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'.

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

5. **Click** on 'Install' button.

The download package will begin to download

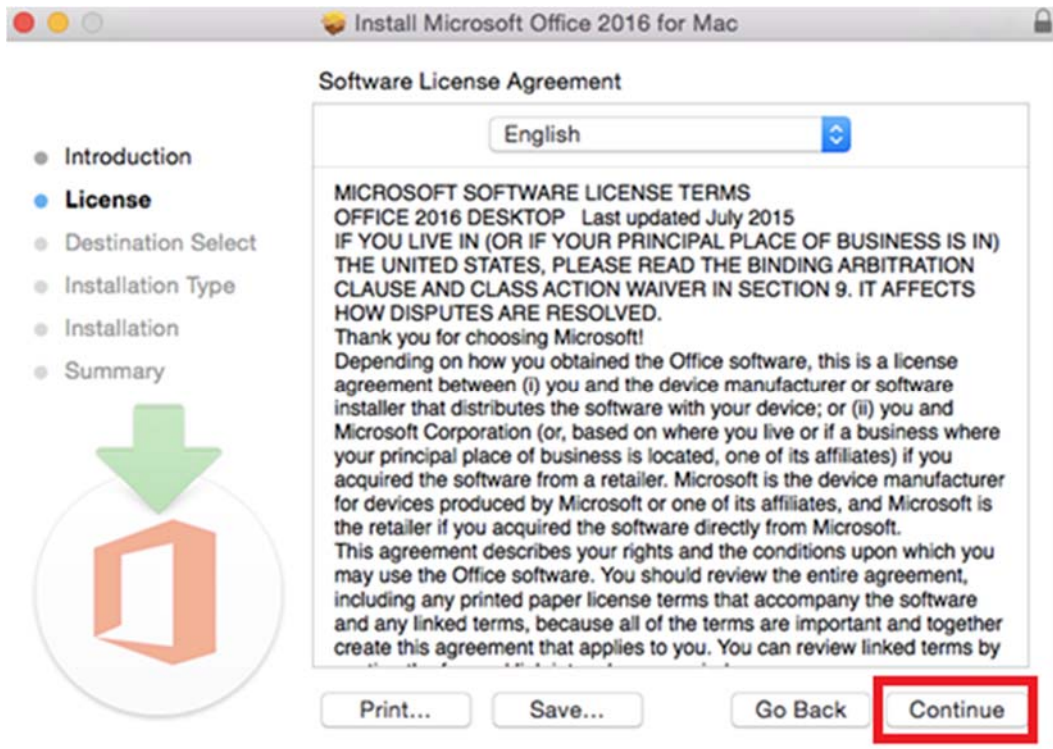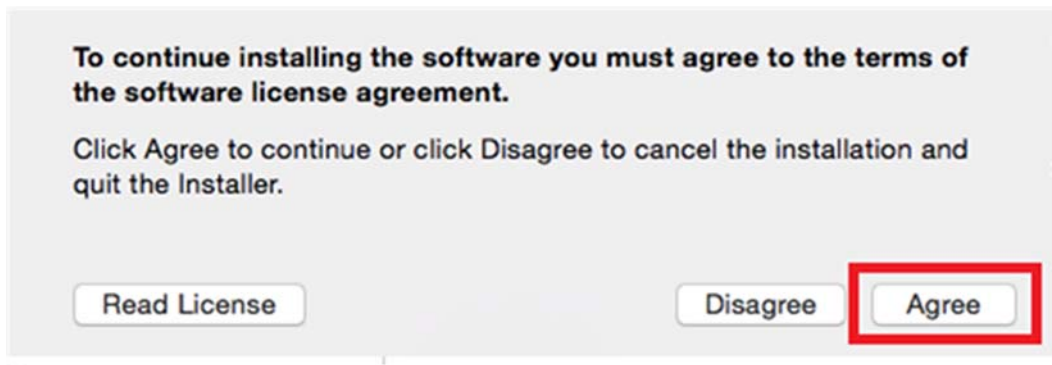6. When the downloading finishes the file