Student Install Office 365 on Mac
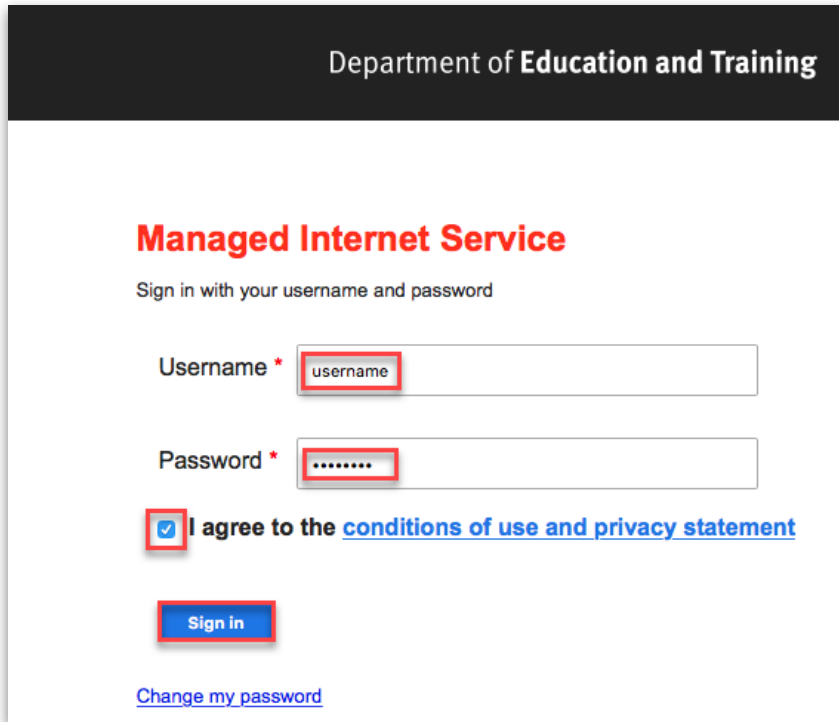
1. Open the Mac App Store and search for Office 365 (See https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/)
2. Start the install as you normally would
3. Once installed, log into Office 365 at https://portal.office.com with your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.

You will be redirected to the department's sign-in page.

 I. **Type** your **username** and **password**.
 II. **Tick** 'I agree to the conditions of use and privacy statement'.
 III. **Click** 'Sign in'.

