MIS- Office 365- Apps- Microsoft Office 365 for Windows personal devices

Issue:

- How do I download and install Microsoft Office 365 onto my personal device?
- How do I upgrade my Microsoft Office 2013 to Office 365 suite?

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 windows) installed.

Things to note

1. If you currently have version 2013 installed, you can update to Microsoft Office 365 by following the same process.
2. When you install Office 365 or Office 2019, you will get OneNote for Windows 10 by default.

Download, update to and install Office 365

Important Information: This is not available to download from the School or Corporate networks, it must be done from home.

1. **Open** internet browser and **navigate to** http://office.com

2. In the top right corner **click** on "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".
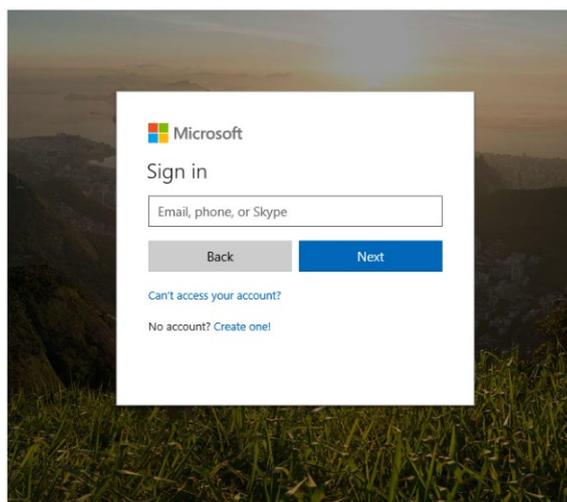
4. You will be prompted for your username and password on the online authentication page. Type your username and password.

5. **Click** Login
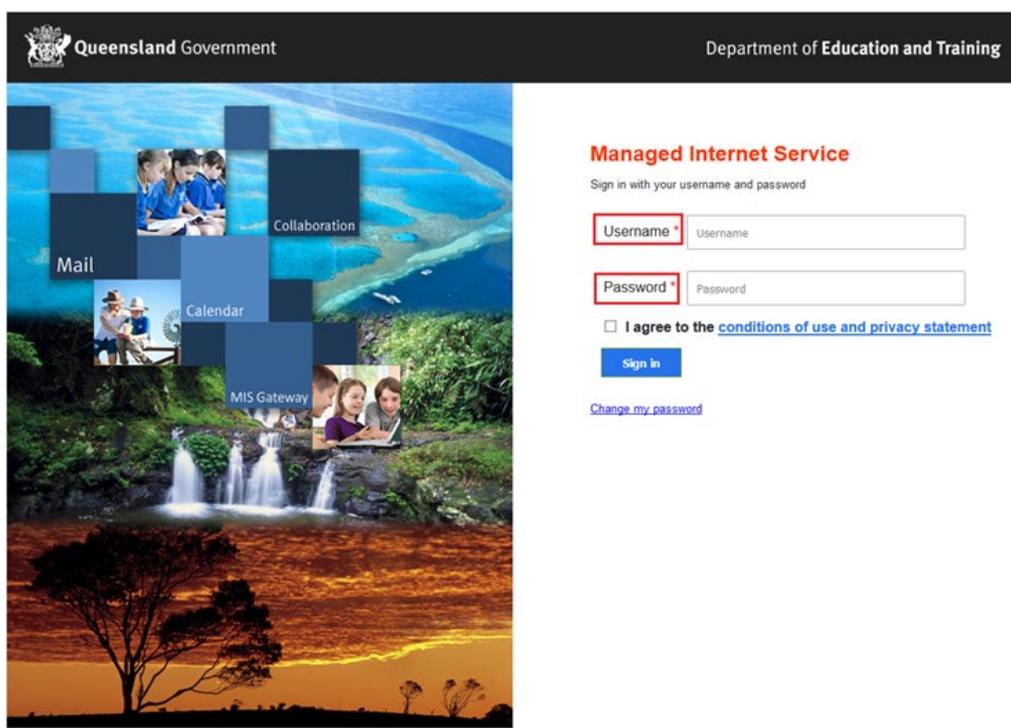
6. In the top right corner, click on the "Install office apps" then "Office O365", if you cannot see this install button, please Log a Job to IT via Services Catalogue Online, use the IT Live Chat service, or contact IT Service Centre on 1800 680 445.
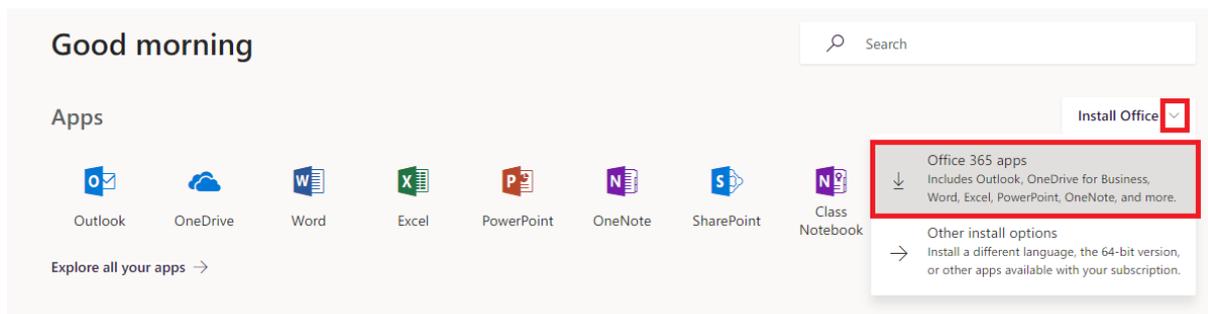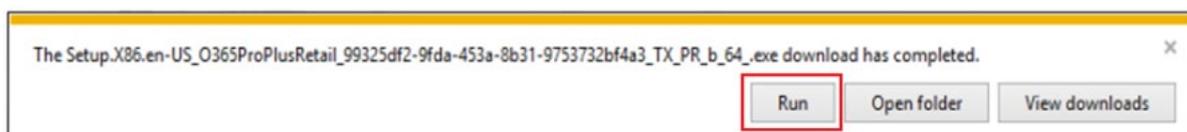
7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

