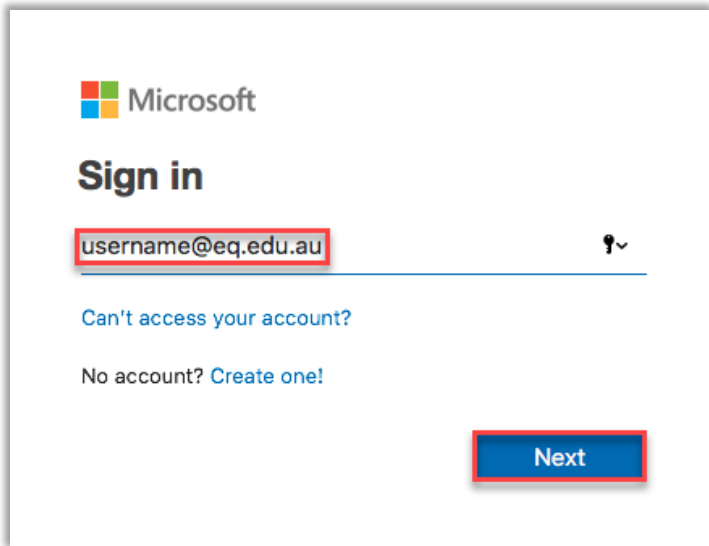


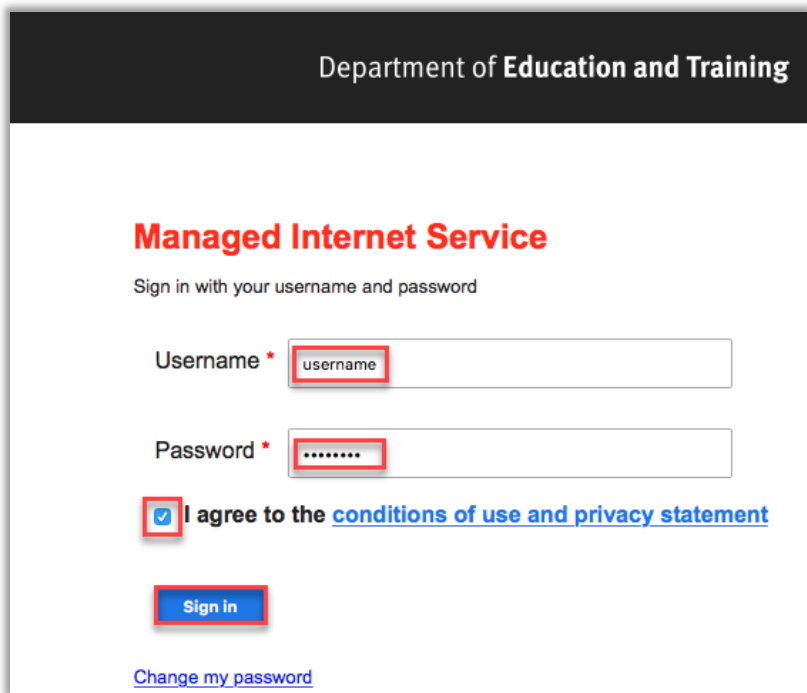
Install Office 365 on Mac.

1. Open the Mac App Store and search for 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) or email address and **click** 'Next'.