Department of **Education and Training**

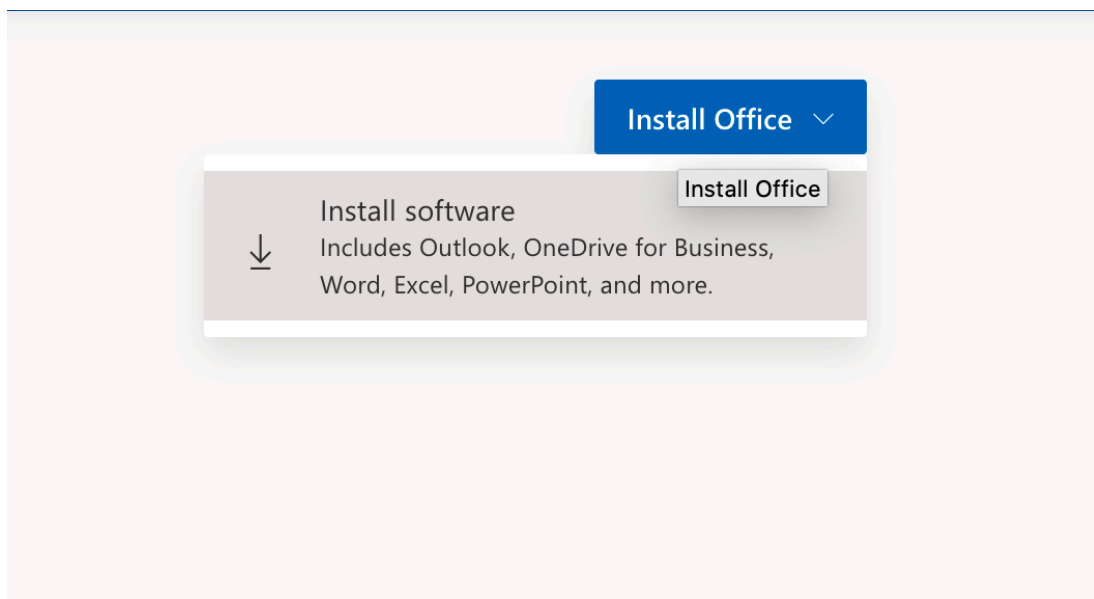**Managed Internet Service**

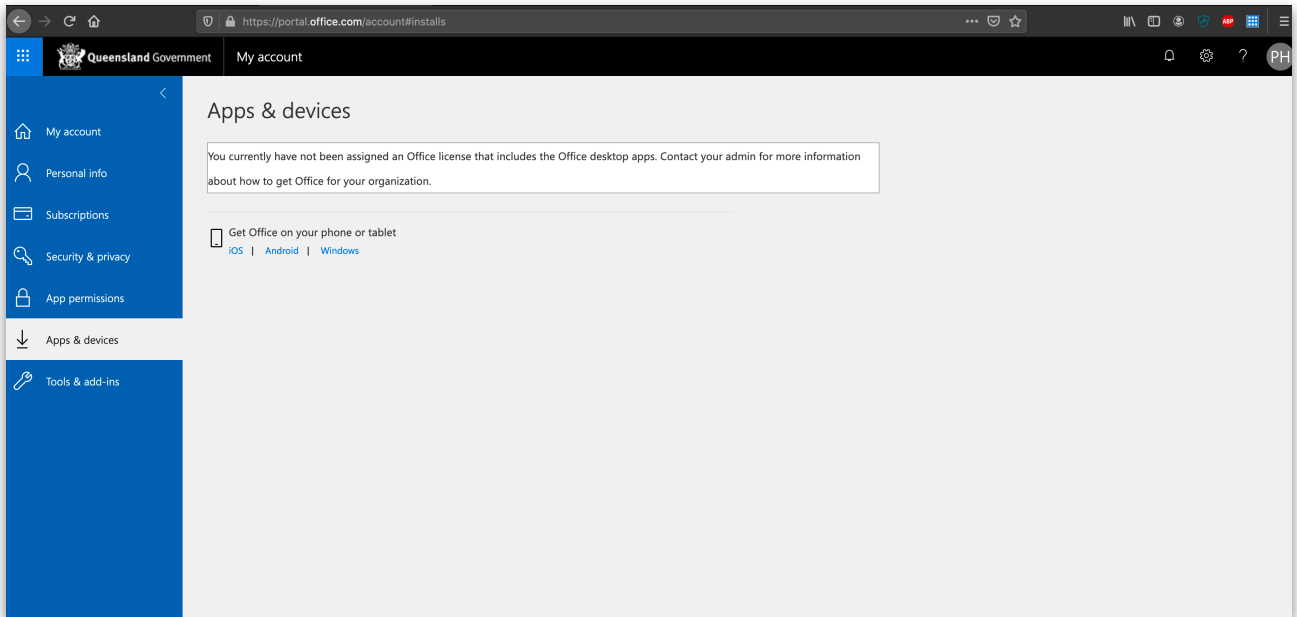Sign in with your username and password

Username *   username

Password *   ....