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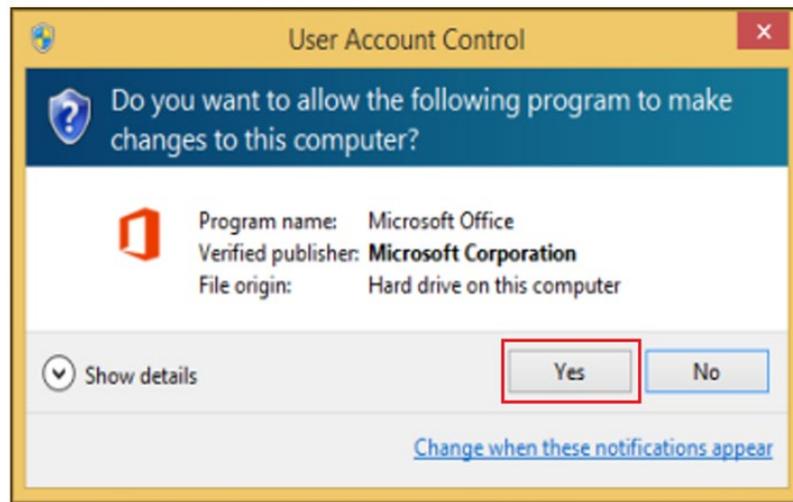

