Download, update to and install Office 2016

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".
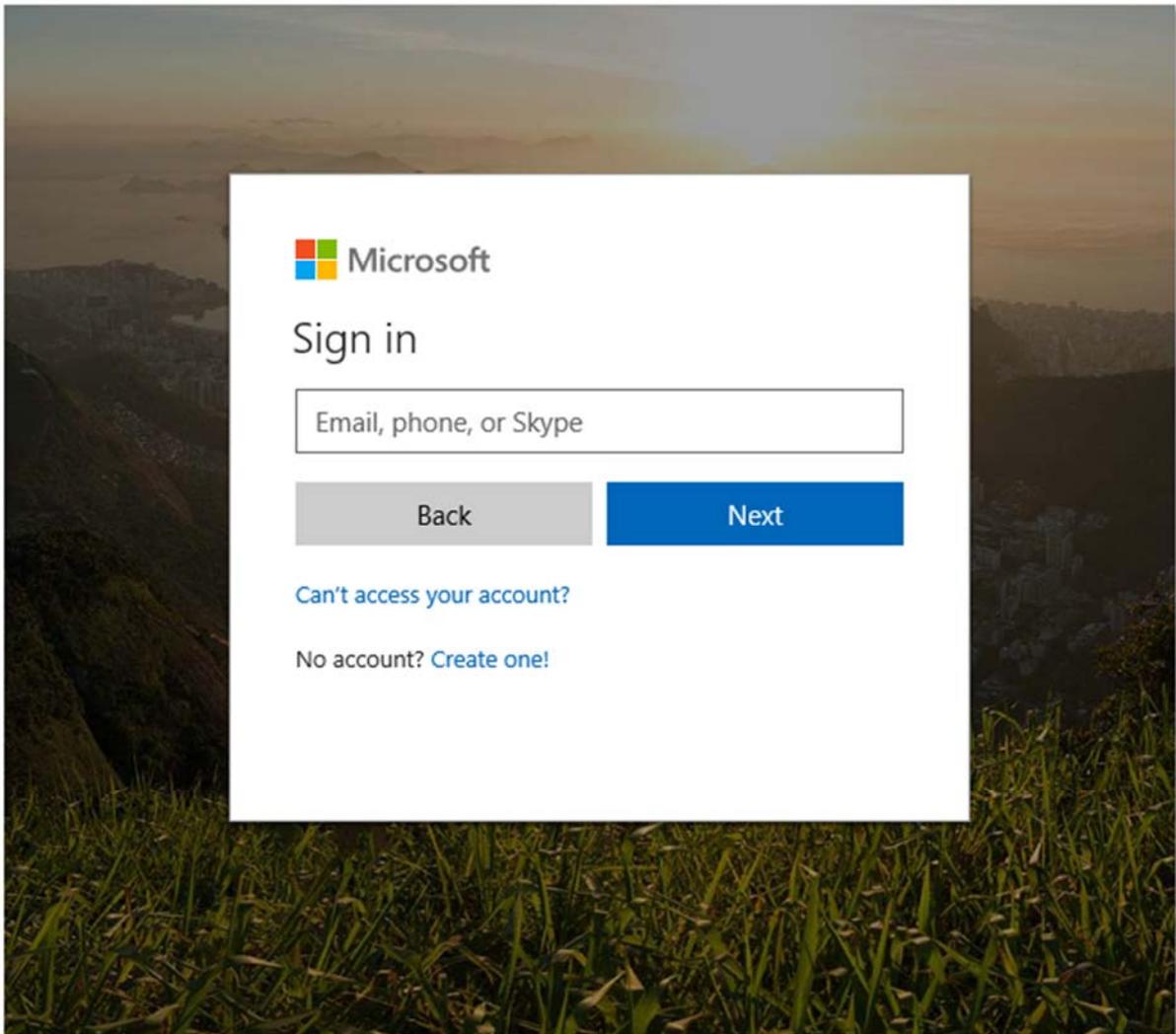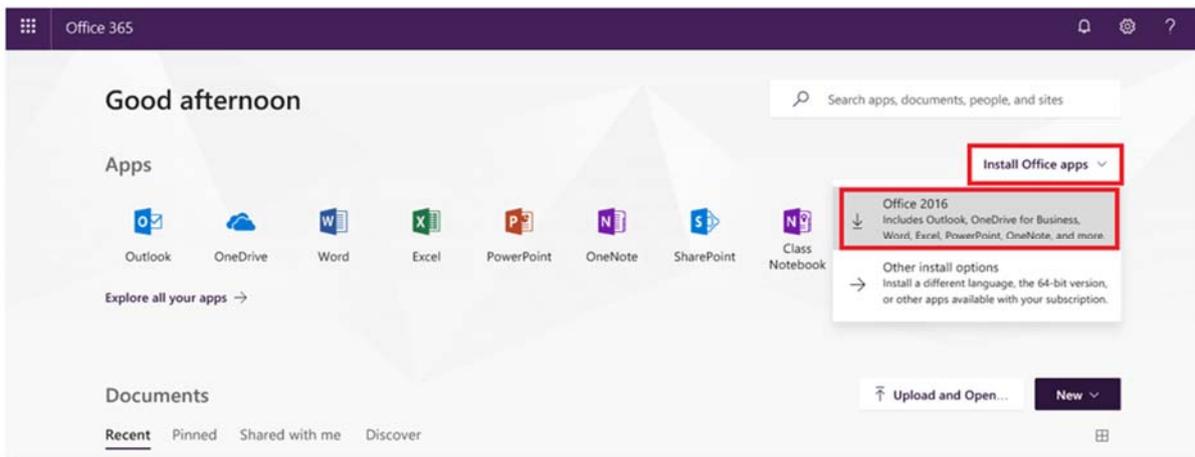