☑ **I agree to the** conditions of use and privacy statement

Sign in

Change my password

4. Click **Install Office**.
  The download package will begin to download

Install Office ⌄

Install Office

⤓ Install software
  Includes Outlook, OneDrive for Business,
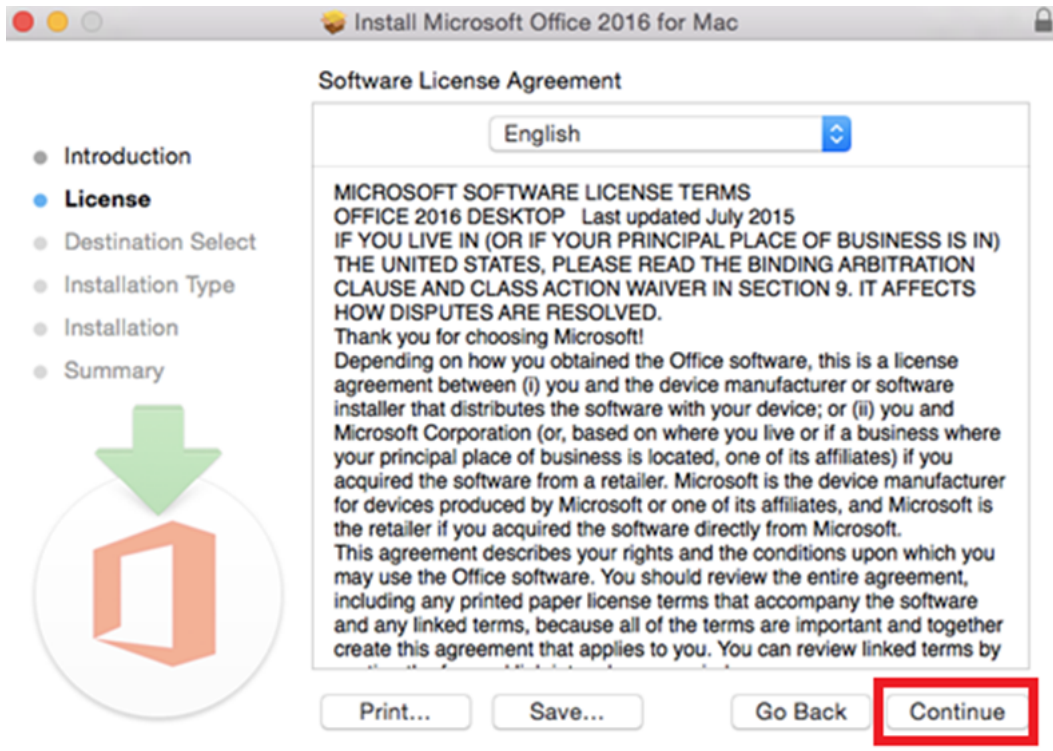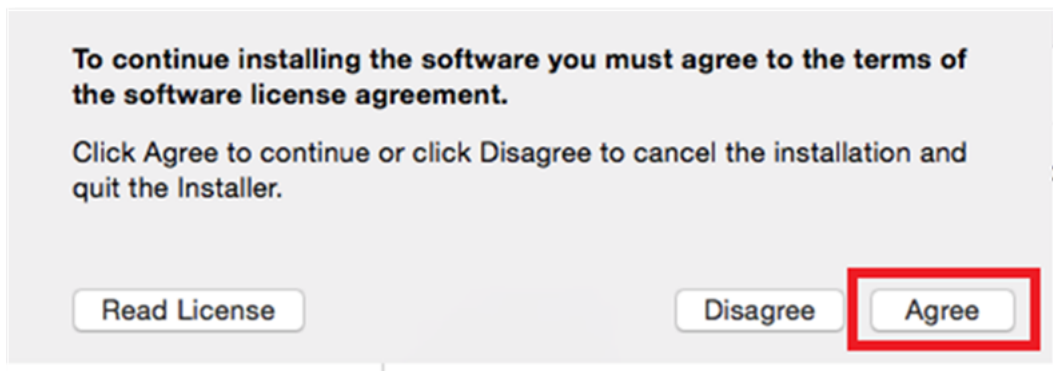 Word, Excel, PowerPoint, and more.