9. When the file has completed downloading, **click** on 'Run'.
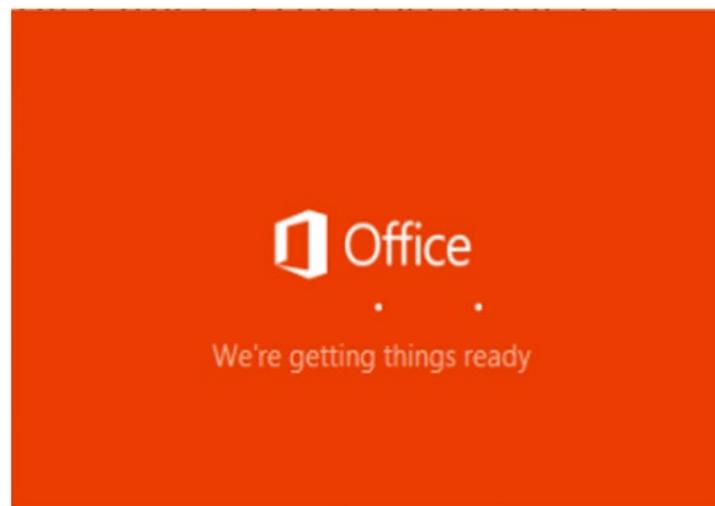

Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

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 365 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.
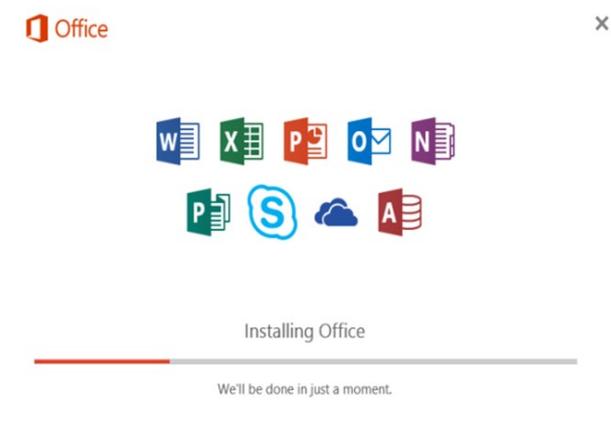
13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept
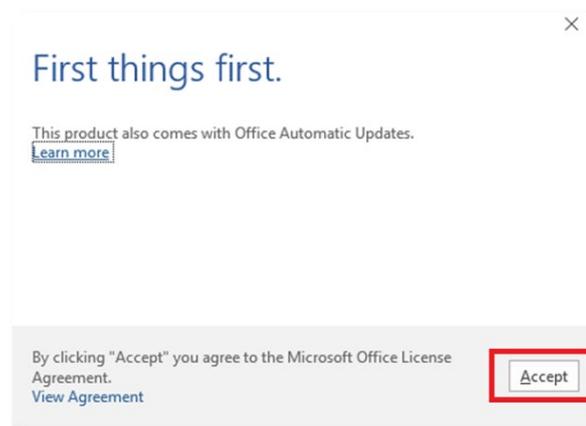

14. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
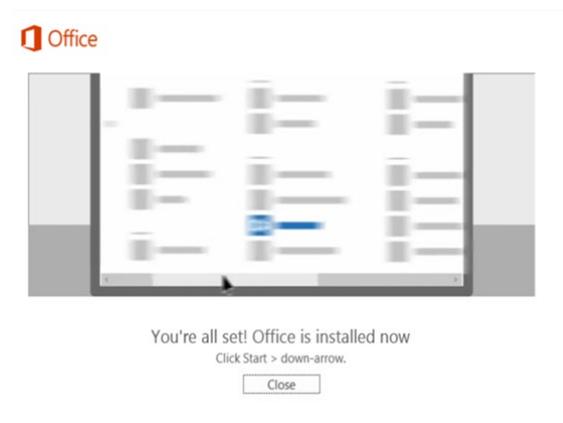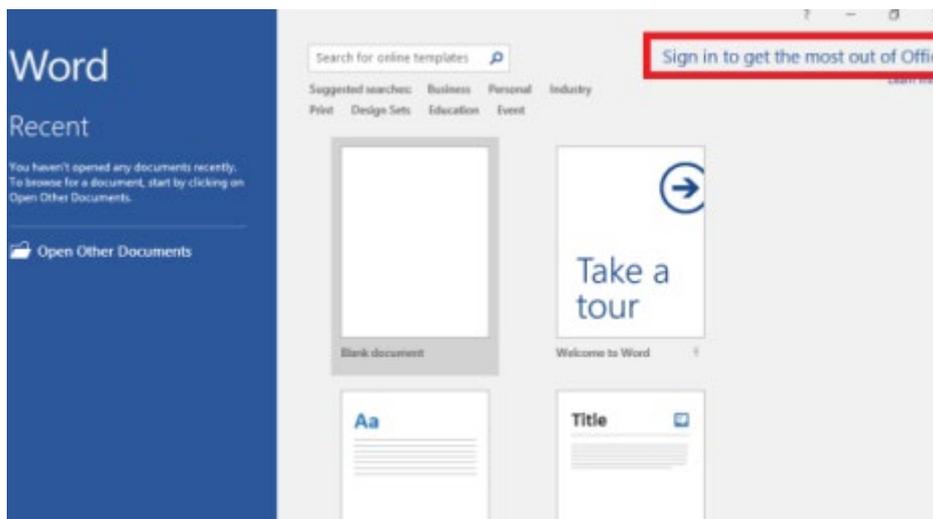