4. You will be prompted for your username and password on the online authentication page. Type your username and password.

5. **Click** Login
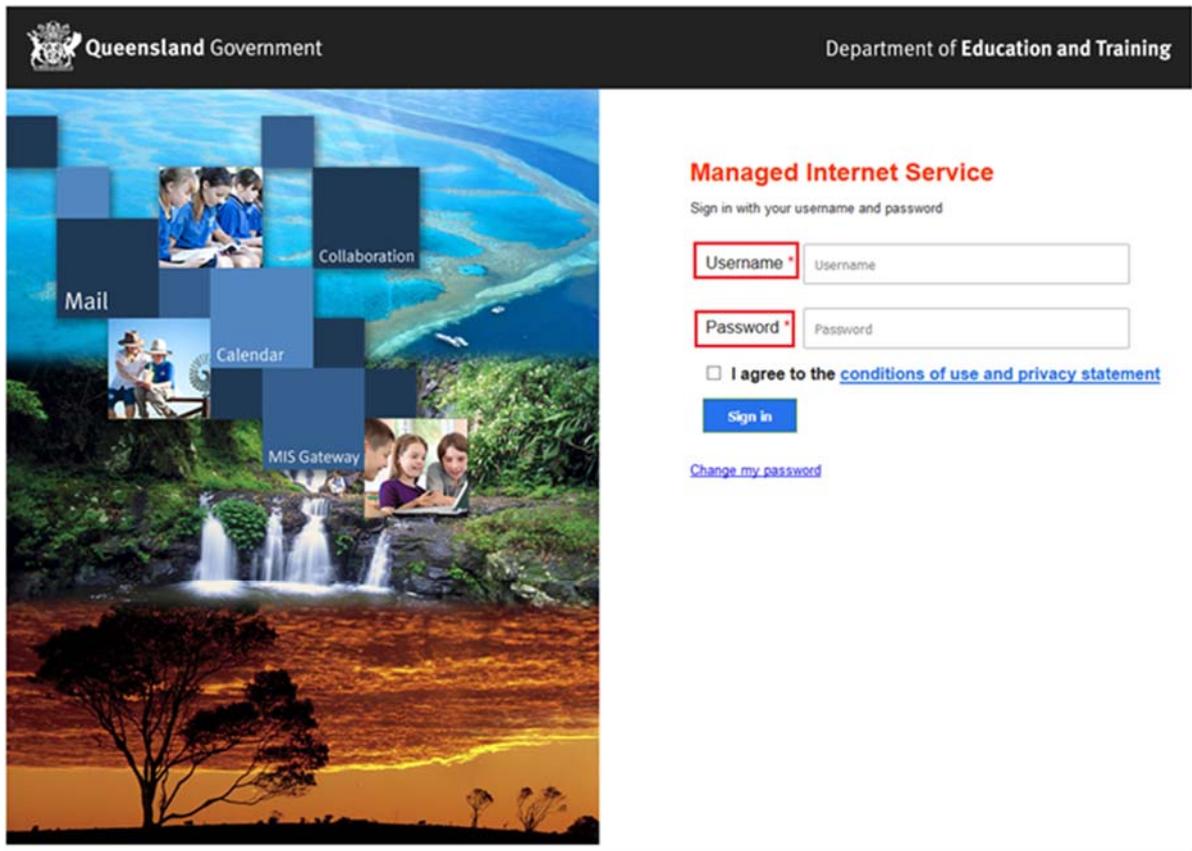
6. In the top right corner, click on the "Install office apps" then "Office 2016".