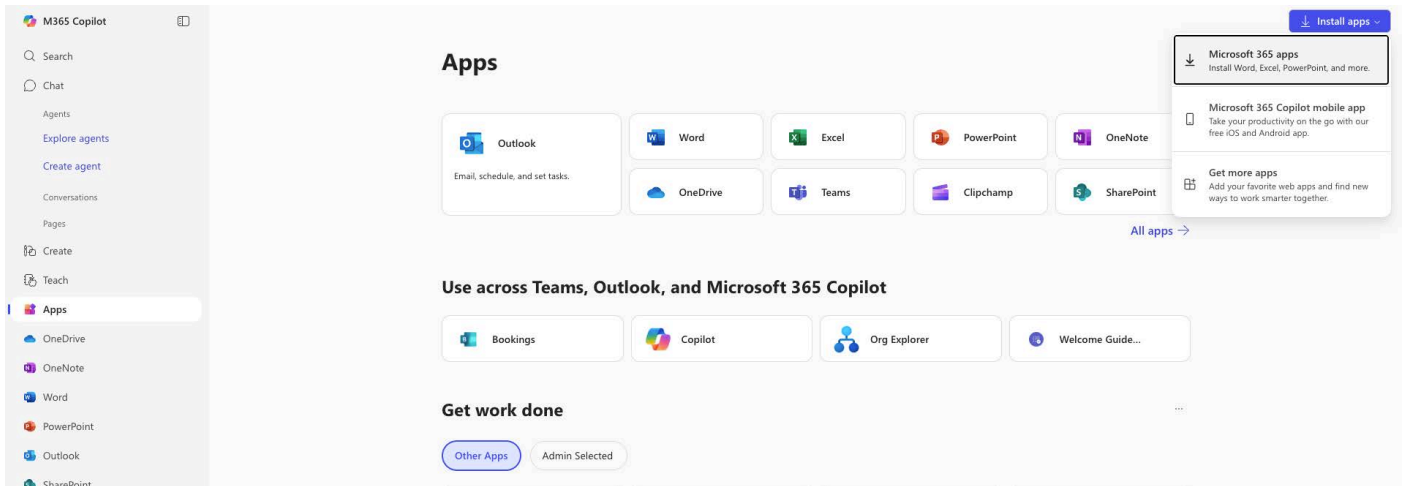
The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "username@eq.edu.au", which is highlighted with a red box. To the right of the input field is a small icon of a key with a checkmark. Below the input field, there are two links: "Can't access your account?" and "No account? Create one!". At the bottom right, there is a blue button labeled "Next", which is also highlighted with a red box.

3. 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'.

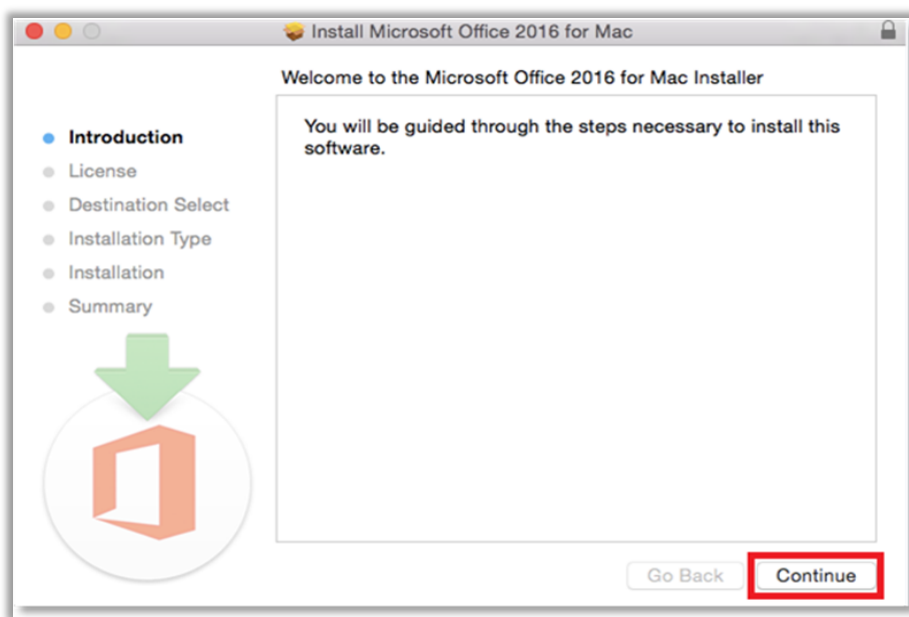


The image shows the sign-in page for the Department of Education and Training's Managed Internet Service. At the top, there is a black header bar with the text "Department of Education and Training" in white. Below the header, the title "Managed Internet Service" is displayed in red. Underneath, the text "Sign in with your username and password" is shown. There are two input fields: "Username *" and "Password *". The "Username *" field contains the text "username" and is highlighted with a red box. The "Password *" field contains a series of dots and is also highlighted with a red box. Below the password field, there is a checkbox that is checked, followed by the text "I agree to the conditions of use and privacy statement". At the bottom, there is a blue button labeled "Sign in", which is highlighted with a red box. Below the button, there is a link that says "Change my password".

