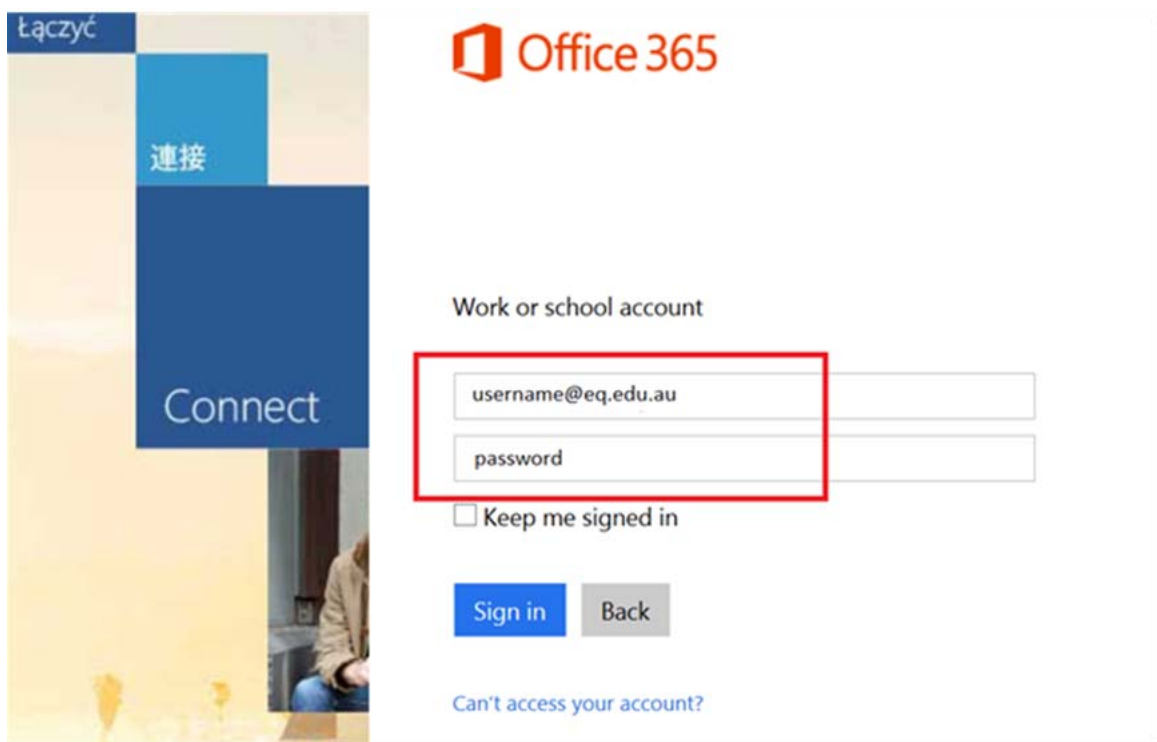


Download, update to or install Office 2016 on MAC.

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.

3. Click 'Sign in'.



Łączyć

連接

Connect

Office 365

Work or school account

username@eq.edu.au

password

Keep me signed in

Sign in Back

Can't access your account?

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



Logon ID

Password

[Change my password](#)

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.