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.*

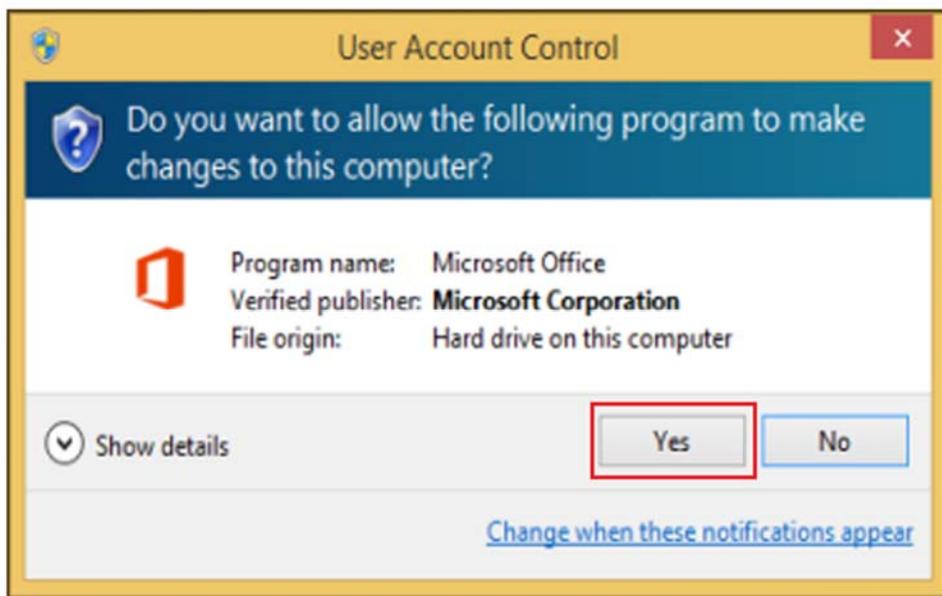8. **Click** on 'Save'. The file will automatically begin to download.

Do you want to run or save **Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_....exe** (3.08 MB) from **c2rsetup.officeapps.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 download 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 Account Control

Do you want to allow the following program to make changes to this computer?

