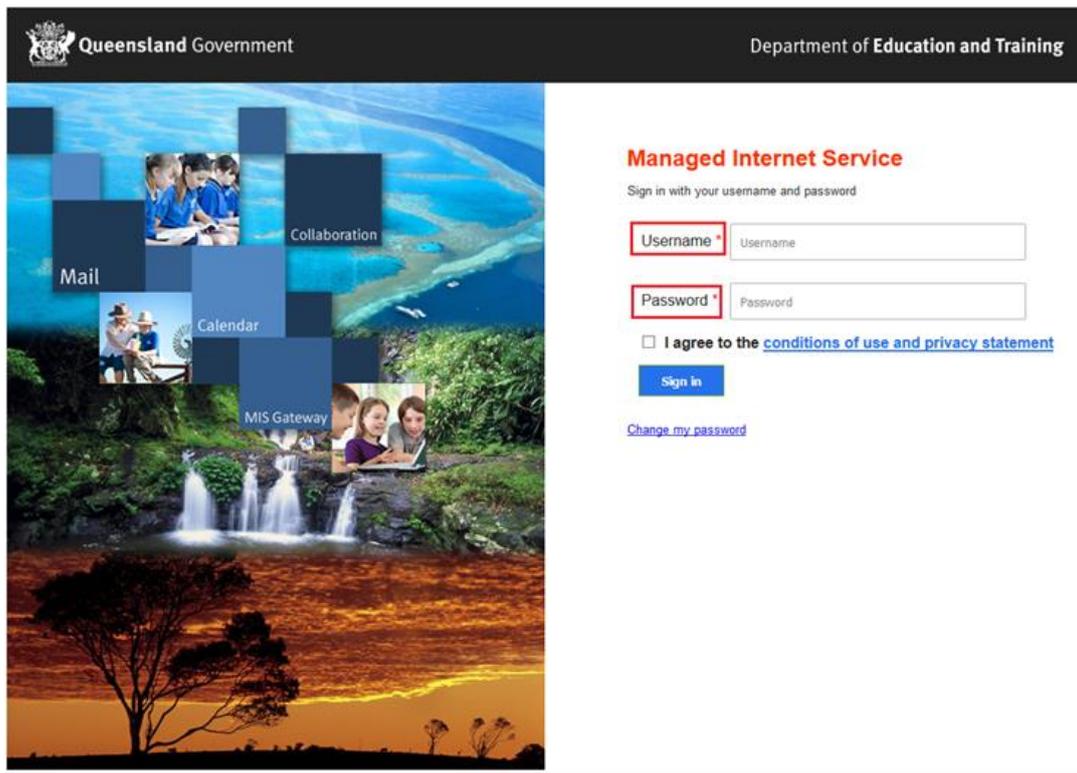**Please ensure that you have uninstalled any trial and/or older versions of Microsoft Office before attempting to download.**

1.  **Open** internet browser and **navigate to** owa.eq.edu.au
2.  In the Username field, **type** in your EQ username - e.g. jsmith1 and password. **Click** on Sign In
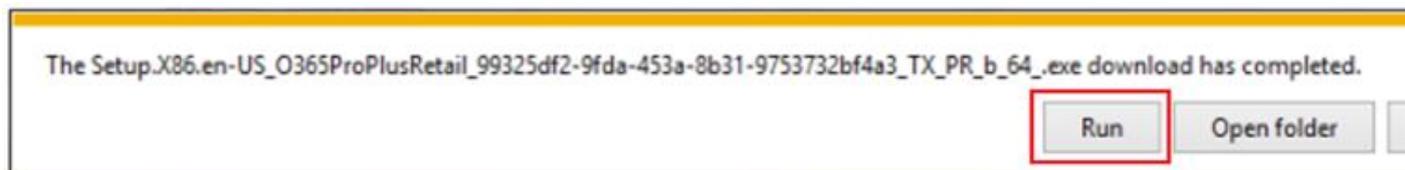