Word


Excel


PowerPoint


Outlook

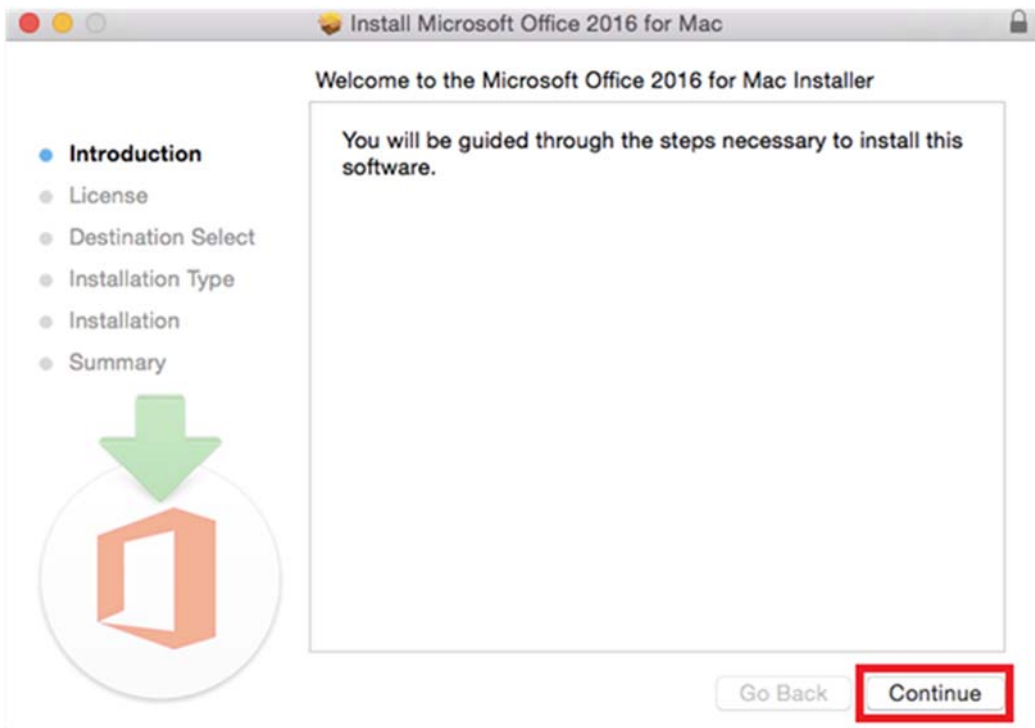

OneNote

[Review system requirements](#)

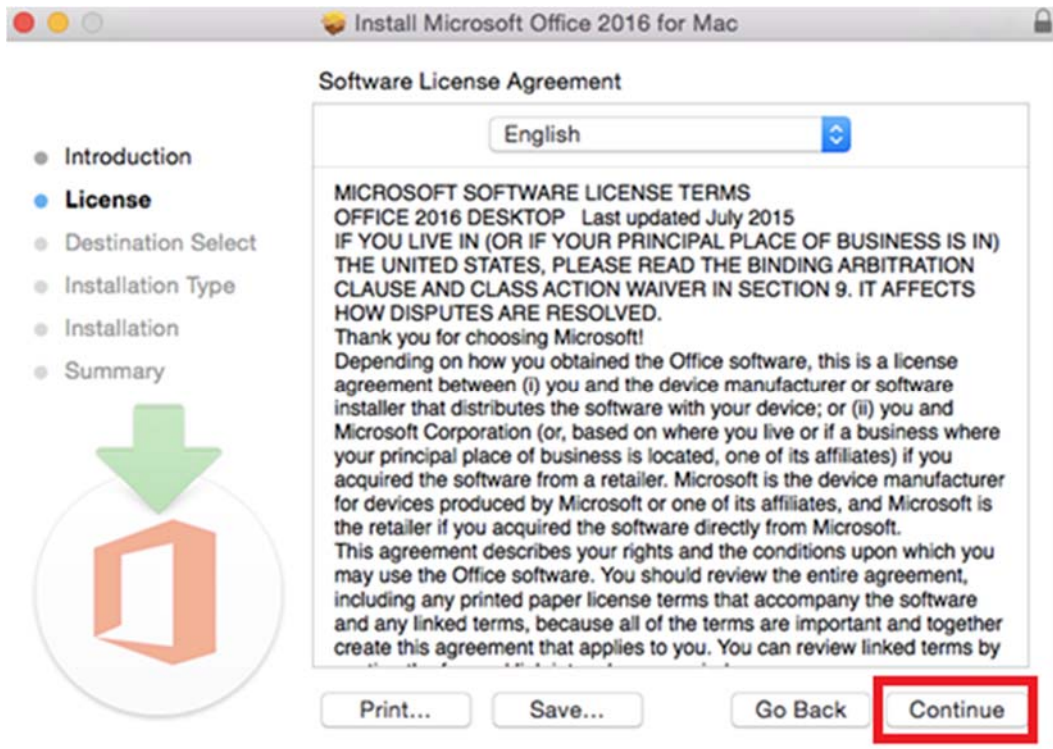
The download package will begin to download