Program name: Microsoft Office
Verified publisher: **Microsoft Corporation**
File origin: Hard drive on this computer

Show details

Yes   No

Change when these notifications appear

11. Office will start downloading.
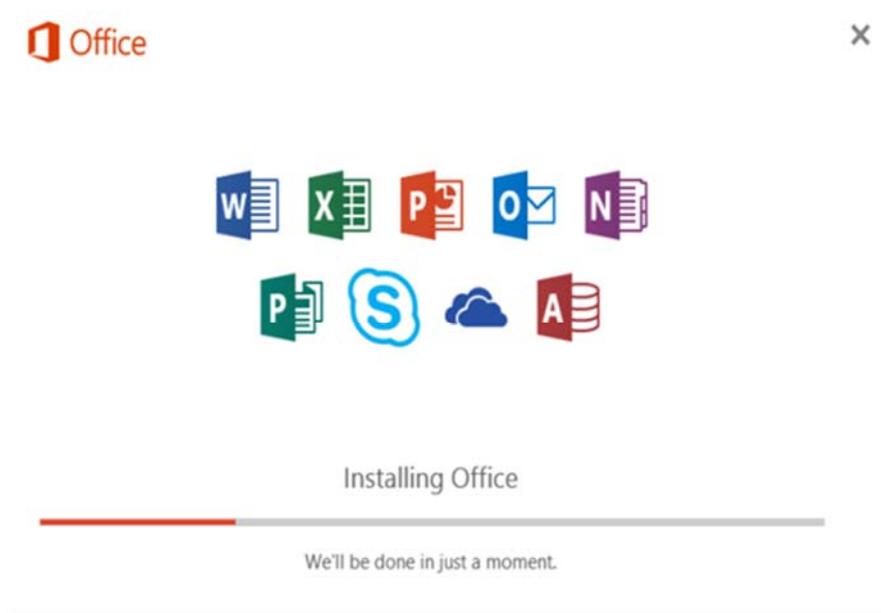
You will also see the office icon pop up on the task bar.