After you click 'Close', we recommend restarting your computer to ensure all changes have applied successfully
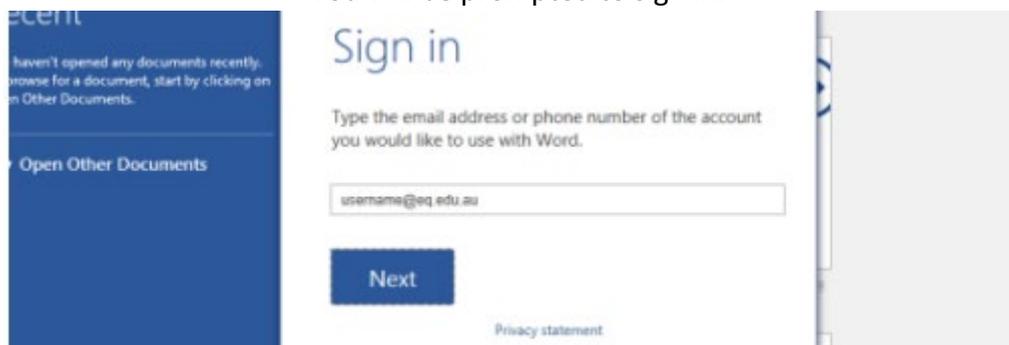
Activating Office 365

1. When you open up an Office application, you will be prompted with the message to say that the product comes with Office Automatic Updates. Click **Accept**.
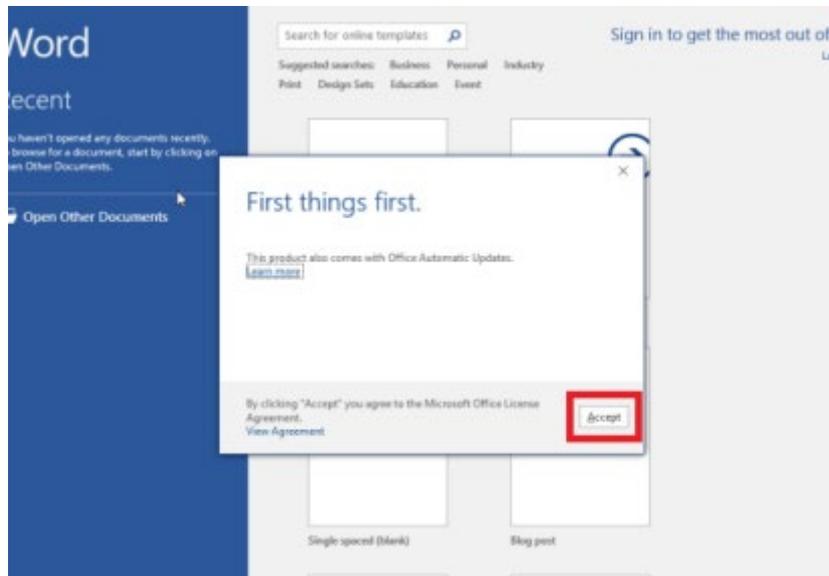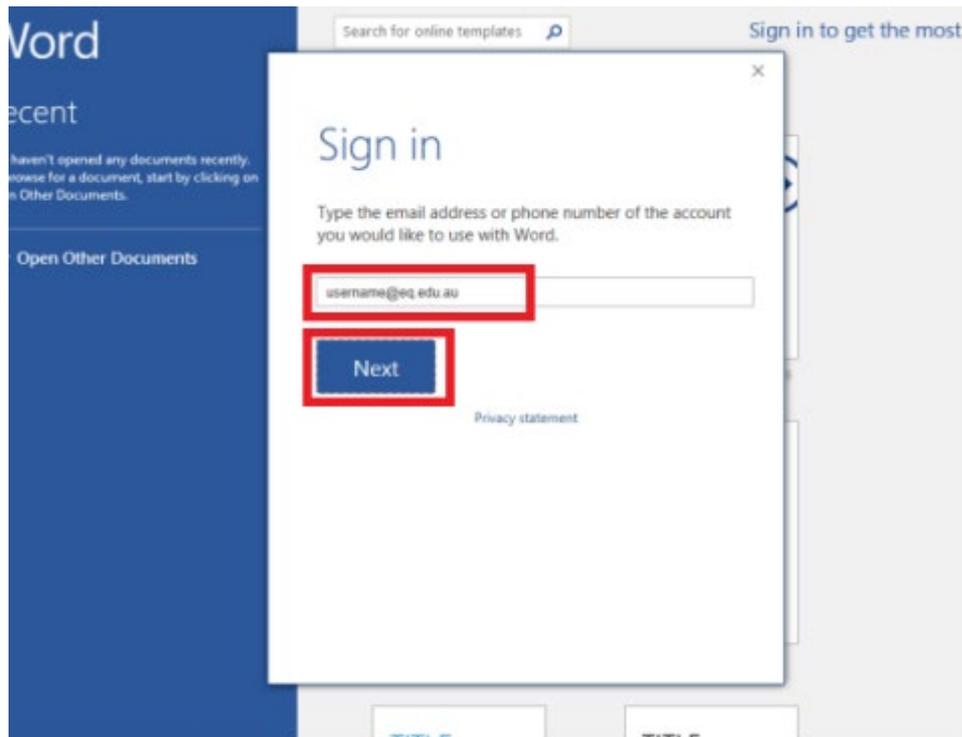