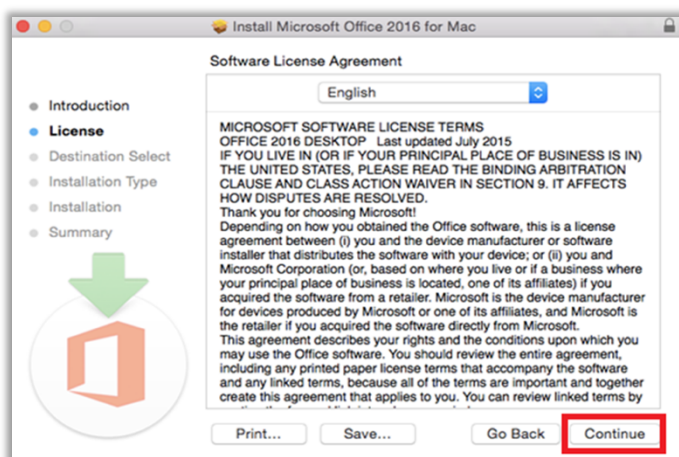
5. On the left-side menu, click 'apps' then in the top right corner, click **Install apps**.
The download package will begin to download



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'**.

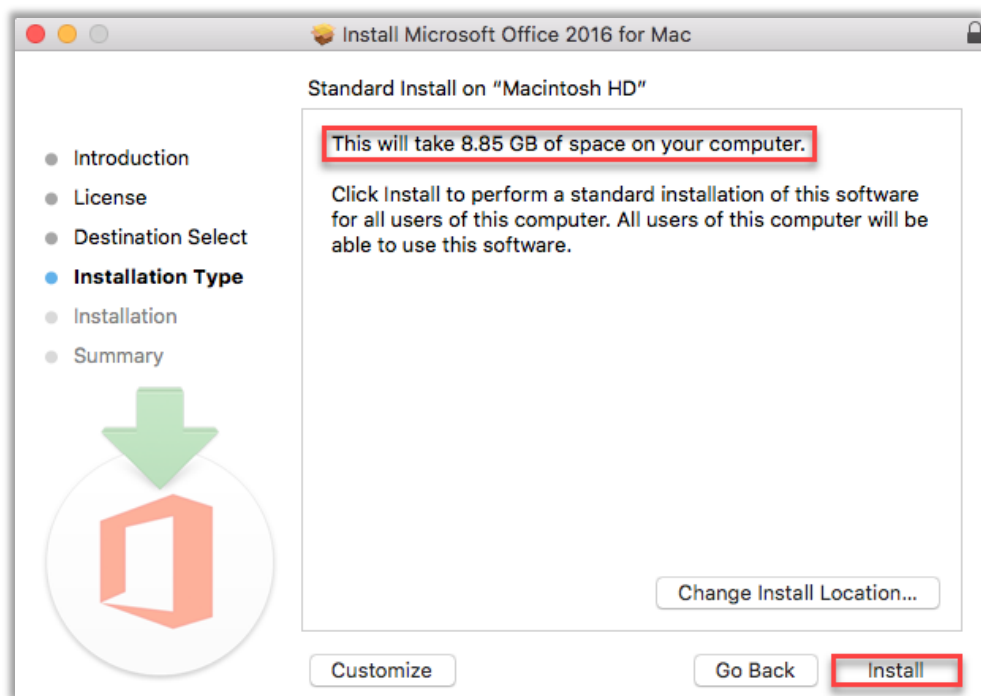


7. You will be prompted to agree to the terms of the software license agreement. **Click 'Agree'.**

