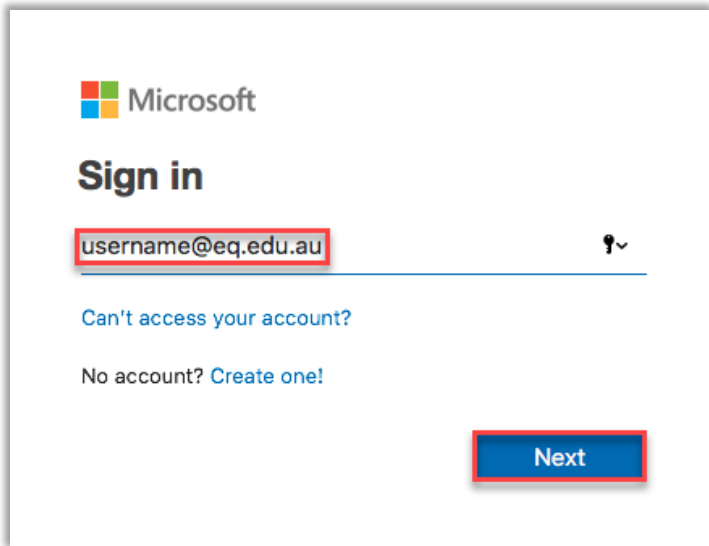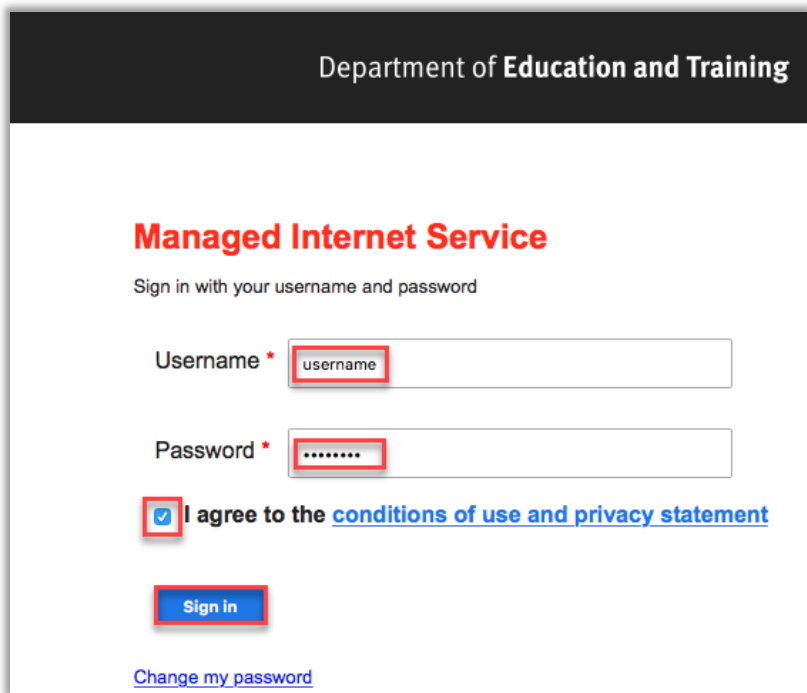# Install Office 365 on Mac.

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'.