2. Click '**Sign in to get the most out of Office**' in the top right hand corner.
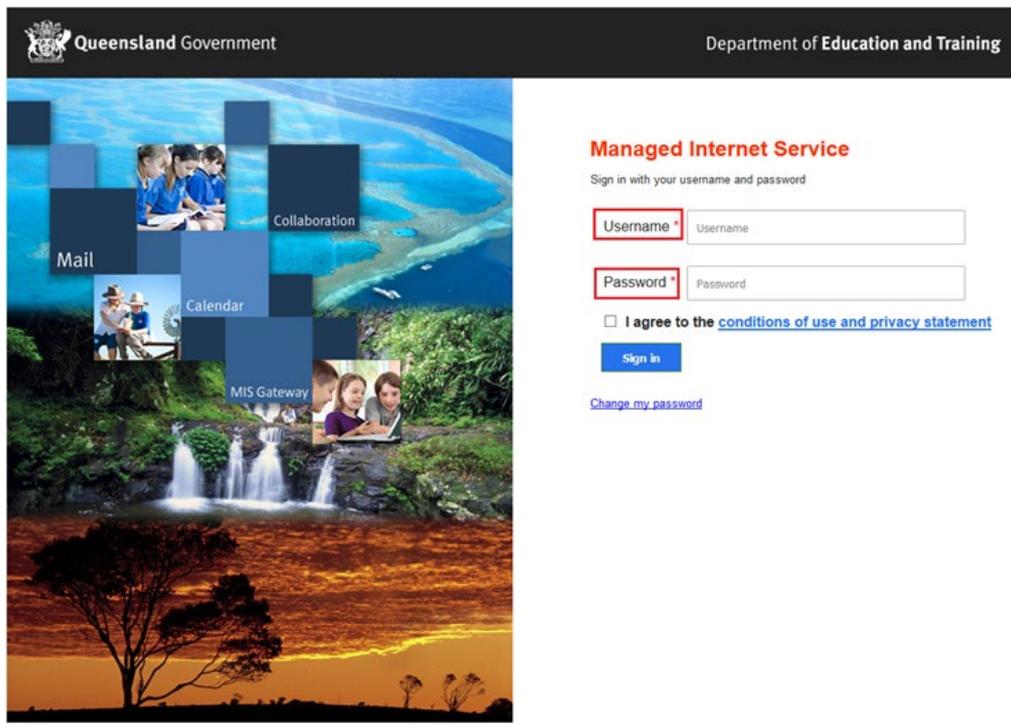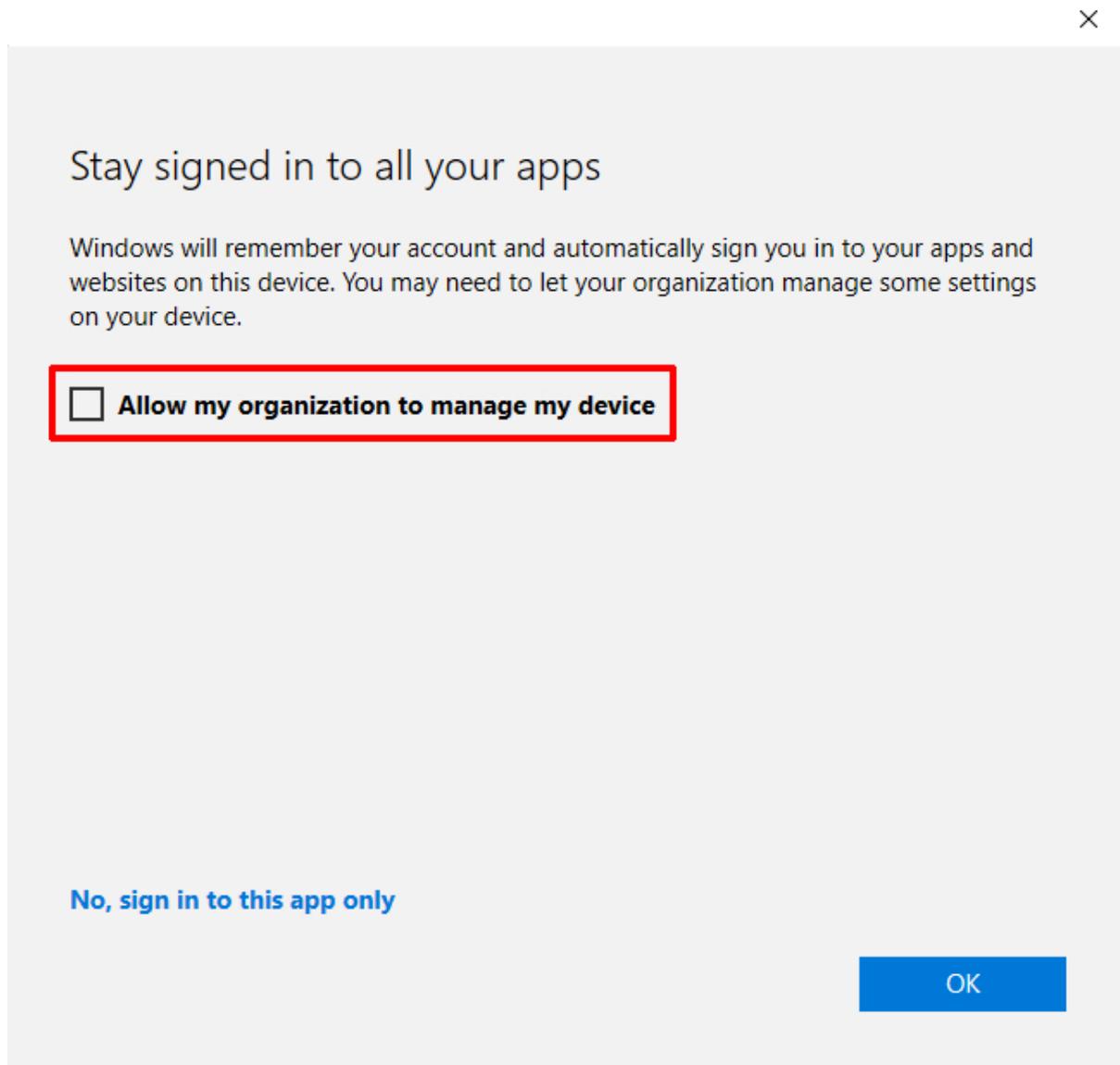

You will be prompted to sign in.

3. Enter your EQ email (username@eq.edu.au). Press Next.

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

5. **Click** Login

6. You will be presented with this screen. Please **untick** "Allow my organization to manage my device".
7. **Click** the ok button.

You have now completed the installation & activation of Microsoft Office 365.