12. Office 2016 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
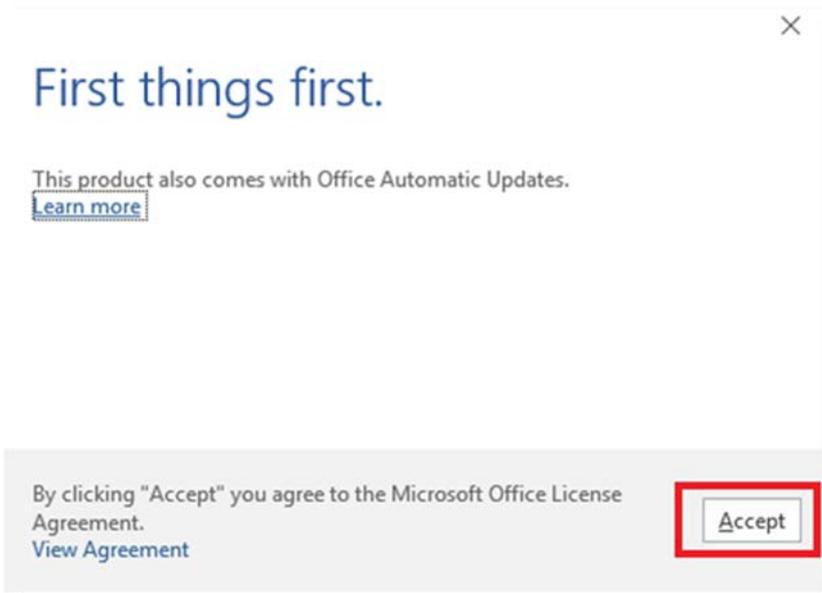

14. After Office 2016 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
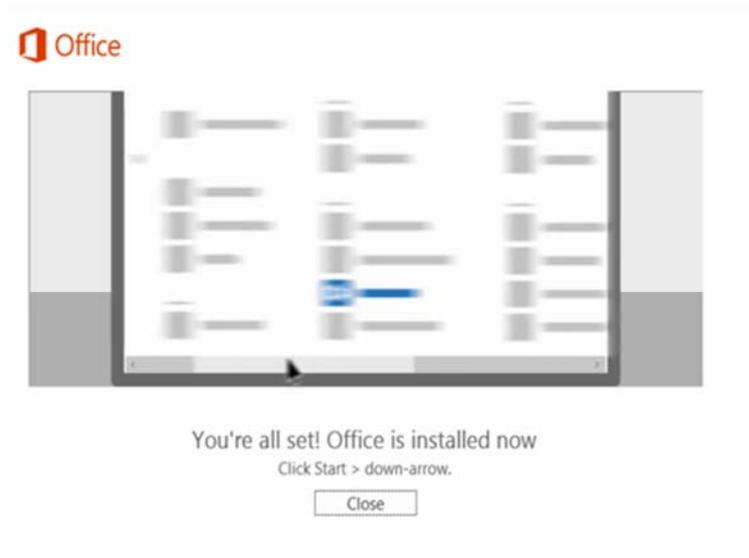