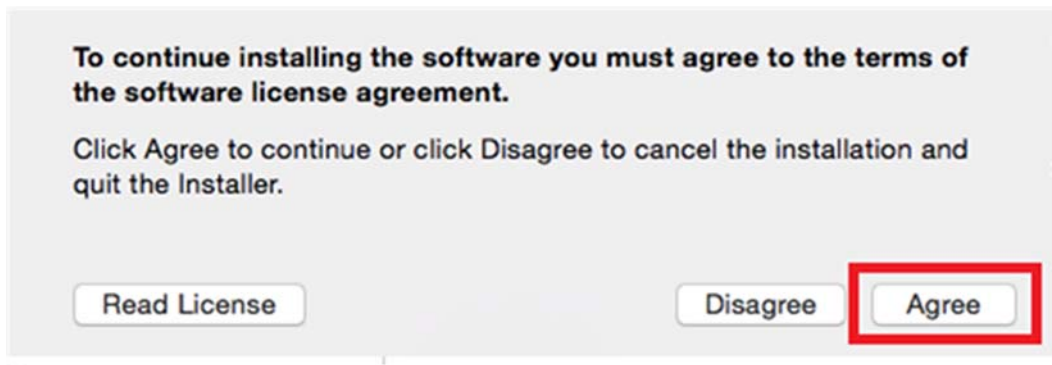
6. When the downloading finishes the file will be listed as '*Microsoft_Office_2016_Installer-.pkg*'. **Double click** the installer file. You can also access by going into your Downloads folder.



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

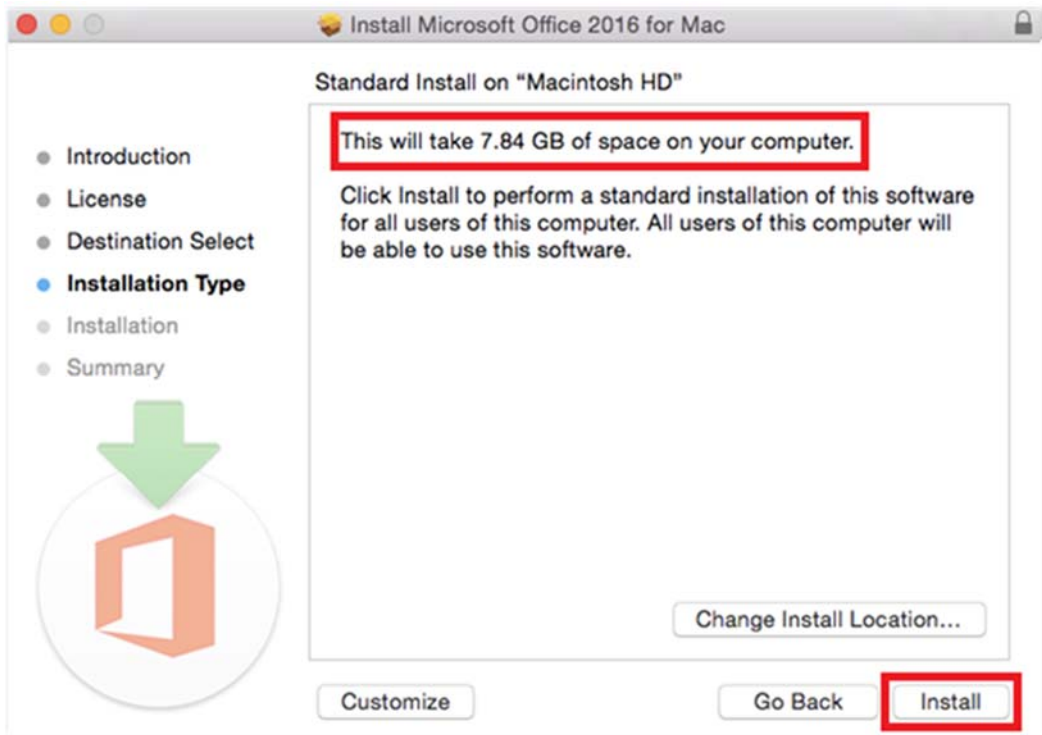


8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. Click 'Agree'.