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'.
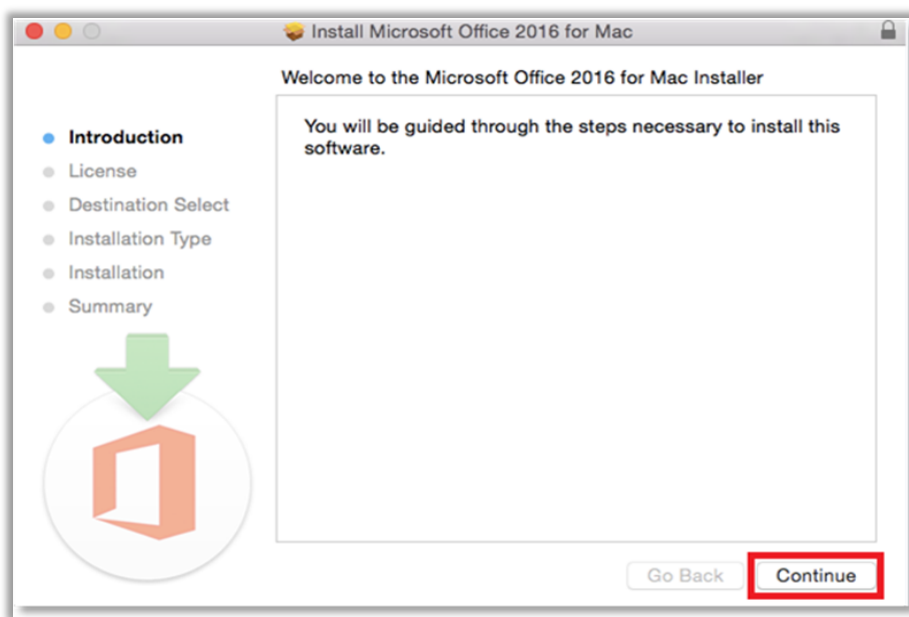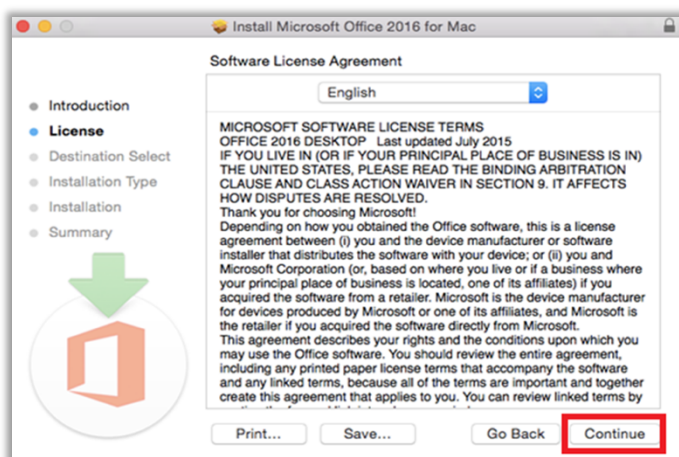
5. On the left-side menu, click 'apps' then in the top right corner, click **Install apps**.
    The download package will begin to download
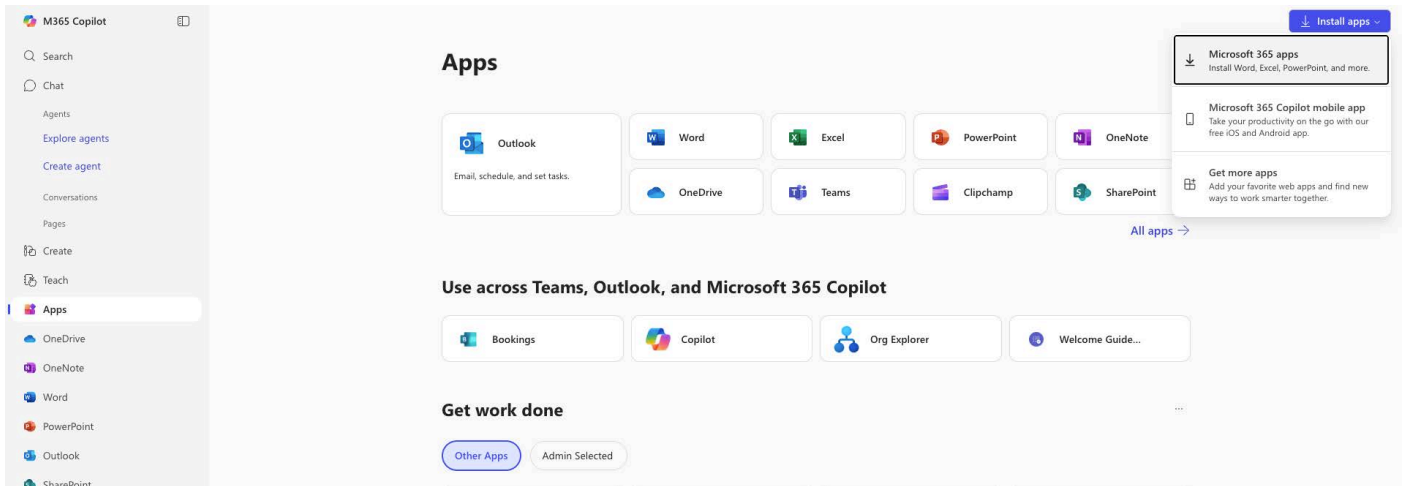
Run the installation file when the download has completed.
You can simply **Double click** the installer file and **click** 'Continue'