will be listed as *'Microsoft_Office_2016_Installer-.pkg'*. **Double click** the installer file. You can also access by going into your Downloads folder.
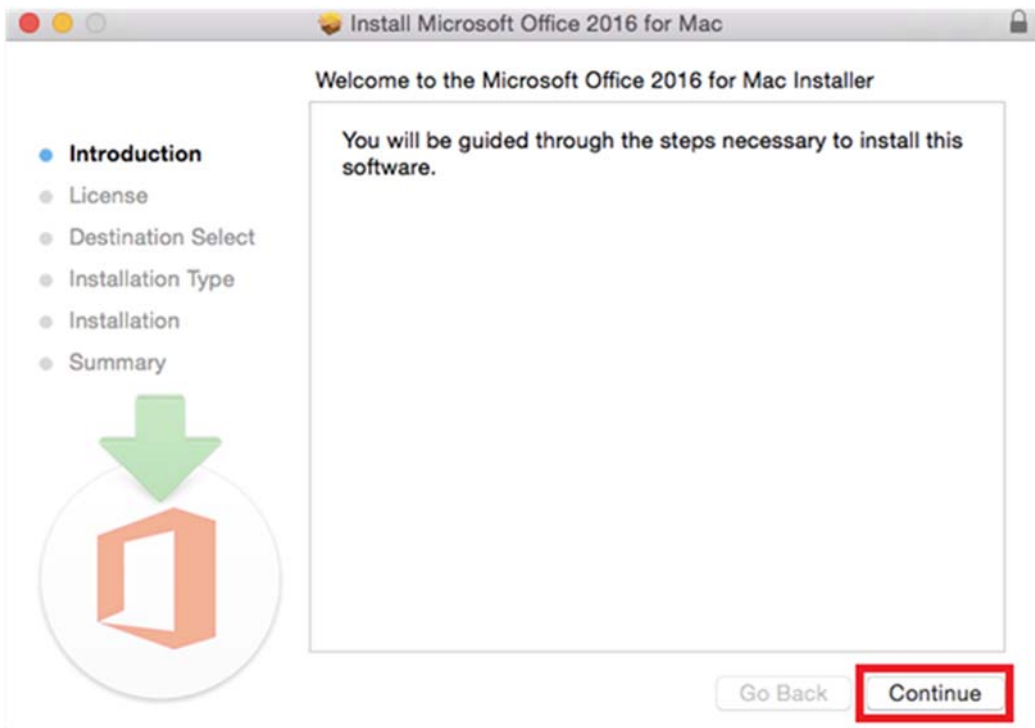
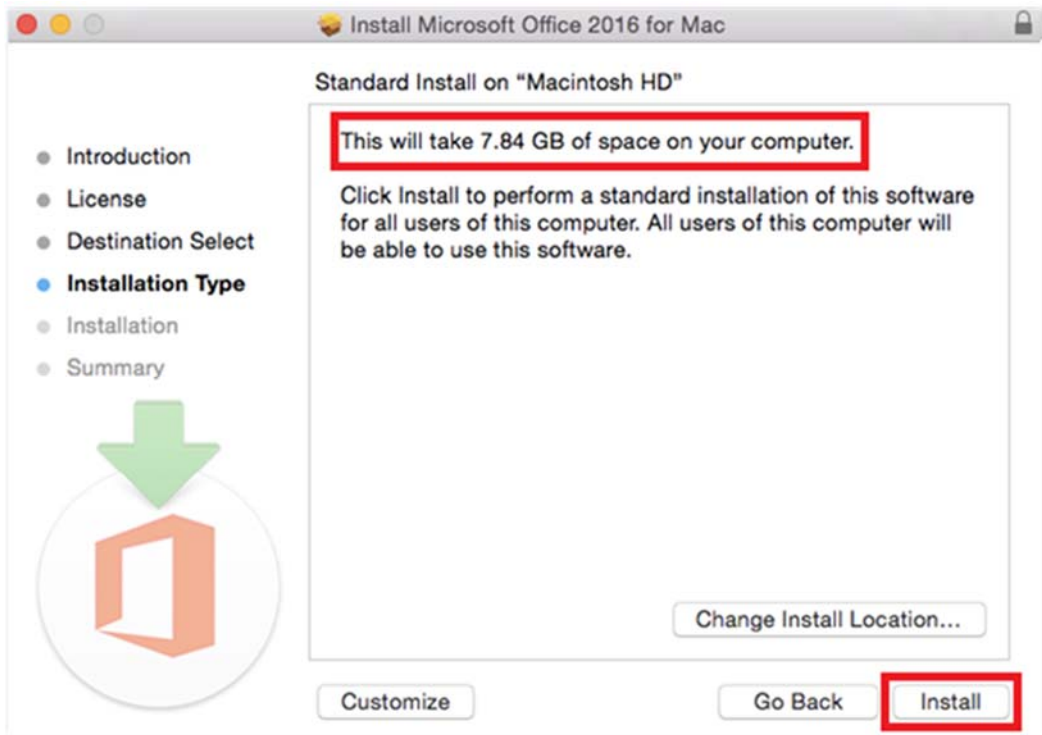7. The software Licence Agreement will display. **Read** and **click** 'Continue'.