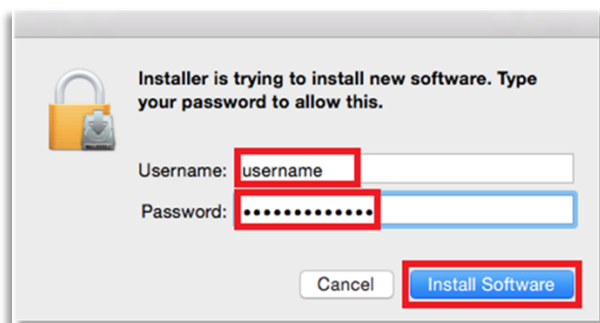


8. **Click 'Install'.**

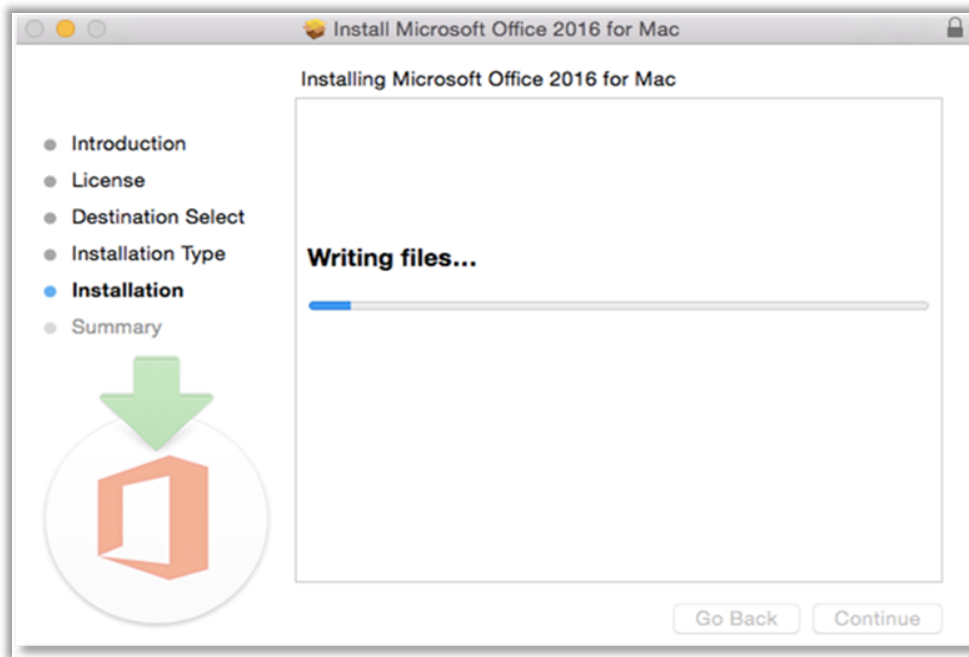
Note: The installation will take 8.85GB of your space on your computer.



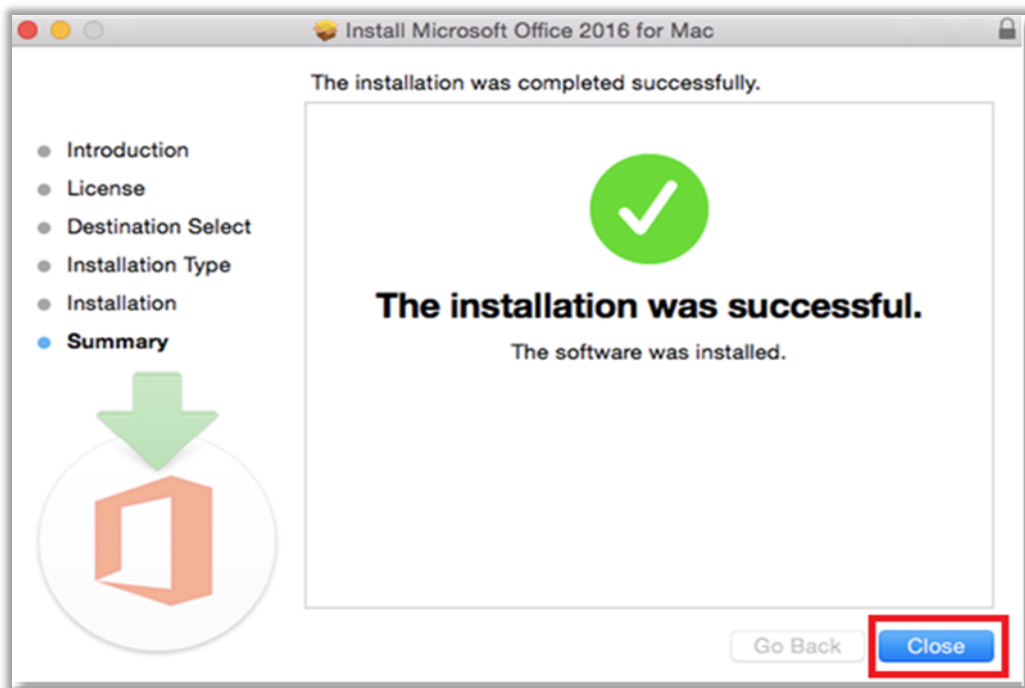
9. You may be prompted for permission for the installation to continue. **Enter** the local computer credentials and **click 'Install Software'.**