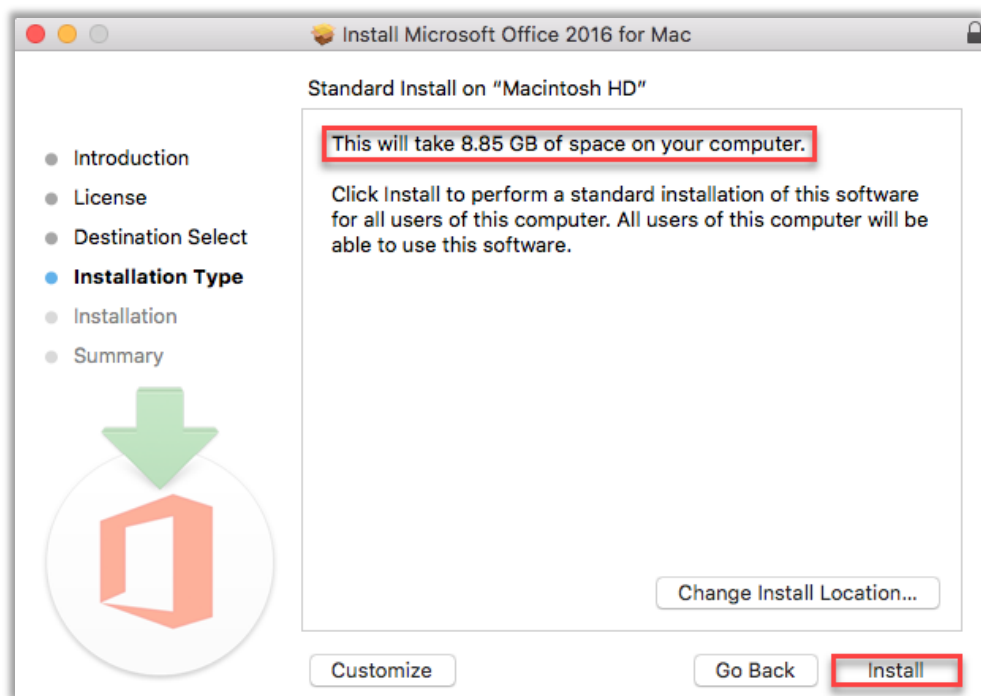6. **Read** the Software License Agreement and **click** 'Continue'.

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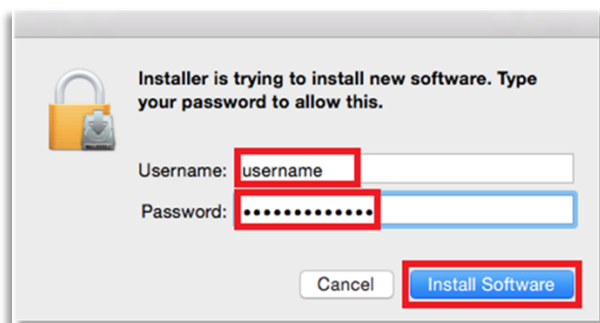