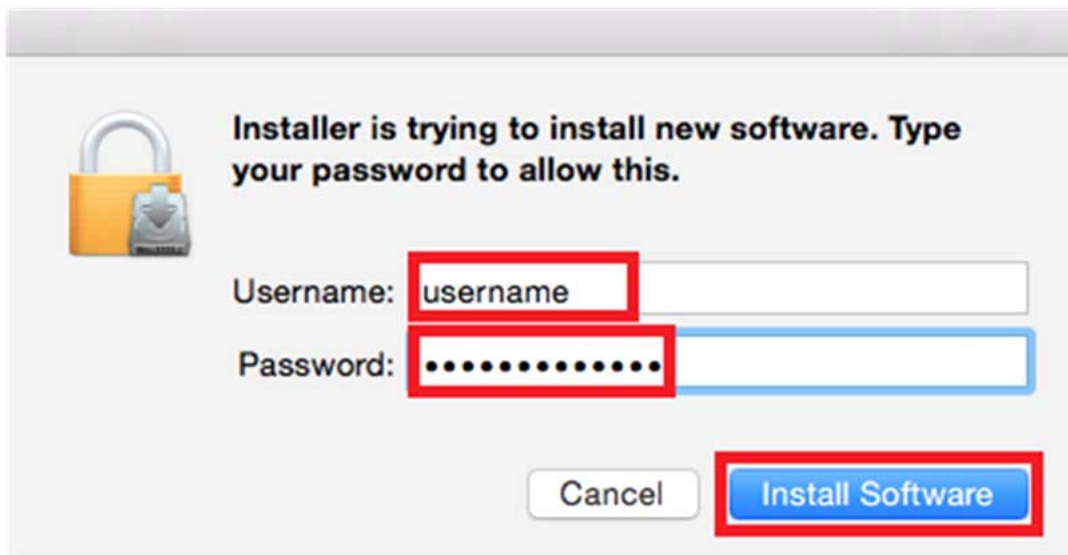


Note: The installation will take 7.84GB of your space on your computer.

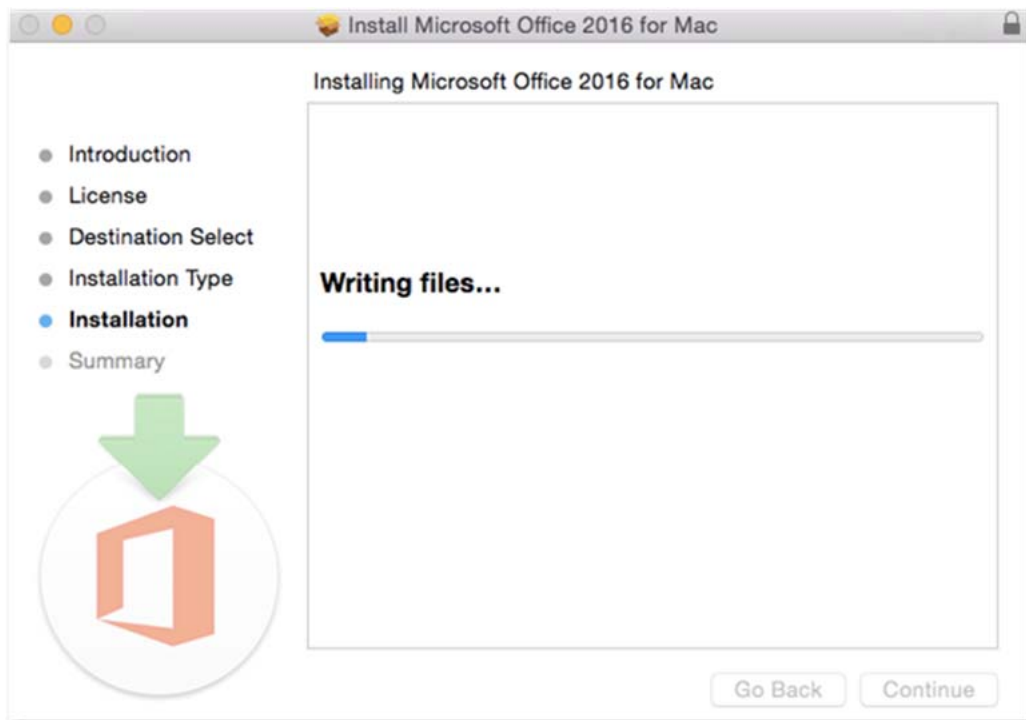
9. Click 'Install'.