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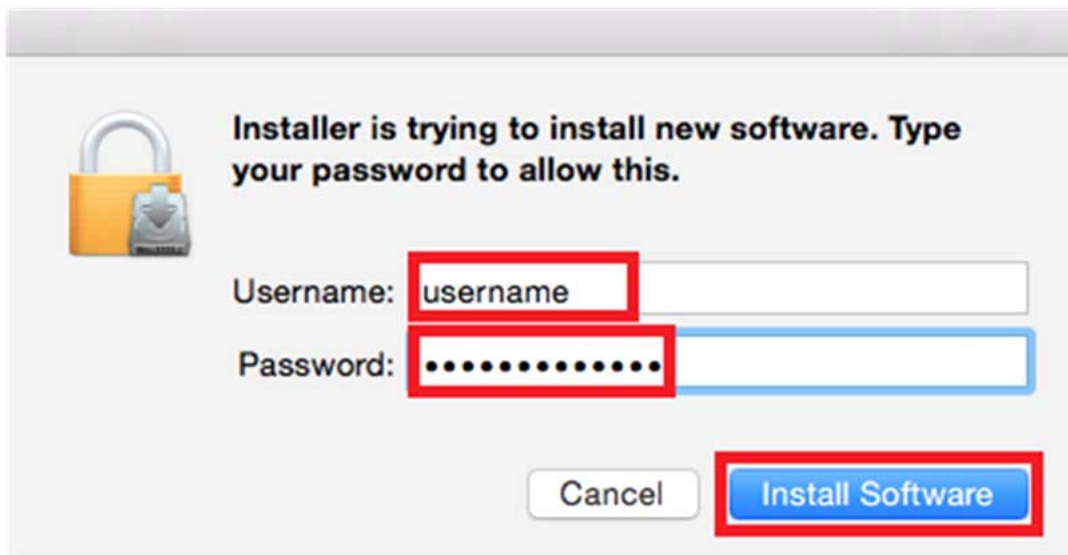

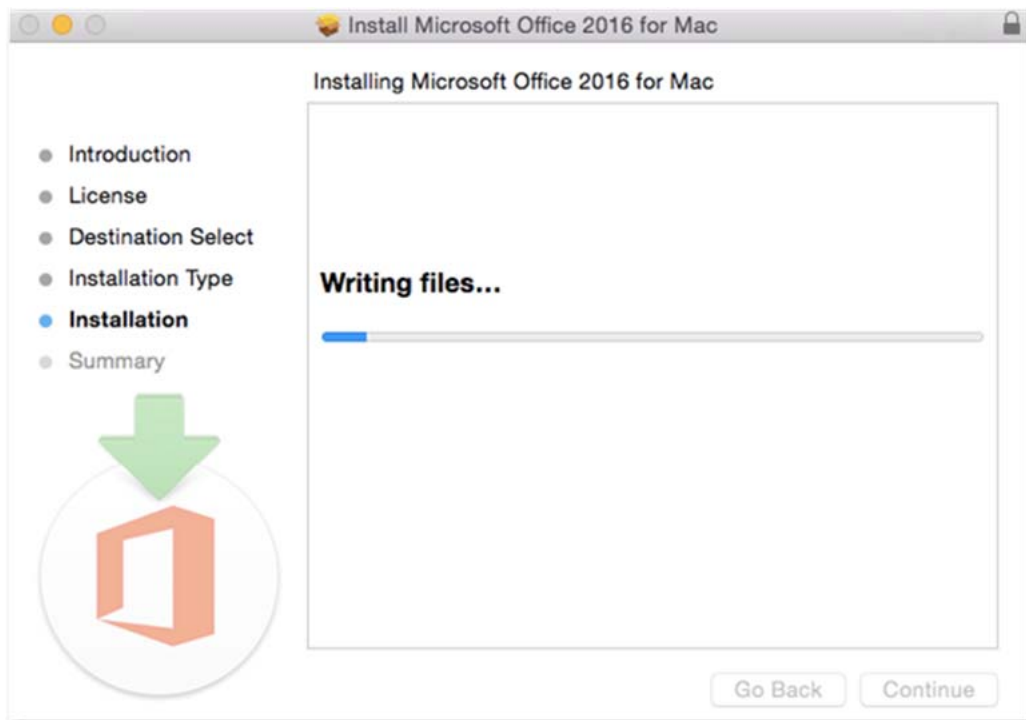Note: The installation will take 7.84GB of your space on your computer.