After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school student. Last steps will involve activating the product suite with your school credentials.
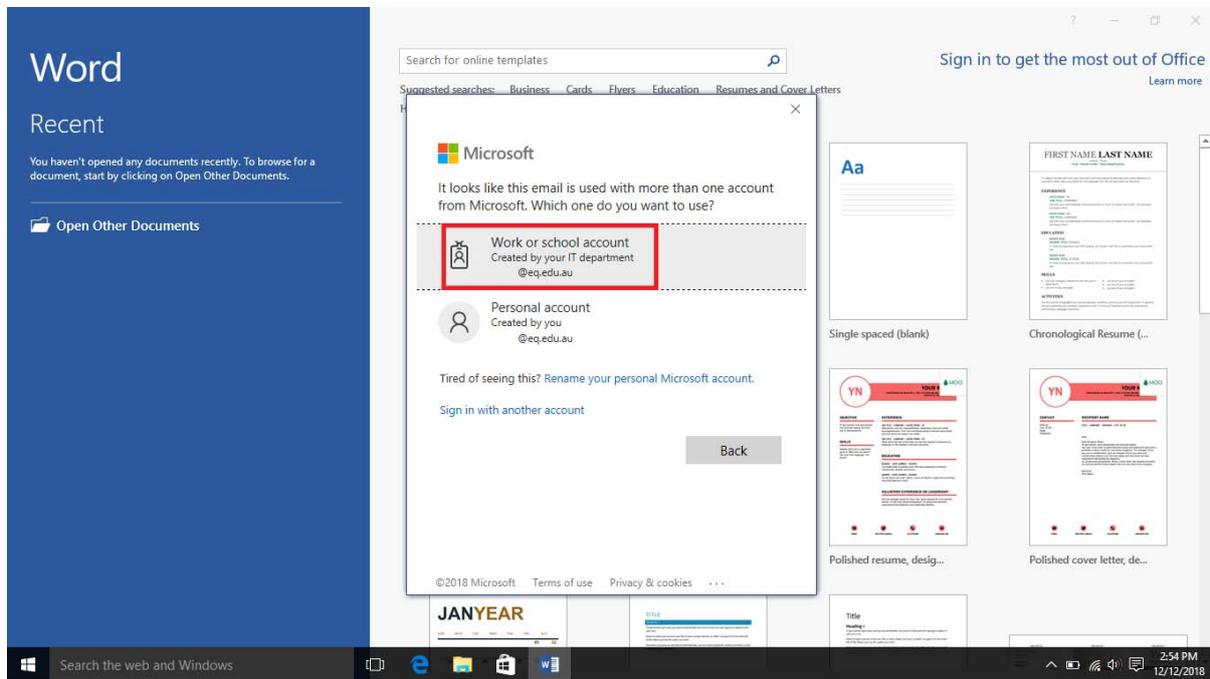
15. When running Office 2016 for the first time, you will