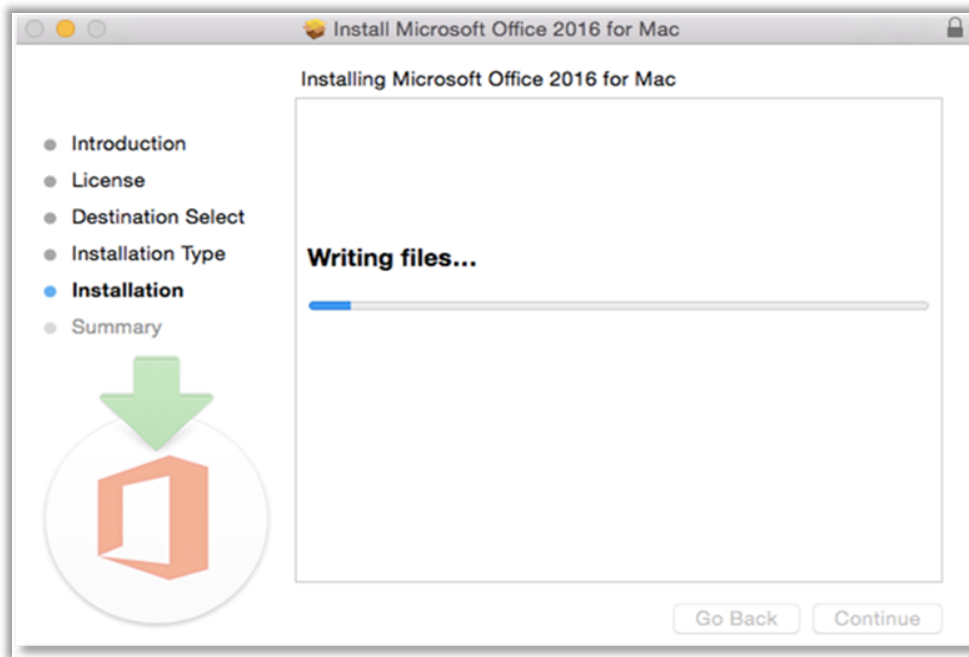8. **Click** 'Install'.
    Note: The installation will take 8.85GB of your space on your computer.
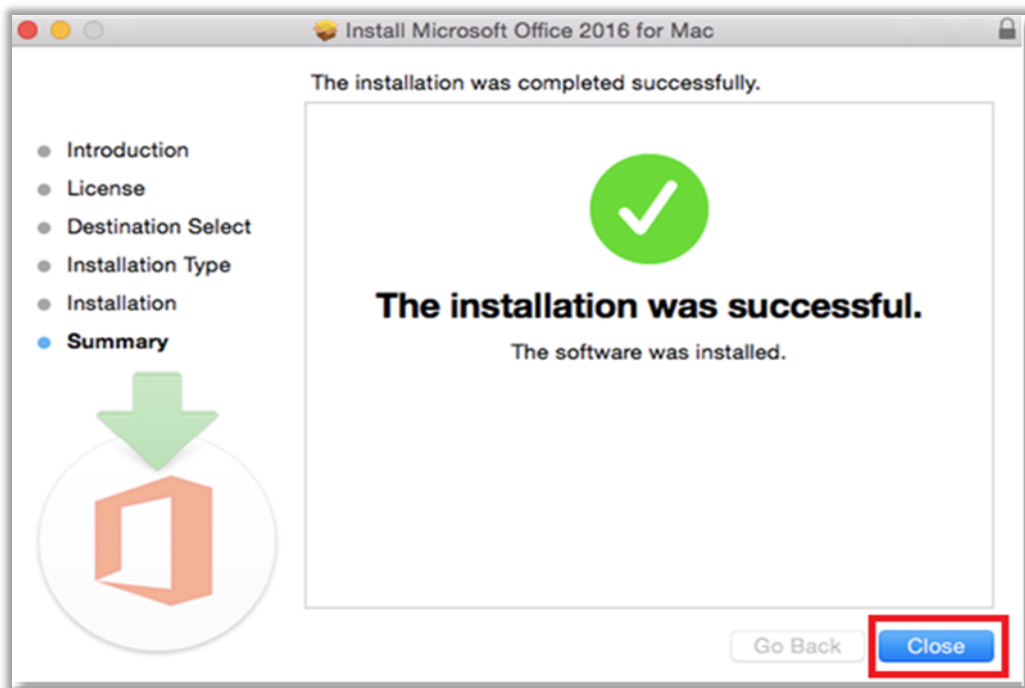