5. **Run** the installation file when the download has completed.
You can simply **Double click** the installer file and **click** 'Continue'
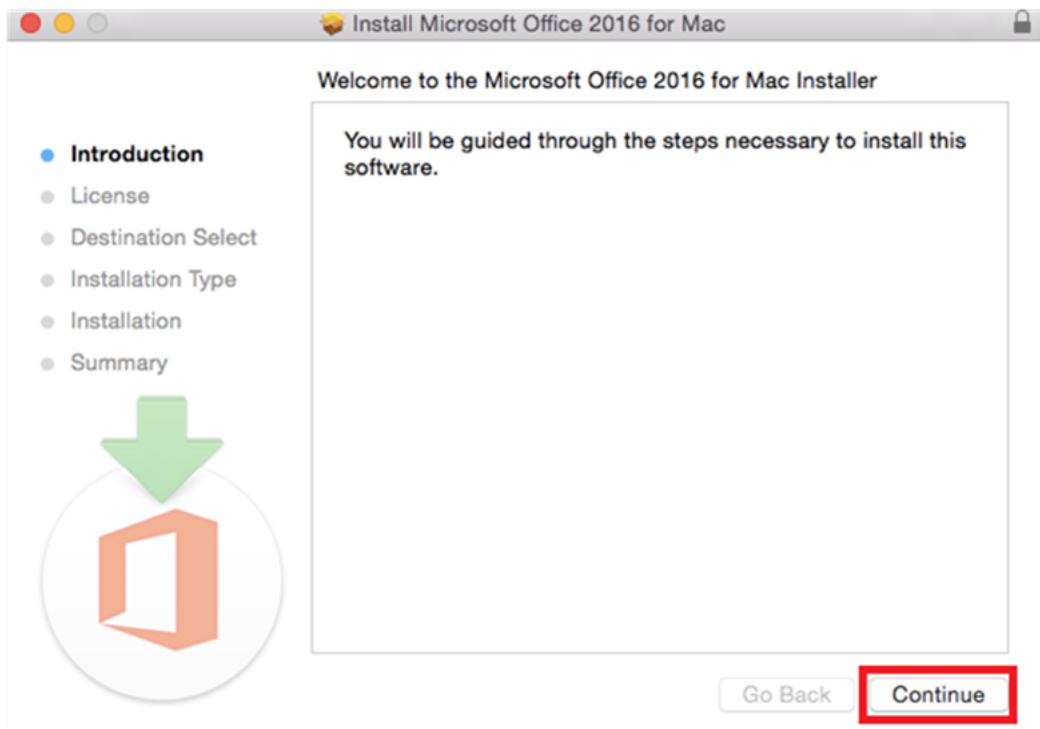
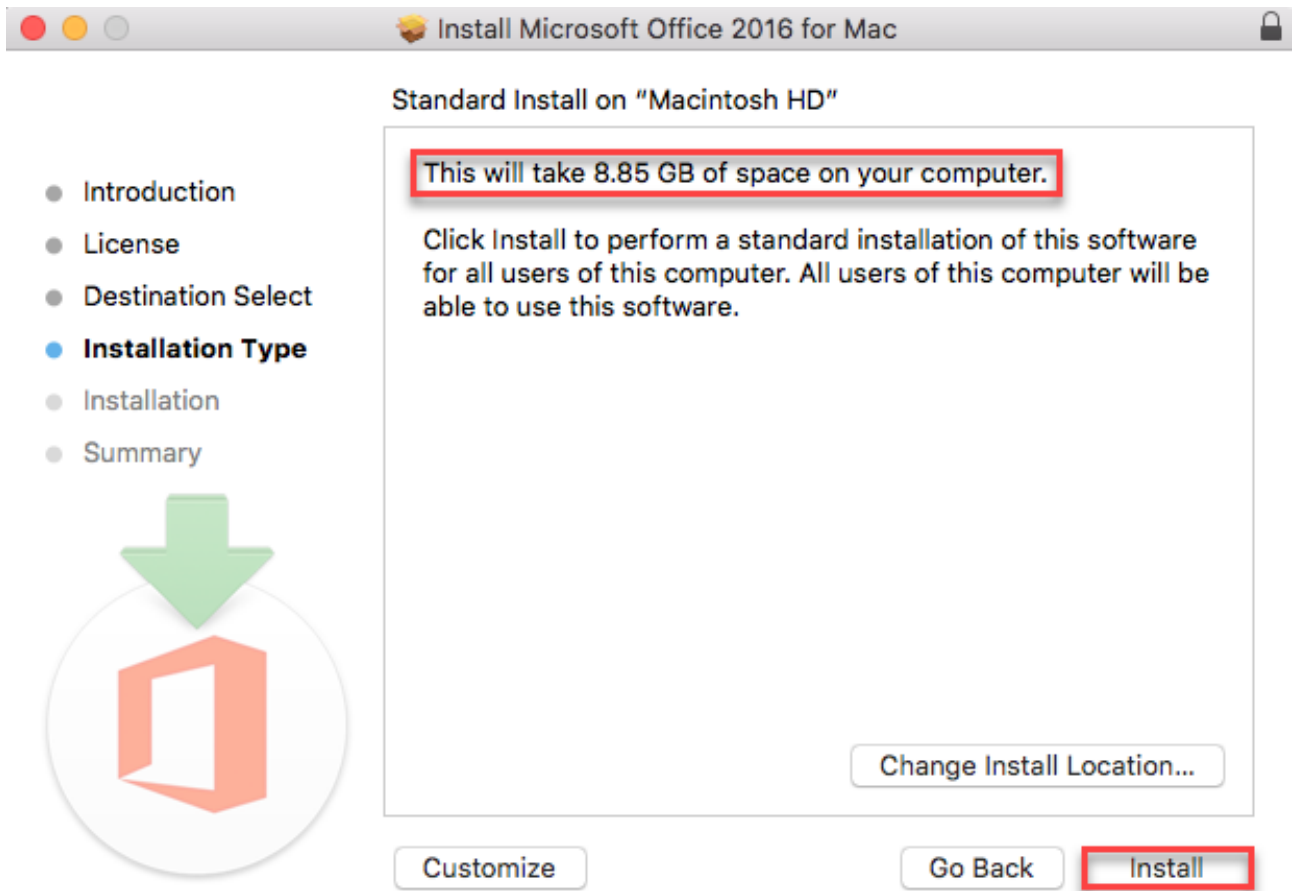**6.** **Read** the Software License Agreement and **click** 'Continue'.