be prompted for an email address to associate with Office. Please enter your school email address and **click** 'Next'.
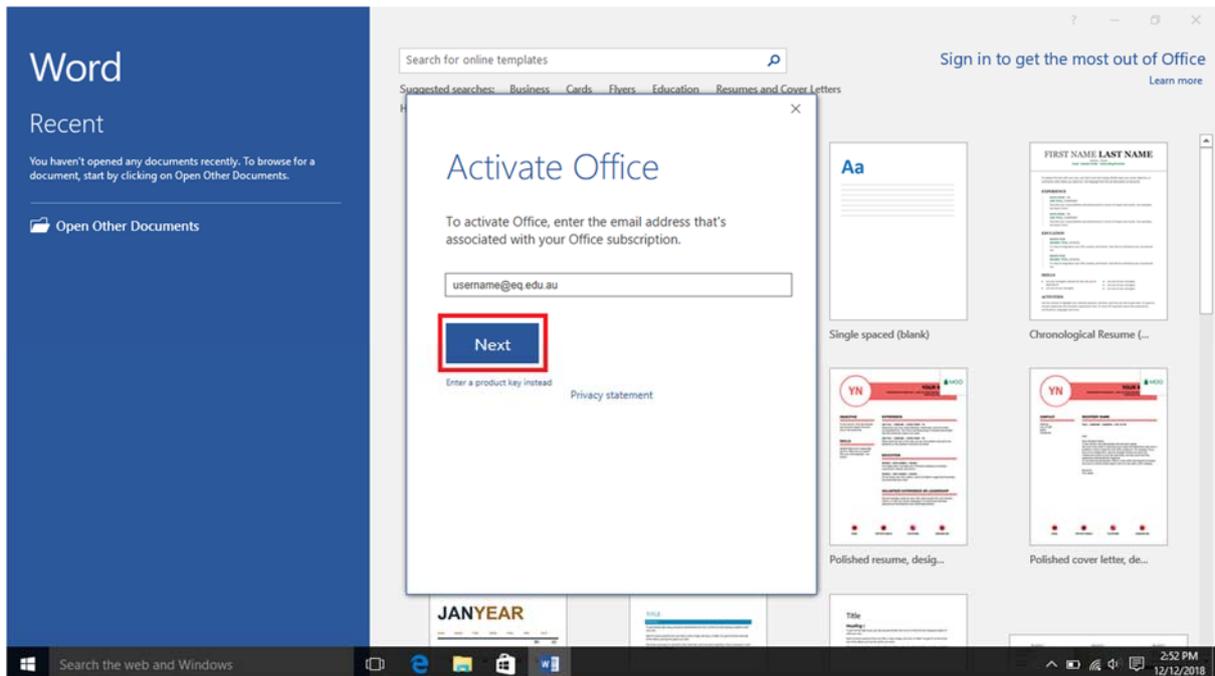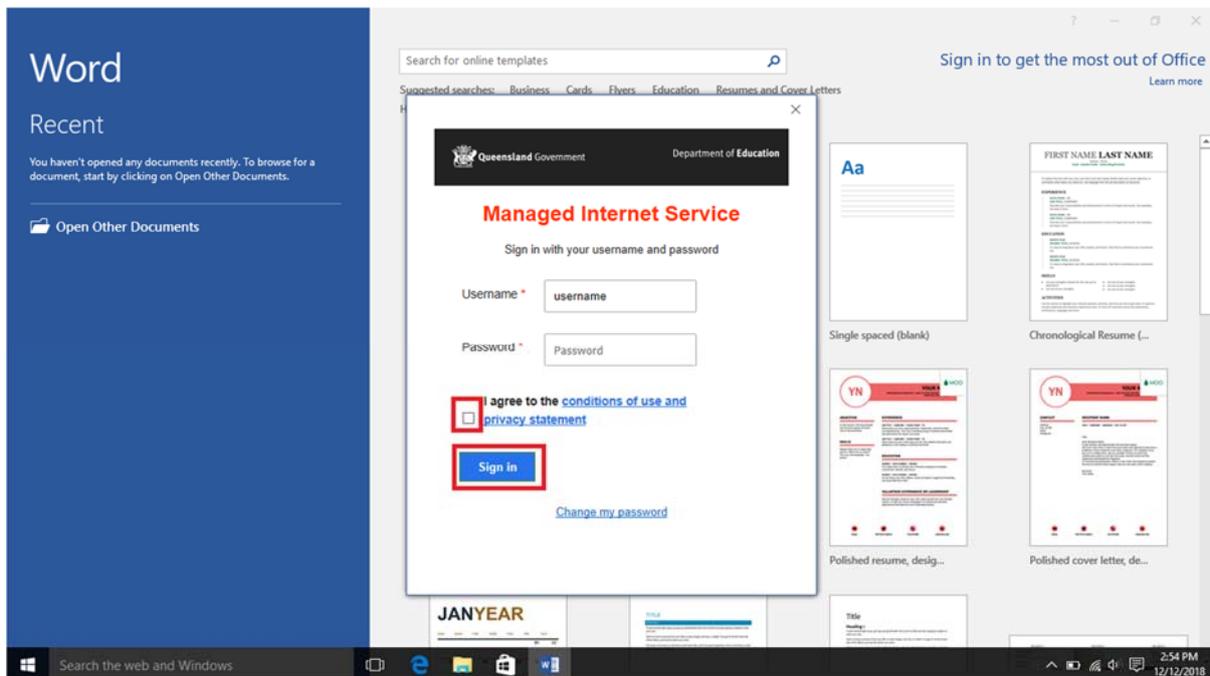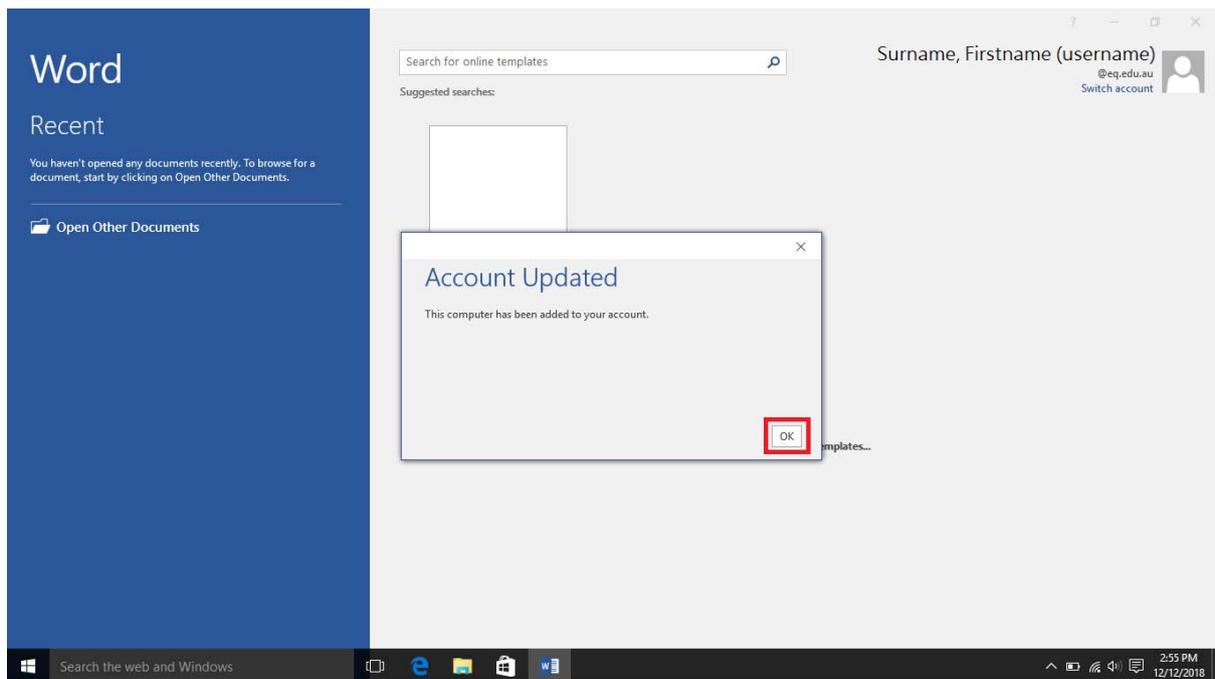

