

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. <u>ismith1@eq.edu.au</u>) or QED (e.g. <u>joe.smith@qed.qld.gov.au</u>) email address and **click** "next".



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	Sign in		
Constant of the	Email, phone, or Skype		
	Back	Next	Same
	Can't access your account?		1
	No account? Create one!		
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- 4. You will be prompted for your username and password on the online authentication page. Type your username and password.
- 5. Click Login

Queensland Government	Department of Education and Training
	Managed Internet Service Sign in with your usemame and password Username* Username* Password* Password* I agree to the conditions of use and privacy statement Sign in Change my password

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.



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Apps									Install Office 🖂
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Outlook Explore all you	OneDrive r apps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	\rightarrow	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.

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.

Do you want to run or save Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from c2r	setup.office	eapp	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save	-	Cancel

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

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64	exe downlo	ad has completed.	×
	Run	Open folder	View downloads

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'.



•	User Accoun	t Control	×
Do you want to allow the following program to make changes to this computer?			
٥	Program name: Micros Verified publisher: Micros File origin: Hard d	oft Office oft Corporation rive on this computer	
Show de	tails <u>C</u>	Yes hange when these notificat	No tions appear

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.



) Office		×
	Installing Office	
	We'll be done in just a moment.	

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**.

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Open Other Documents	First things first.
	[his product also corres with Office Automatic Updates. [alen.mex]
	By chicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement
	Single spaced (Merk) Blog post

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



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



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ECENT haven't opened any documents recently, souse for a document, start by clicking on n Other Documents Open Other Documents	Sign in Type the email address or phone number of the account you would like to use with Word. Username@eq.edu.au Next Privacy statement	

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

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	Managed Internet Service Sign in with your usemame and password Username Username Password Password Password I agree to the conditions of use and privacy statement Sign in Change my password



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

	>
Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.	
Allow my organization to manage my device	
No, sign in to this app only	
ОК	

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