7.   You will be prompted to agree to the terms of the software license agreement.
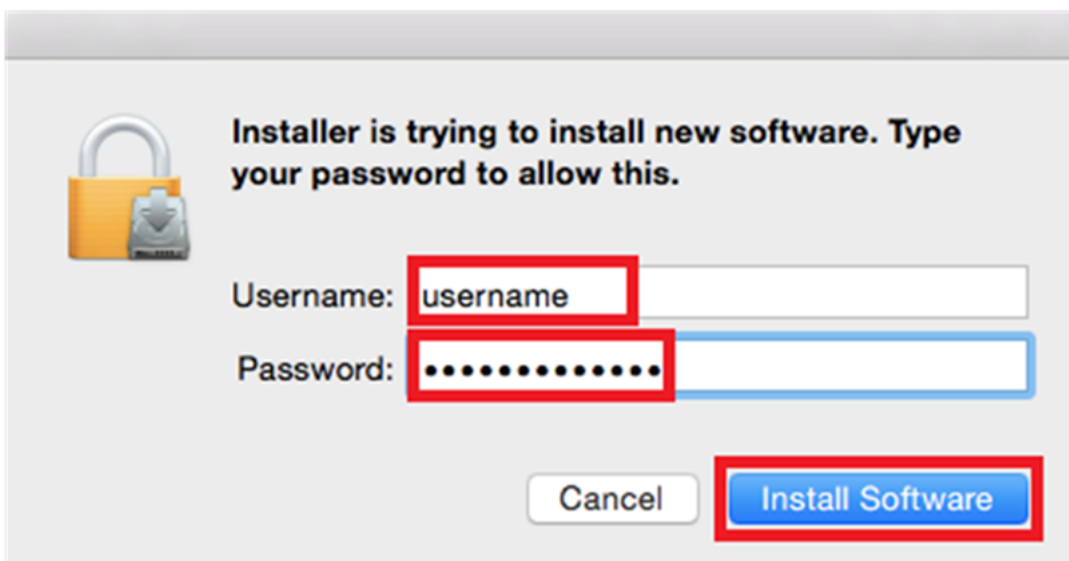**Click** 'Agree'.

8.   Click 'Install'.
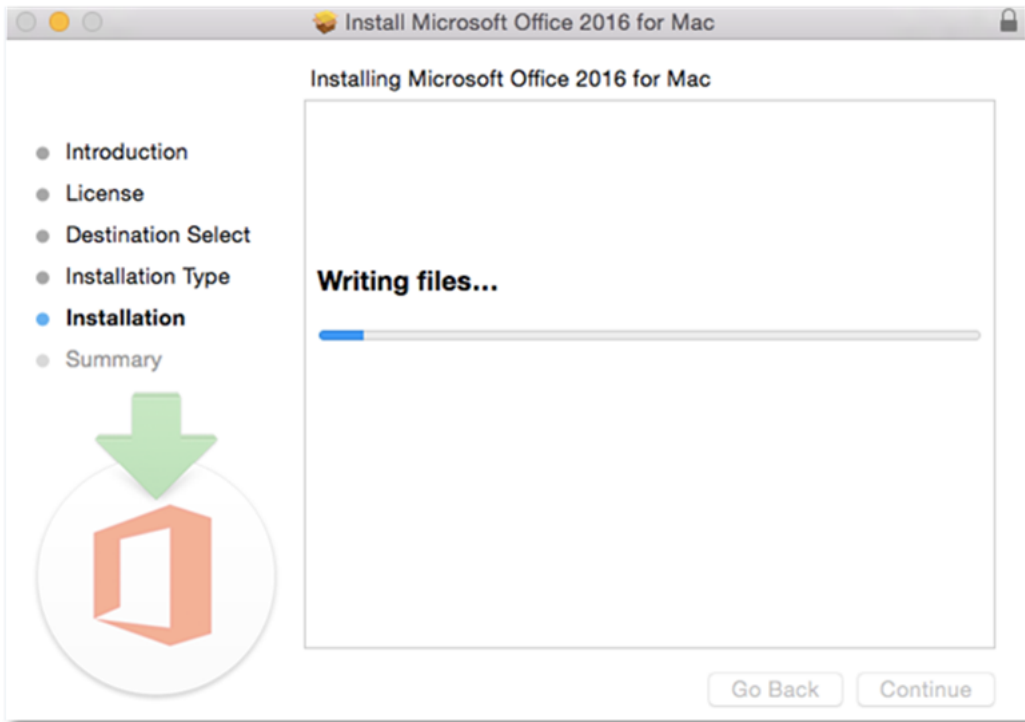Note: The installation will take 8.85GB of your space on your computer