10. The installation of Office 365 will commence.



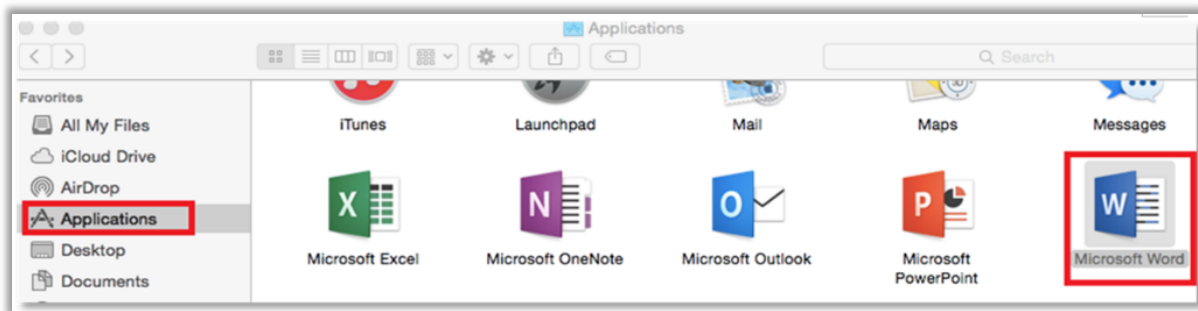
11. A message will appear to say that the installation was successful.
Click 'Close'.