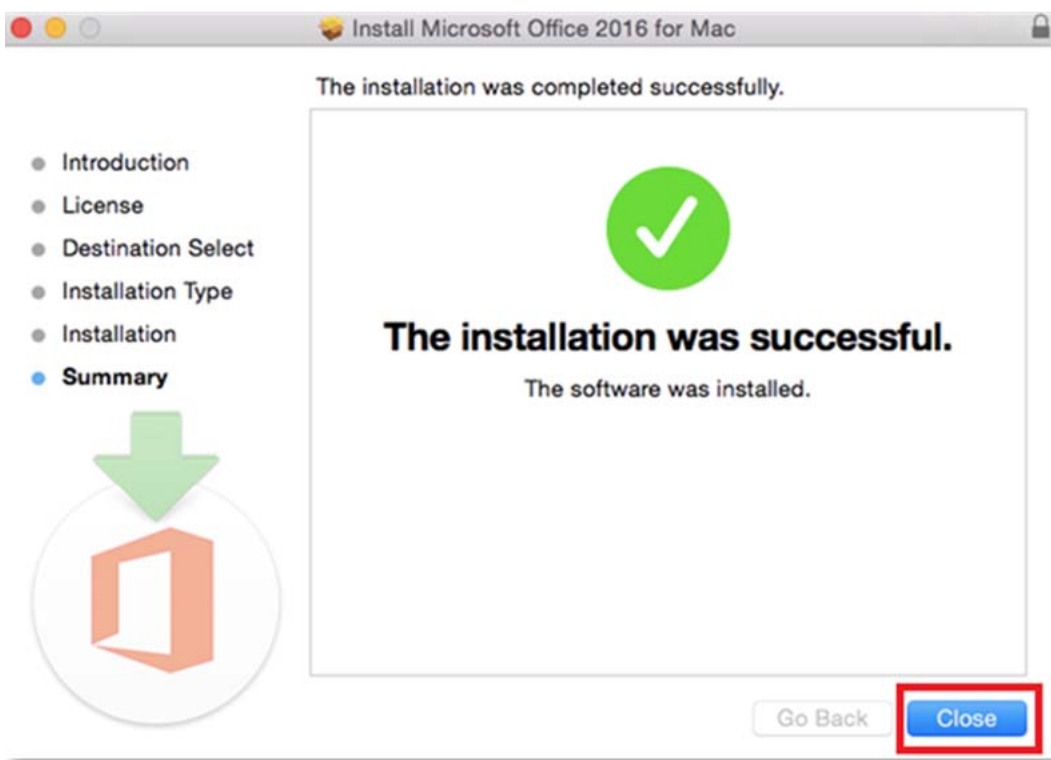
10. You will be prompted by the installer software on your computer. Enter your Mac username and password and click 'Install Software'.