3.  At your Inbox screen, select the Office 365 button near the top left corner.

4.  In the top right corner, click on the "Install office 2016" button
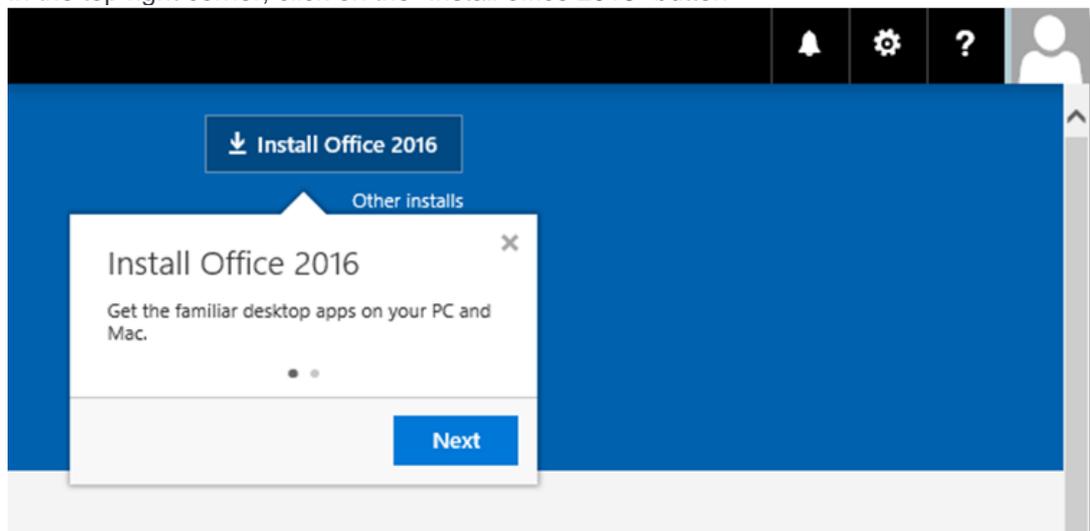
7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

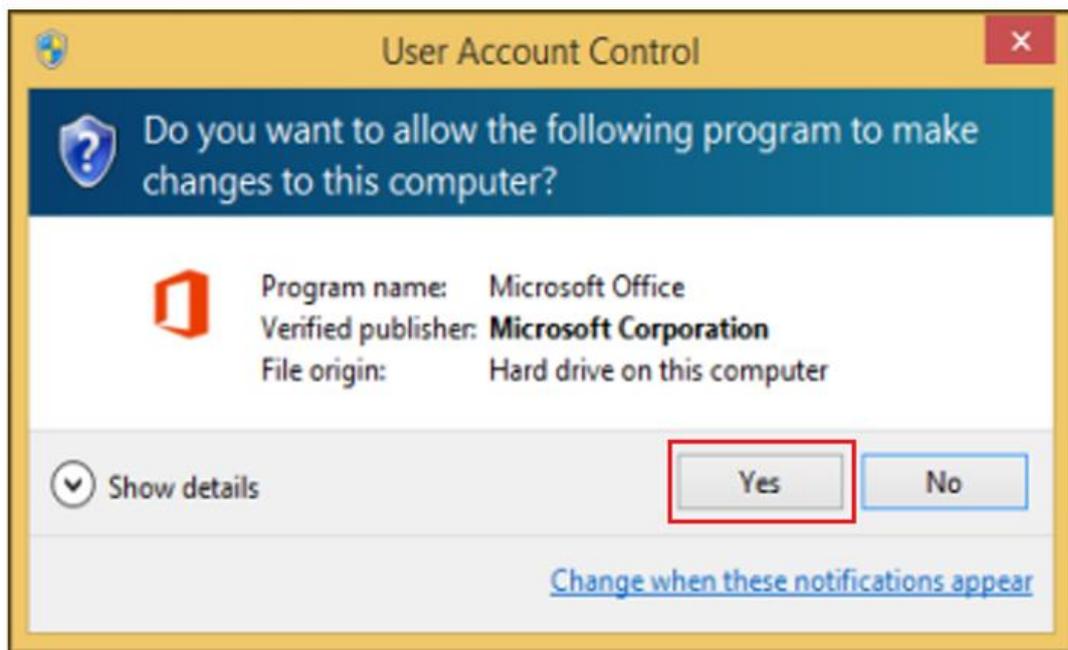8. **Click** on 'Save'. The file will automatically begin to download.