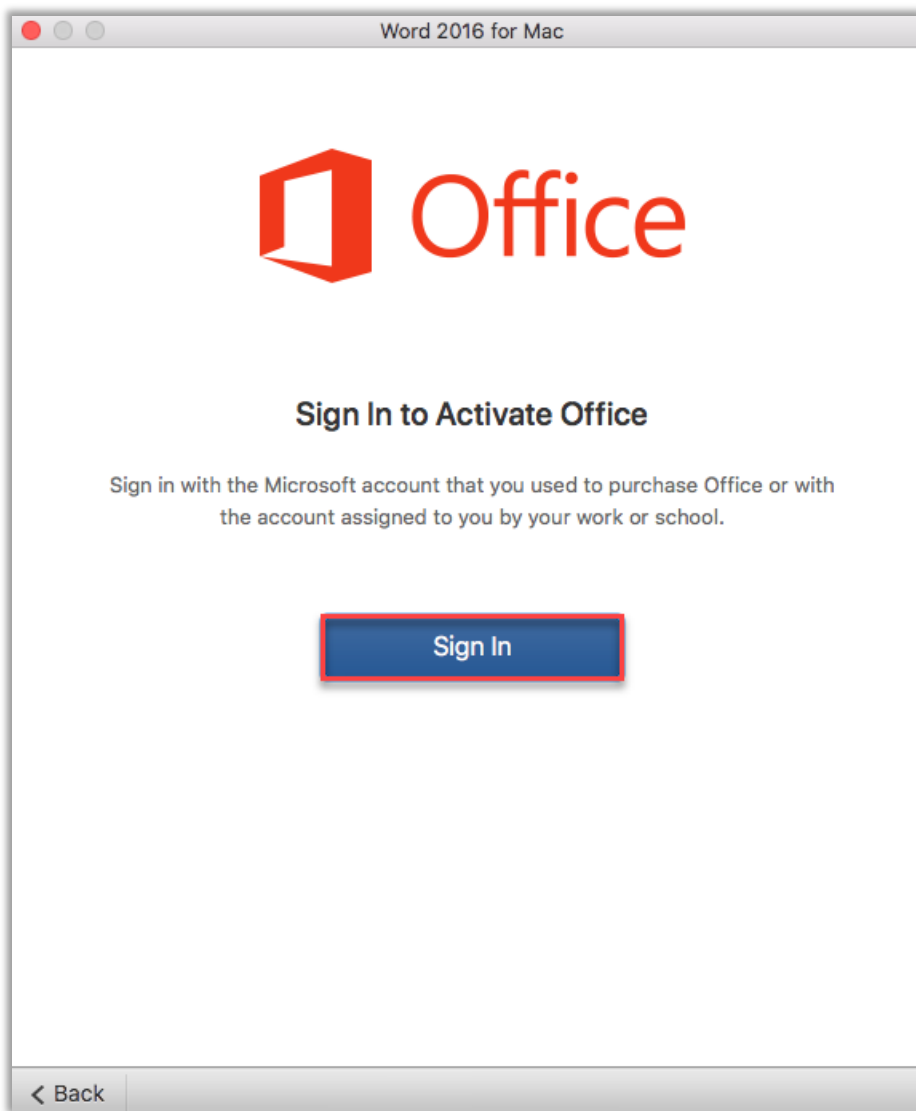
Activate Office 365

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

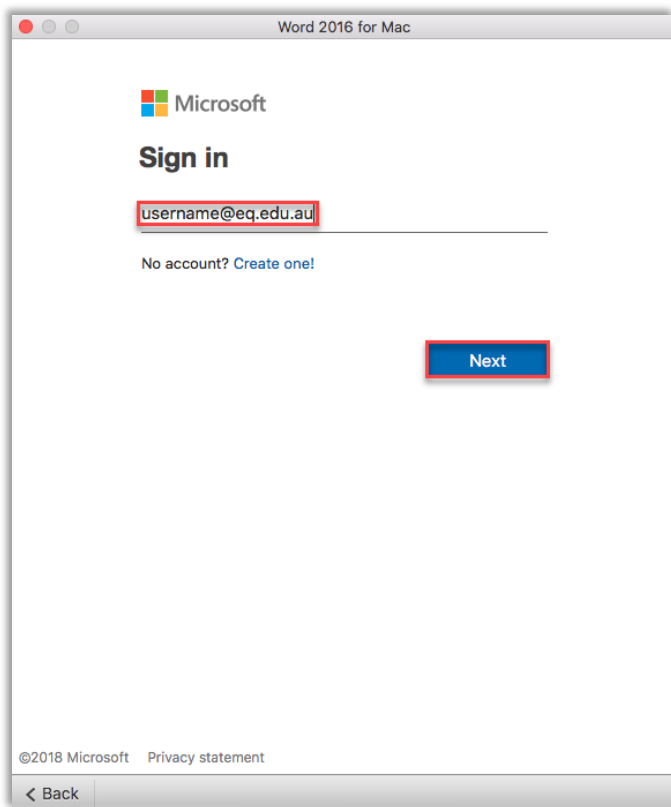
1. **Launch** an Office application (such as Microsoft Word)