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

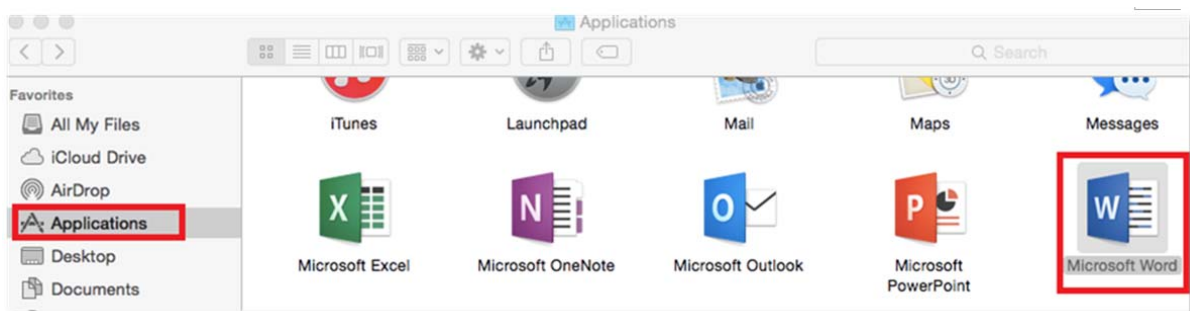


12. A message will appear to say that your software has been successfully installed. Click 'Close'.

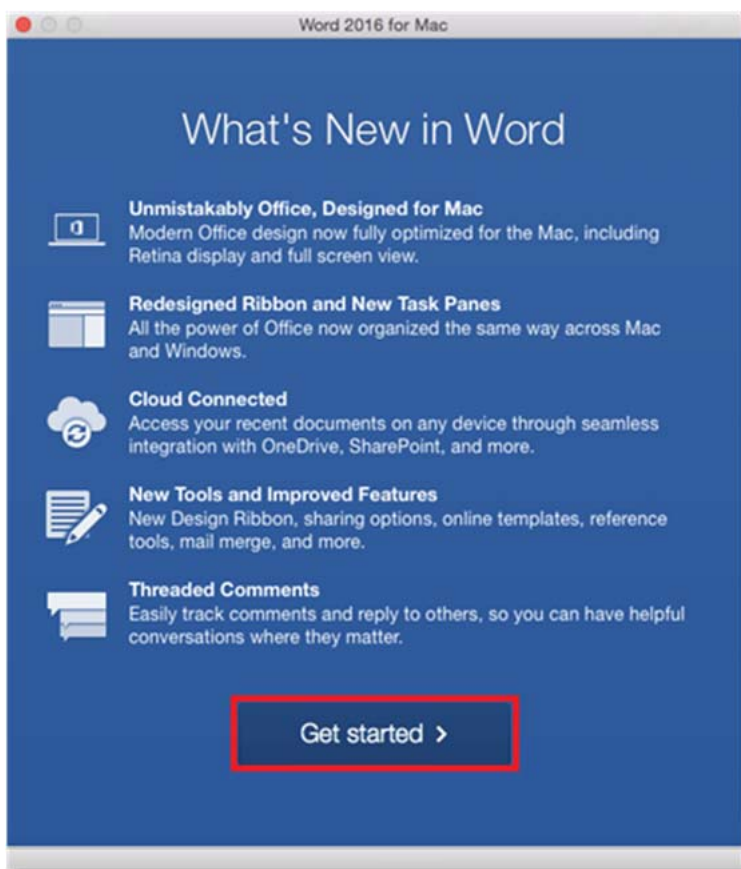


The software installation will close.

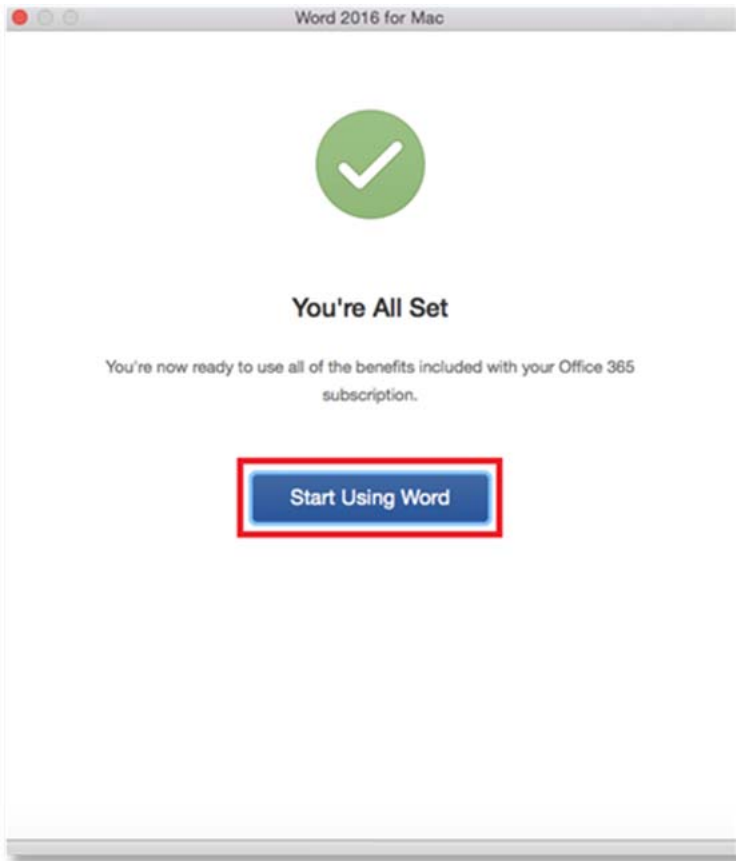
13. To access your newly installed applications, go to your Applications folder (Command + Shift + A).