9. You may be prompted for permission for the installation to continue.
    Enter the local computer credentials and **click 'Install Software'.**
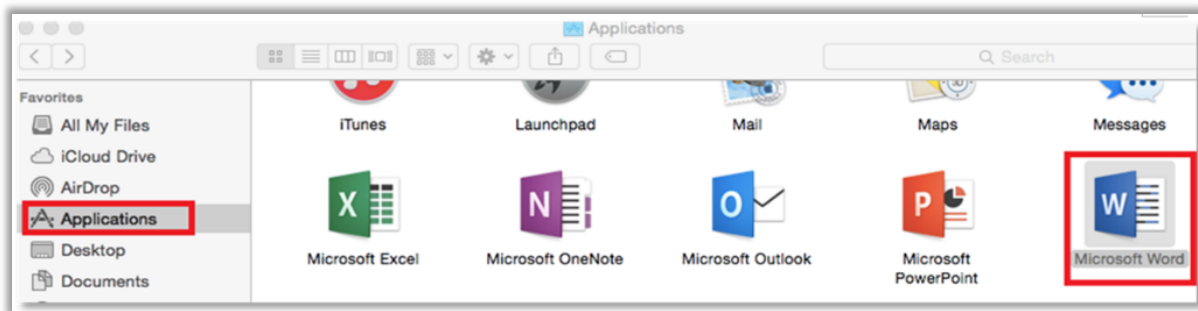
10. The installation of Office 365 will commence.

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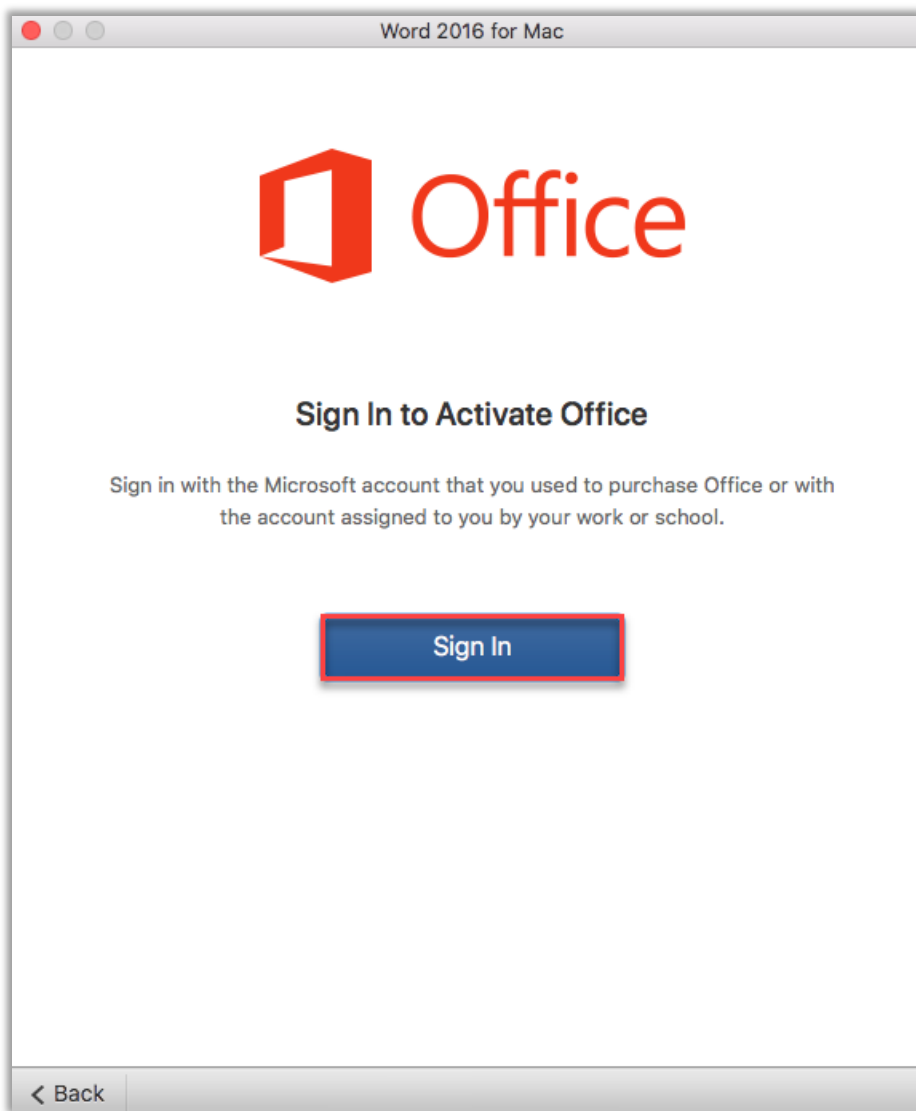**Click** 'Close'.