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

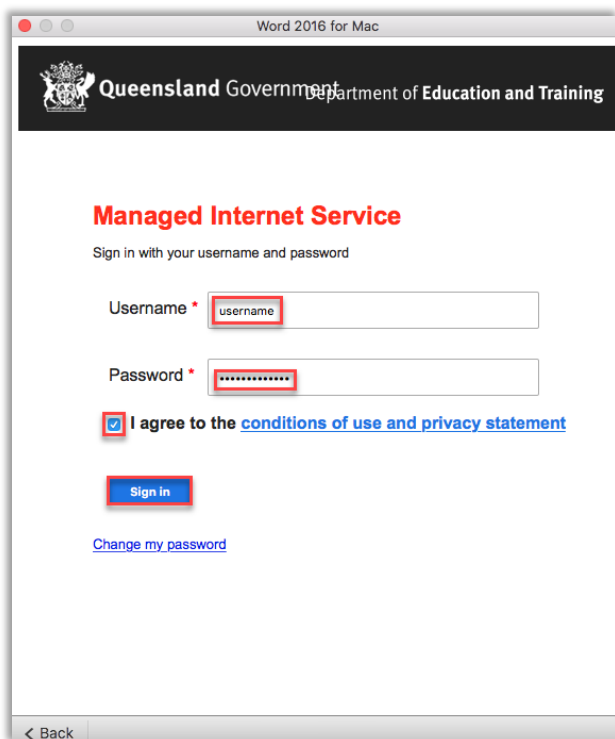


3. Enter your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.



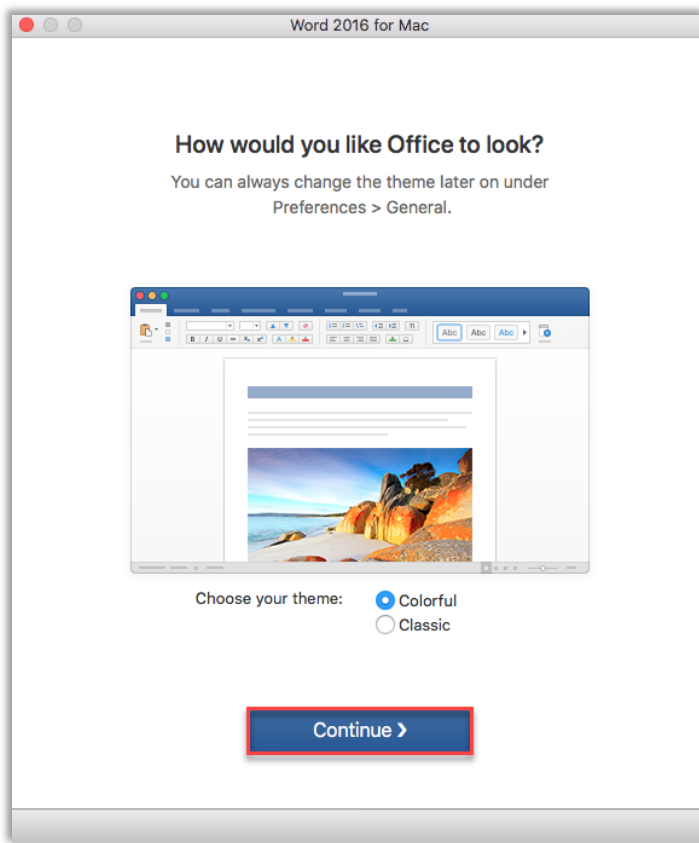
A screenshot of the Microsoft Word 2016 for Mac application window. The window title is "Word 2016 for Mac". The main content area displays the Microsoft logo at the top, followed by the text "Sign in". Below this is a text input field containing the email address "username@eq.edu.au", which is highlighted with a red rectangular box. Underneath the input field is the text "No account? [Create one!](#)". At the bottom center of the main area is a blue button with the text "Next", also highlighted with a red rectangular box. The footer of the window contains the text "©2018 Microsoft Privacy statement" and a "< Back" button on the left.

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

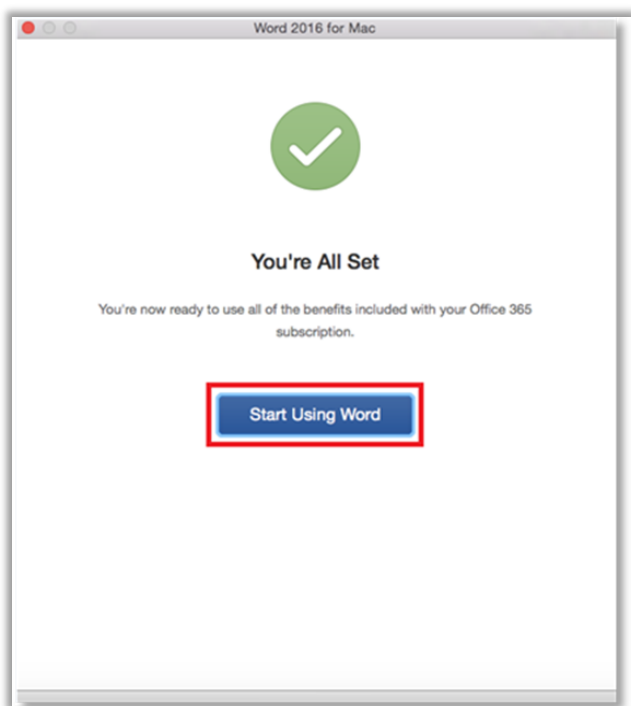


A screenshot of a web application window titled "Word 2016 for Mac". The header features the Queensland Government logo and the text "Queensland Government Department of Education and Training". The main content area is titled "Managed Internet Service" in red. Below this is the instruction "Sign in with your username and password". There are two input fields: "Username *" containing "username" and "Password *" containing "*****", both highlighted with red rectangular boxes. Below the password field is a checkbox that is checked, followed by the text "I agree to the [conditions of use and privacy statement](#)". At the bottom of the main area is a blue button with the text "Sign in", highlighted with a red rectangular box. Below the button is a blue link that says "Change my password". The footer of the window contains a "< Back" button on the left.

5. **Choose** your Office theme and **click** 'Continue'.



6. 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.