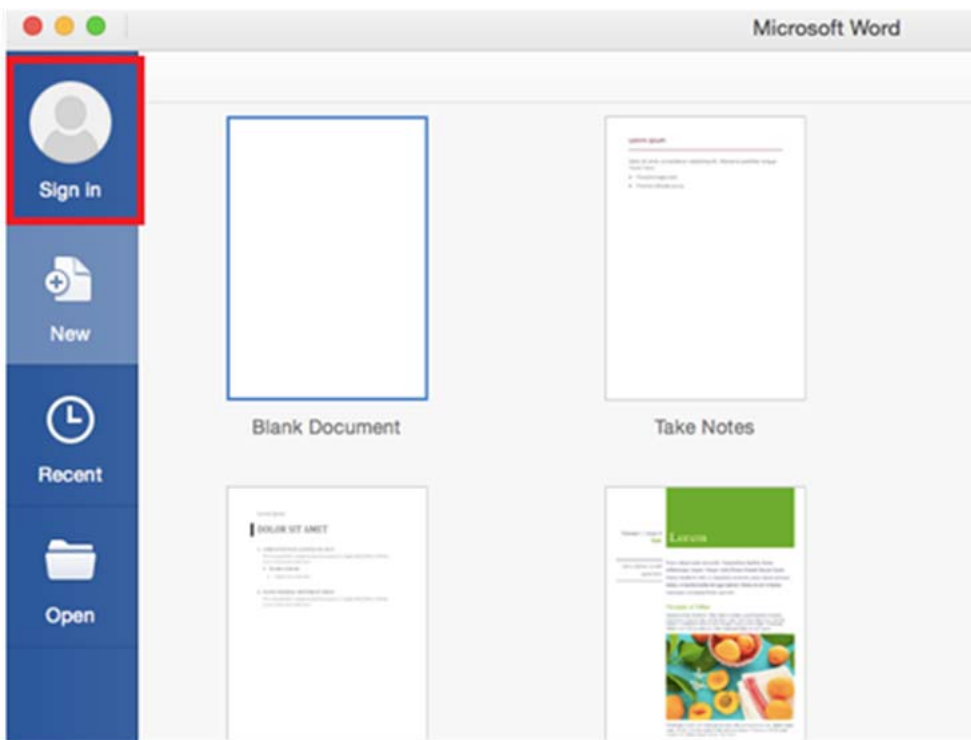
14. Double click on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. Click on 'Get started >'.



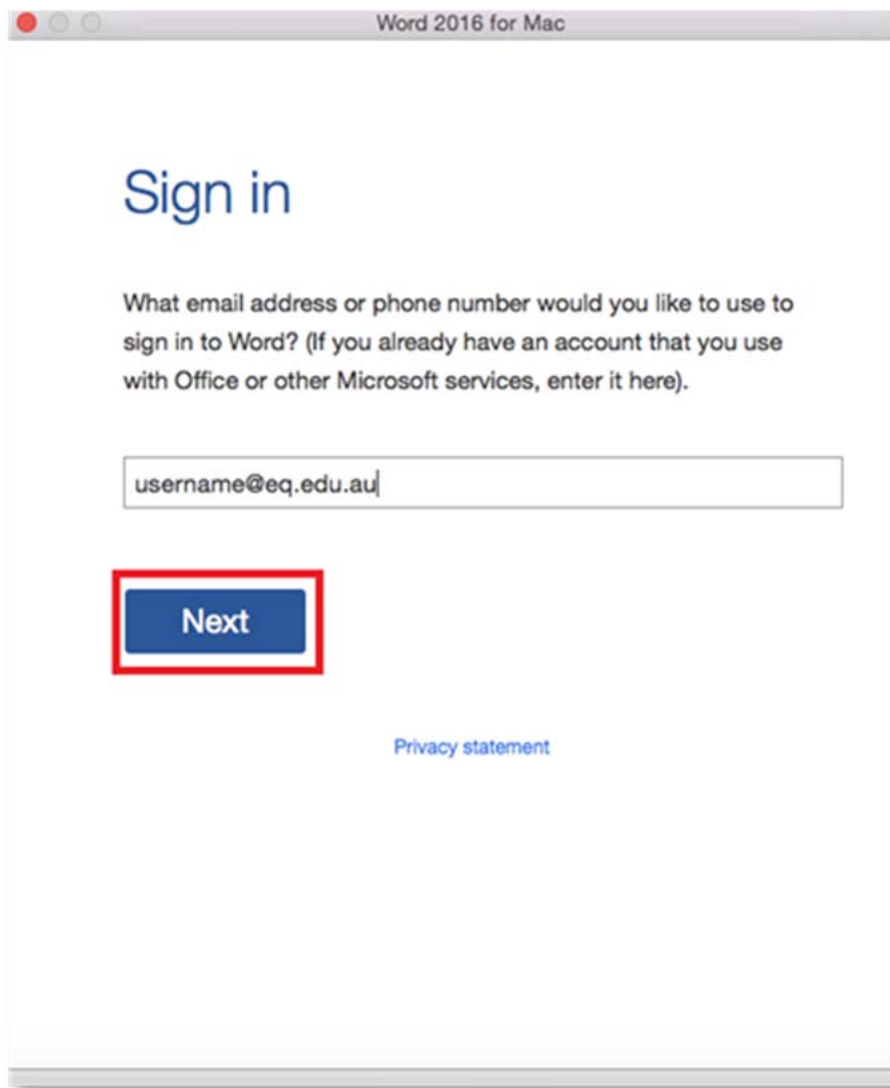
15. You are now ready to use all the benefits included with your Office 365 subscription. Click 'Start Using Word'.