9.   You may be prompted for permission for the installation to continue.
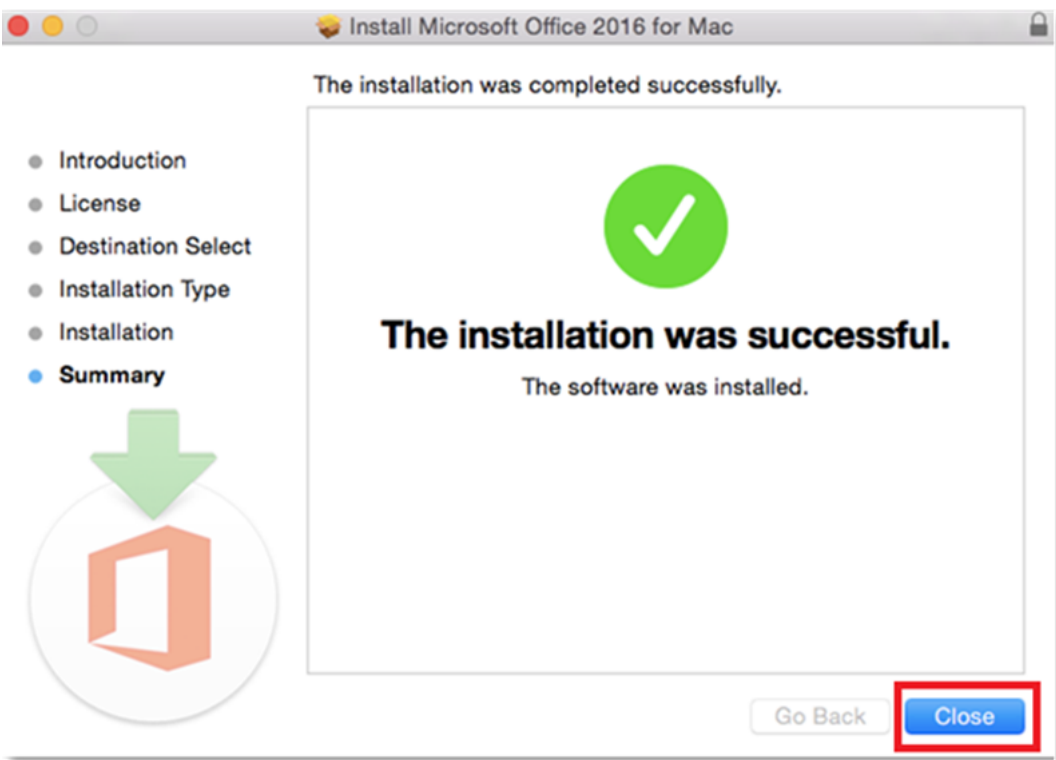**Enter** the local computer credentials and **click '**Install Software'

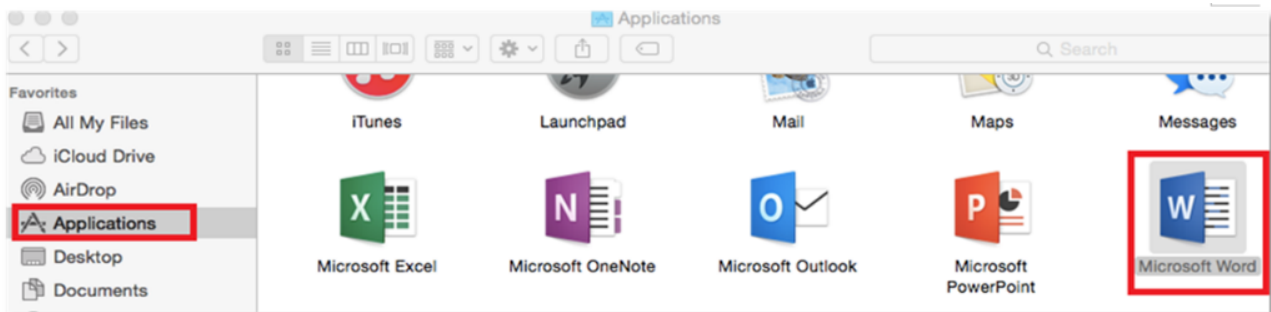10. The installation of Office 365 will commence.