Activate Office 365

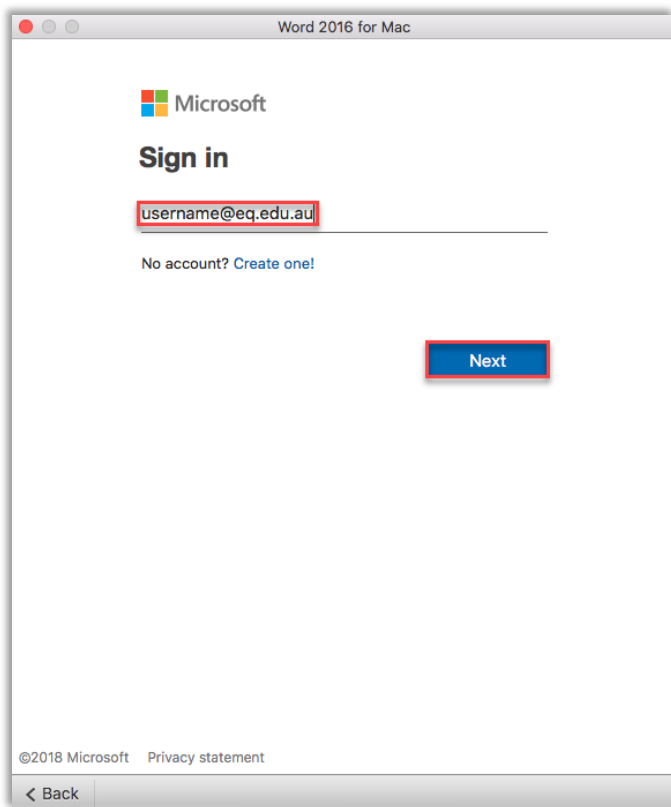Please follow the steps below to activate your Office 365 installation:

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

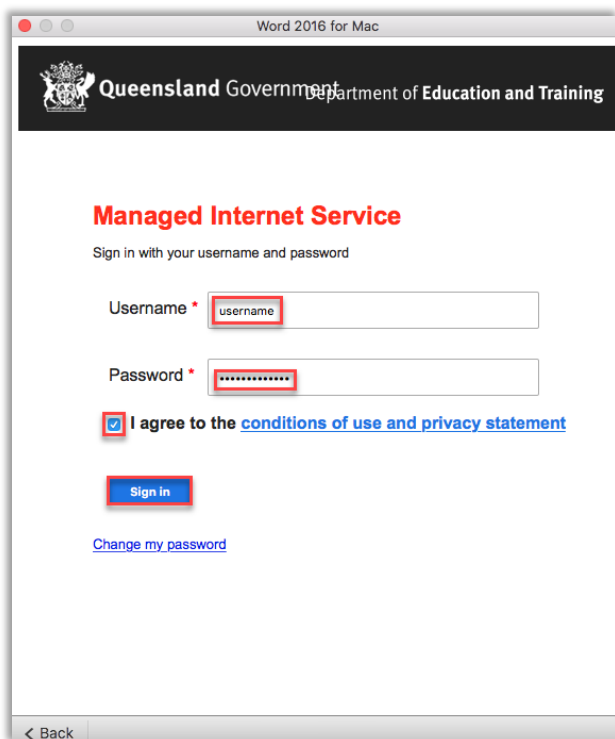2. **Click '**Sign In' to Activate Office