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**

⚠ This type of file could harm your computer.       Run    | Sa

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.
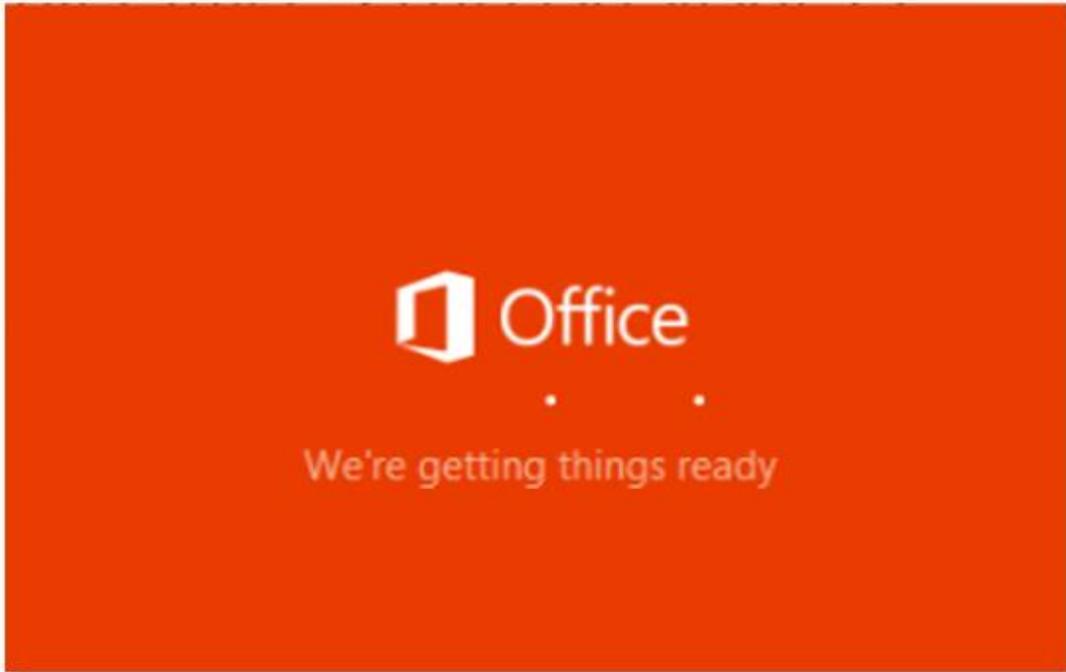
    Run    |  Open folder  |

