Download, update to or install Office 2016 on MAC.

1. **Open** internet browser and navigate to http://portal.office.com/ols/mysoftware.aspx.

2. You will need to log into the Office 365 home page using your your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address. Type your username and password.

Łączyć 連接		Office 365	
Con	nnect	Work or school account username@eq.edu.au password	
, ,		Keep me signed in Sign in Back Can't access your account?	

3. Click 'Sign in'.

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

Queensland Government	Department of Education,
Logon ID Password <u>Change my password</u>	username •••••••
	imer Privacy Access keys ^{Store} Other languages (Department of Education, Training and Employment) 2012. <u>Queensland Government</u>

5. Click on 'Install' button.

Office	
Manage installs	
Want to deactivate Office on one computer and install it on another? Go to My account > Install status.	
Install Office 2016 for Mac (Recommended) This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.	
w 🔄 🗴 📄 Р 🗳 🛛 🗹 🛛 🛐	
Word Excel PowerPoint Outlook OneNote	
Review system requirements Install	

The download package will begin to download



6. When the downloading finishes the file will be listed as *'Microsoft_Office_2016_Installer-.pkg'*. **Double click** the installer file. You can also access by going into your Downloads folder.

00	🥪 Install Microsoft Office 2016 for Mac
	Welcome to the Microsoft Office 2016 for Mac Installer
Introduction	You will be guided through the steps necessary to install this software.
License	
Destination Select	
Installation Type	
Installation	
• Summary	
	Go Back Continue

7. The software Licence Agreement will display. Read and click 'Continue'.

	Software Licen	ise Agreement		
Introduction		English	0	
License	MICROSOFT S	OFTWARE LICENSE	TERMS	
License	OFFICE 2016	DESKTOP Last upda	ted July 2015	
Destination Select			CIPAL PLACE OF BUS	
Installation Type			AD THE BINDING ARB /ER IN SECTION 9. IT	
Installation		ES ARE RESOLVED.		
Installation		choosing Microsoft!	Office software, this is	a licence
1	installer that dis Microsoft Corpo your principal p acquired the so for devices proo the retailer if yo This agreemen may use the Of including any p and any linked	stributes the software to oration (or, based on v blace of business is loc fitware from a retailer. duced by Microsoft or ou acquired the softwart describes your rights flice software. You sho rinted paper license to terms, because all of	evice manufacturer or s with your device; or (ii) where you live or if a bu- cated, one of its affiliate Microsoft is the device one of its affiliates, and re directly from Microsoft and the conditions up build review the entire a erms that accompany the the terms are important you. You can review lir	you and isiness where is) if you manufacturer d Microsoft is oft. on which you greement, he software t and together

8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. **Click** 'Agree'.



Note: The installation will take 7.84GB of your space on your computer.

9. Click 'Install'.

0 0	Install Microsoft Office 2016 for Mac	6
	Standard Install on "Macintosh HD"	
 Introduction License Destination Select Installation Type Installation Summary 	This will take 7.84 GB of space on your computer.	
	Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software.	
	Change Install Location	
	Customize Go Back Install	

10. You will be prompted by the installer software on your computer. **Enter** your **Mac** username and password and **click** 'Install Software'.

	Installer is trying to install new software. Type your password to allow this.
Banditta	Username: username

11. The installation of Office 2016 will commence. Wait for the installation to finish.

0 0	😺 Install Microsoft Office 2016 for Mac	
	Installing Microsoft Office 2016 for Mac	
 Introduction License Destination Select Installation Type Installation Summary 	Writing files	
	Go Back Contin	iue

12. A message will appear to say that your software has been successfully installed. **Click** 'Close'.



The software installation will close.

13. To access your newly installed applications, go to your Applications folder (Command + Shift + A).

		Applicat	lions	Q Sea	
Favorites	Y	17			
All My Files	iTunes	Launchpad	Mail	Maps	Messages
iCloud Drive					
AirDrop	v Ħ			DE	
Applications	^ ≝	N	U <u>~</u>	P 🗎	₩ Ξ
Desktop	Microsoft Excel	Microsoft OneNote	Microsoft Outlook	Microsoft	Microsoft Word
Documents				PowerPoint	

14. Double click on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. Click on 'Get started >'.

000	Word 2016 for Mac
	What's New in Word
٩	Unmistakably Office, Designed for Mac Modern Office design now fully optimized for the Mac, including Retina display and full screen view.
	Redesigned Ribbon and New Task Panes All the power of Office now organized the same way across Mac and Windows.
@	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.
P	New Tools and Improved Features New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.
7	Threaded Comments Easily track comments and reply to others, so you can have helpful conversations where they matter.
	Get started >

15. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.

0.0	Word 2016 for Mac
	You're All Set
	You're now ready to use all of the benefits included with your Office 365 subscription.
	Start Using Word

16. On the main page of your Microsoft application, **click** 'Sign in'.



17. You will be prompted to enter your email address. Enter your @eq.edu.au email address and **press** 'Next'.

00	Word 2016 for Mac
	Olara la
	Sign in
	What email address or phone number would you like to use to
	sign in to Word? (If you already have an account that you use
	with Office or other Microsoft services, enter it here).
	username@eq.edu.au
	Next
	Privacy statement

18. You will need to log in to the online authentication page again. Enter your username and password and click 'Login'.

• • • • • • • • • • • • • • • • • • •	Word 2016 for Mac Department of Education,
Logon ID Password Change my password	Login
Copyright I Disclaimer I Privacy I Access keys I Coher languages © The State of Queensland (Department of Education, Training and Employment) 2012. Queensland Government	

After successfully logging in, you will be taken back to the application.

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 are a Queensland state school student, or employed by the department.