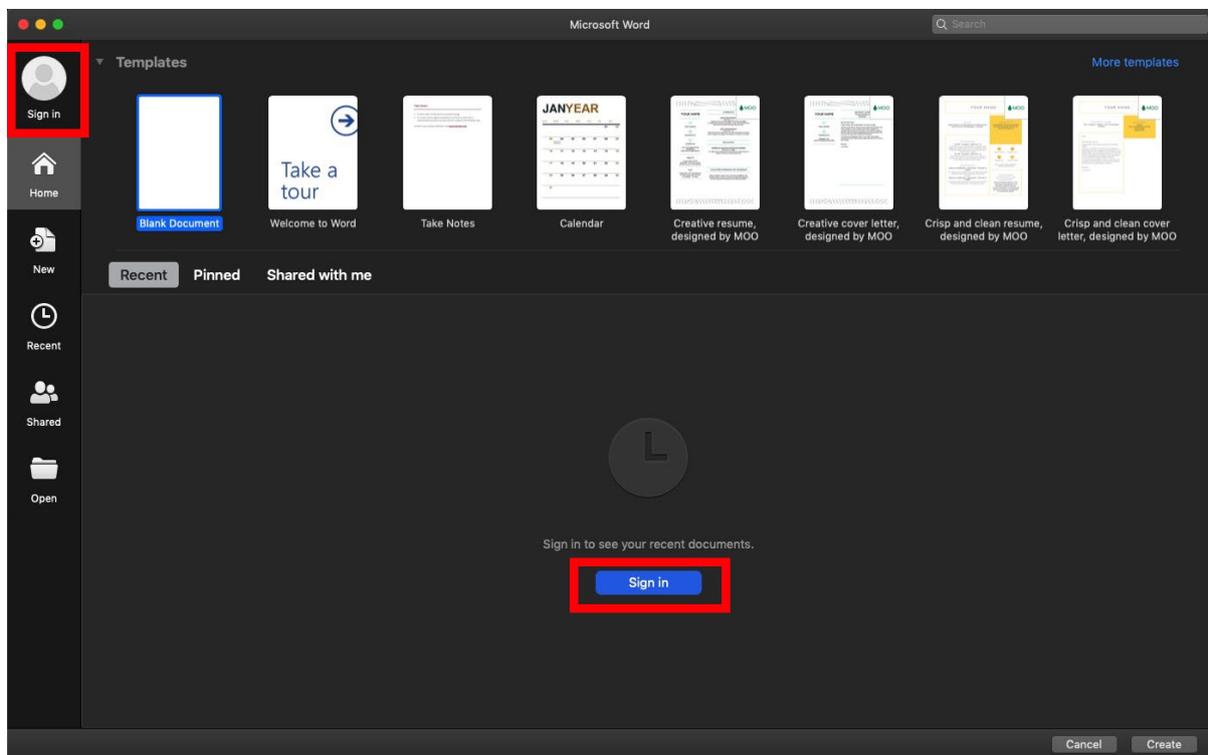### Download, update to and install Office 365 on a Mac

1. **Open** the Mac App Store and search for Office 365. **Click** on the product you wish to download.
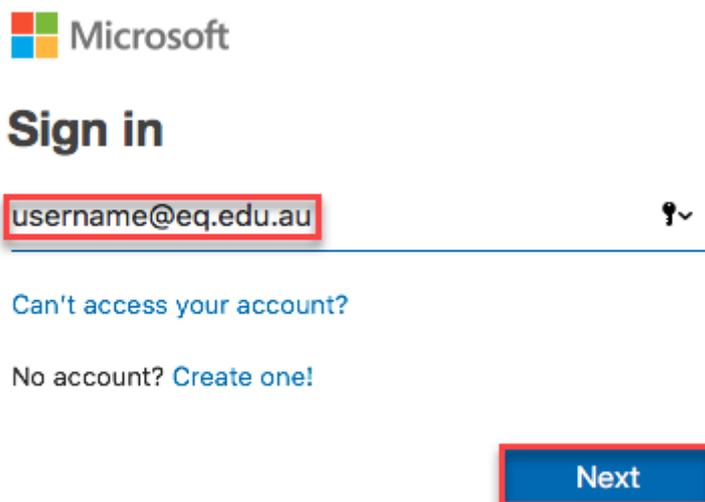
2. Once it has finished downloading, click on **Open**.



3. **Click** on either Sign in button to Sign into your account

4. You will be prompted for your EQ username

**Microsoft**

# Sign in

username@eq.edu.au

Can't access your account?

No account? Create one!

Next

5. You will be redirected to the department's sign-in page.
- Type your username and password.
- Tick 'I agree to the conditions of use and privacy statement'.
- Click 'Sign in'.

Department of **Education and Training**

## Managed Internet Service

Sign in with your username and password

Username * username

Password * ••••••••

☑ I agree to the conditions of use and privacy statement

Sign in

Change my password

**Your Microsoft Office 365 software is now ready for you to use.**