16. Select 'Work or school account'
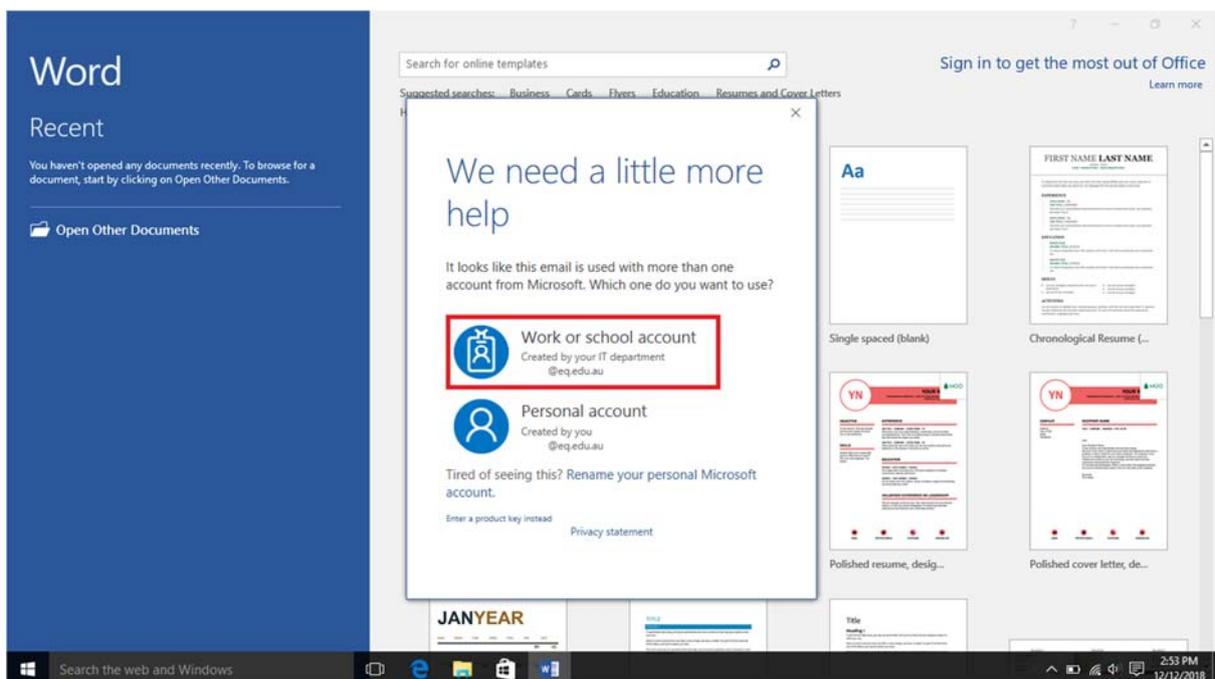
17. Select 'Work or school account' if prompted twice.

18. Type your username and password. Select the tickbox (conditions of use and privacy statement can be viewed from the hyperlink) and click 'Sign in'.

19. Click 'OK' on the Account Updated notification.

20. Click 'OK' on the successful activation notification.