11. A message will appear to say that the installation was successful.
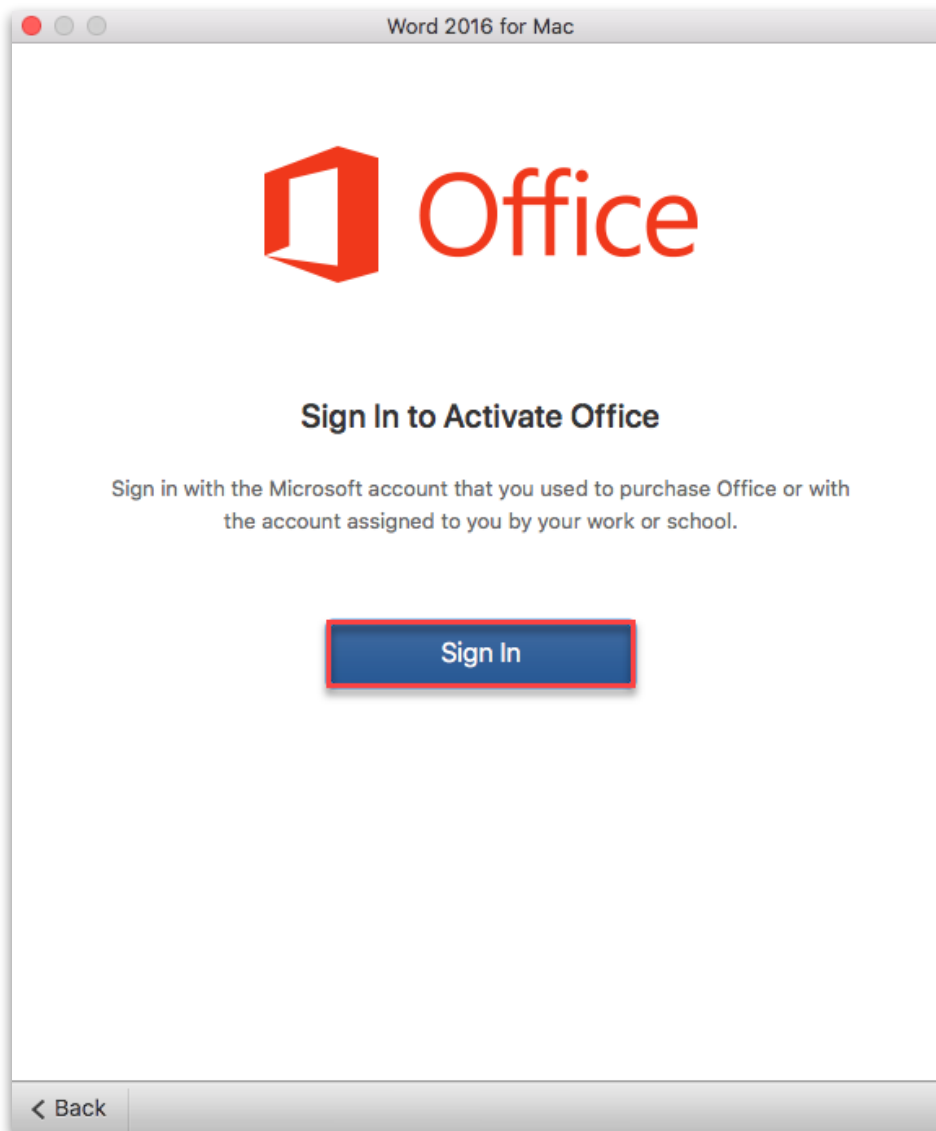   **Click** 'Close'.

Activate Office 365

Please follow the steps below to activate your Office 365 installation:

1. **Launch** an Office application (such as Microsoft Word)

2. **Click** 'Sign In' to Activate Office

3. **Enter** your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** 'Next'.

4. **Enter** your **username** and **password**.
5. **Tick** "I agree to the conditions of use and privacy statement".
6. **Click** 'Sign in'