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'.



Word 2016 for Mac

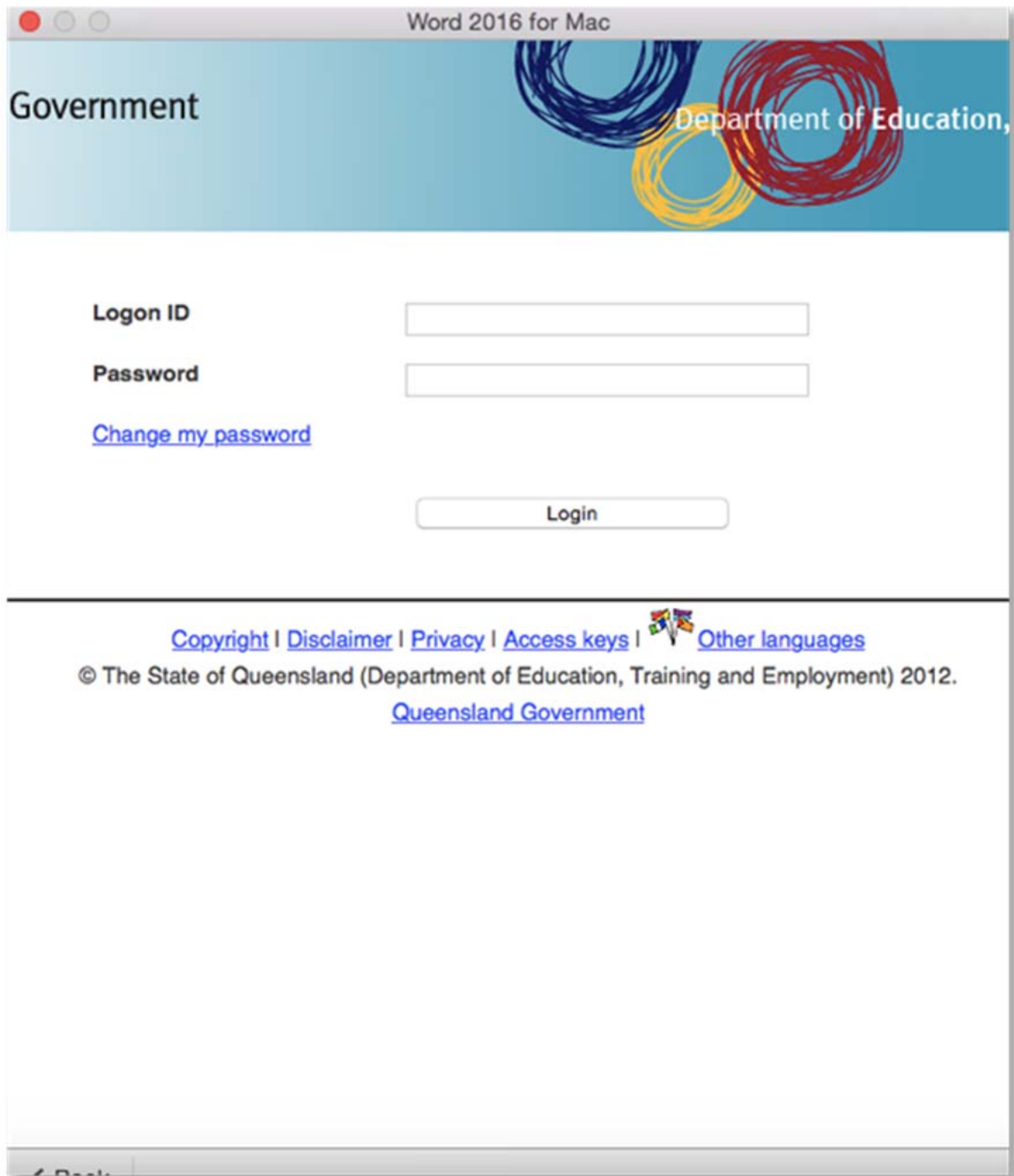
Sign in

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).

Next

[Privacy statement](#)

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



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.