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.
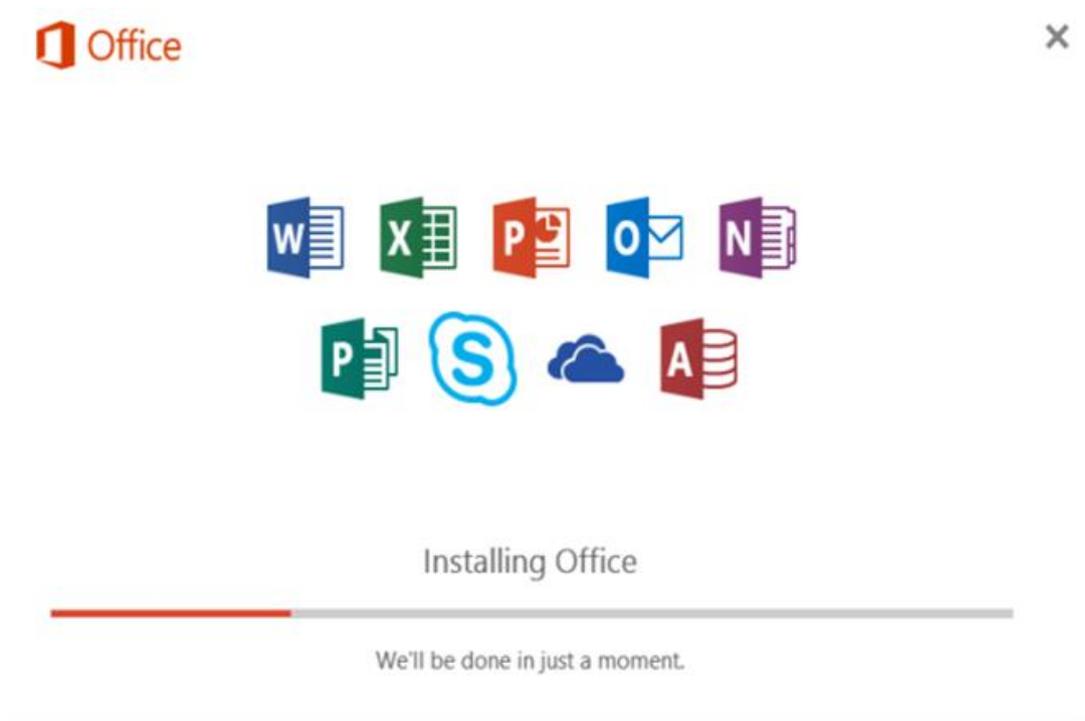
13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept
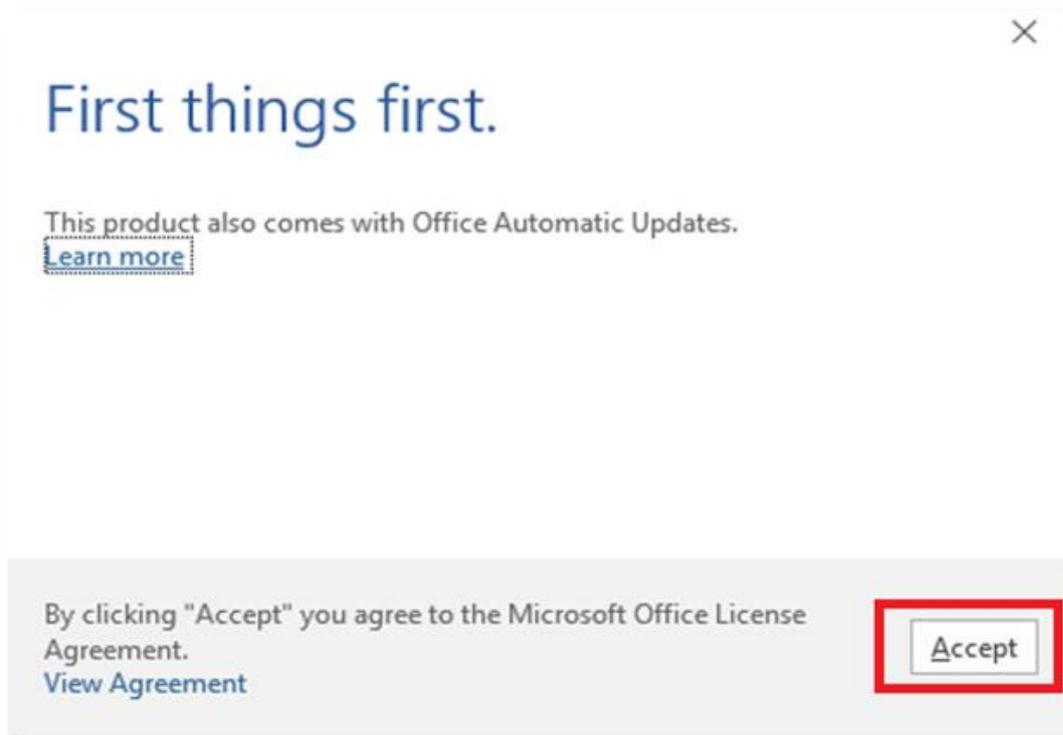


14. After Office 2016 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.

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, or employed by the department.