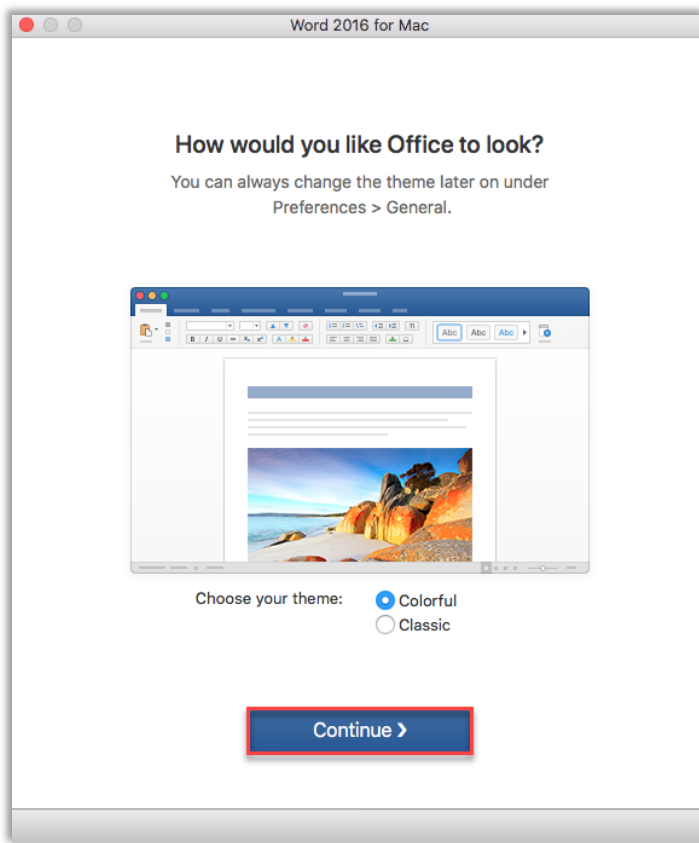3. **Enter** your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.

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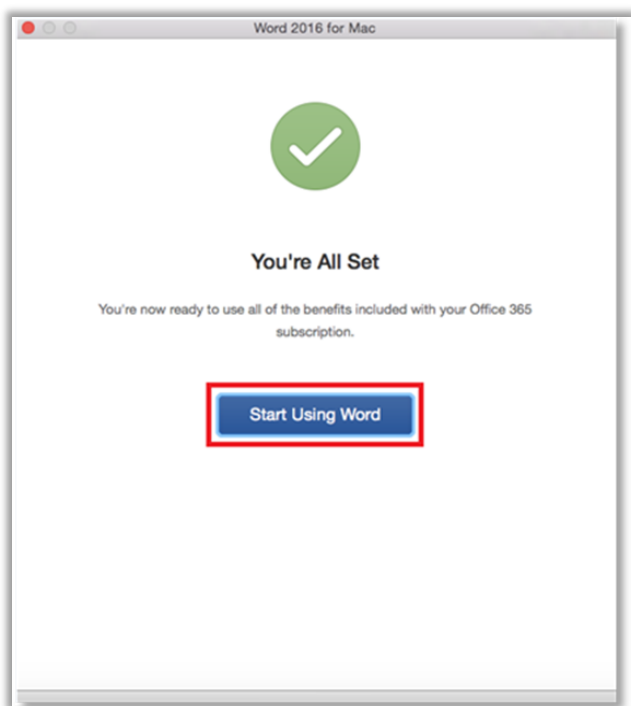   **Click** 'Sign in'.

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.