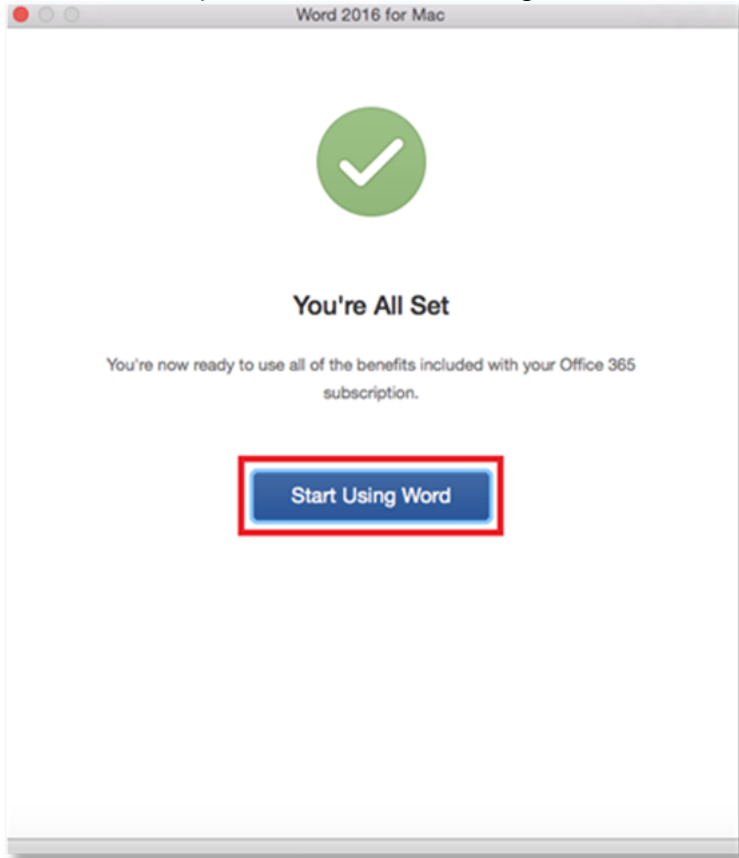**7.** **Choose** your Office theme and **click** 'Continue'.
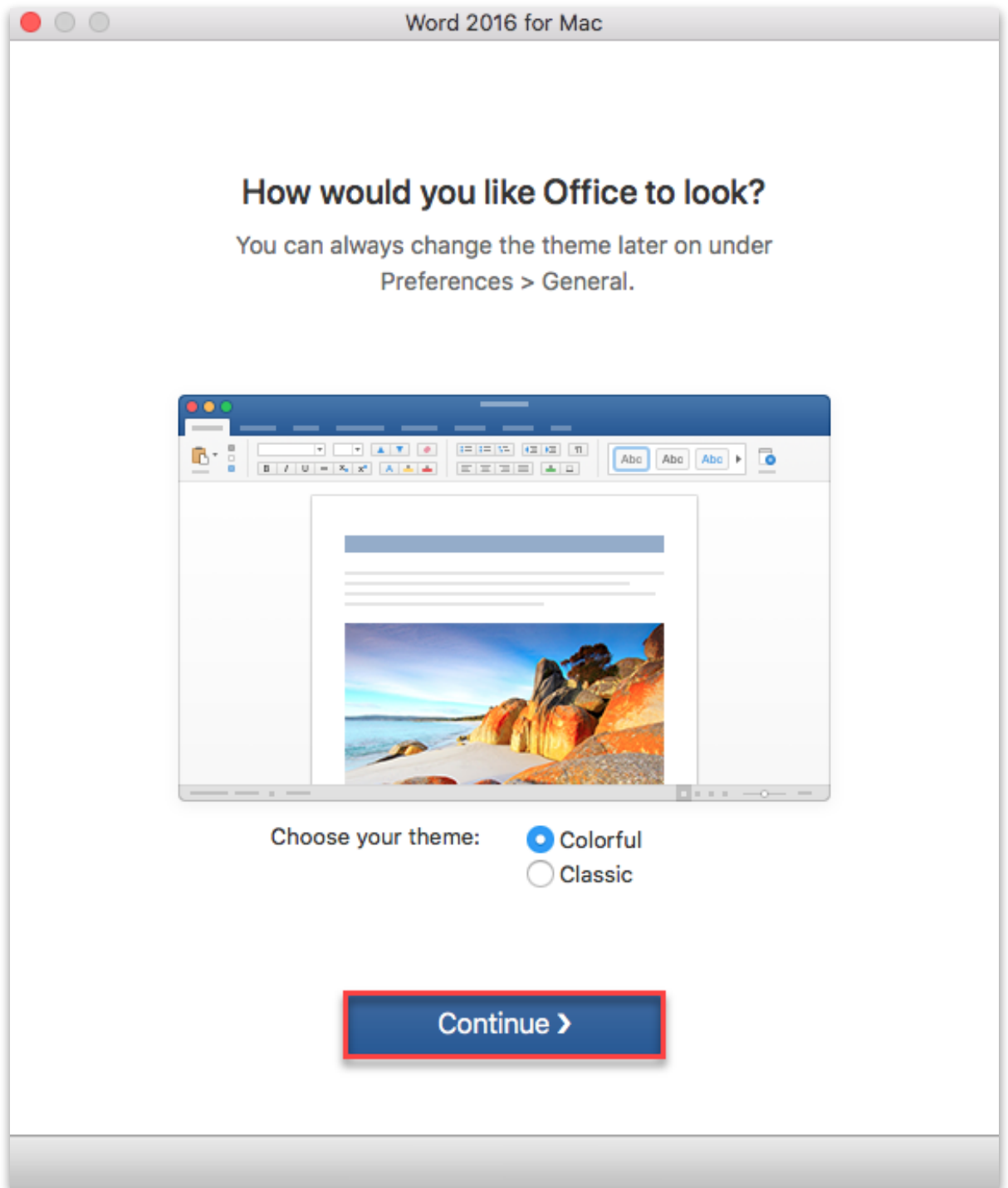
8. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.

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