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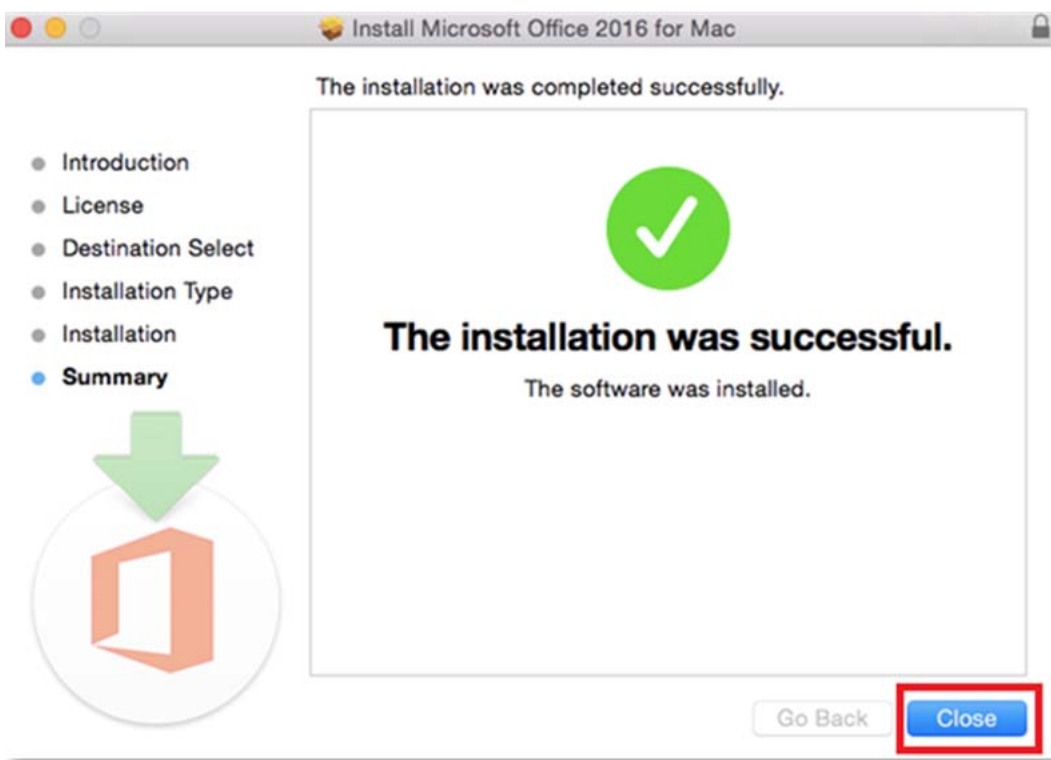
10. You will be prompted by the installer software on your computer. **Enter** your **Mac** username and password and **click** 'Install Software'.

11. The installation of Office 2016 will commence. Wait for the installation to finish.
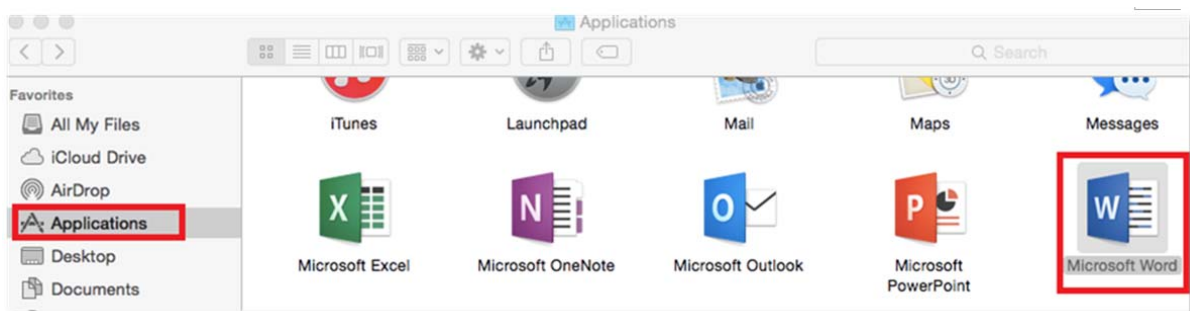
12. A message will appear to say that your software has been successfully installed.
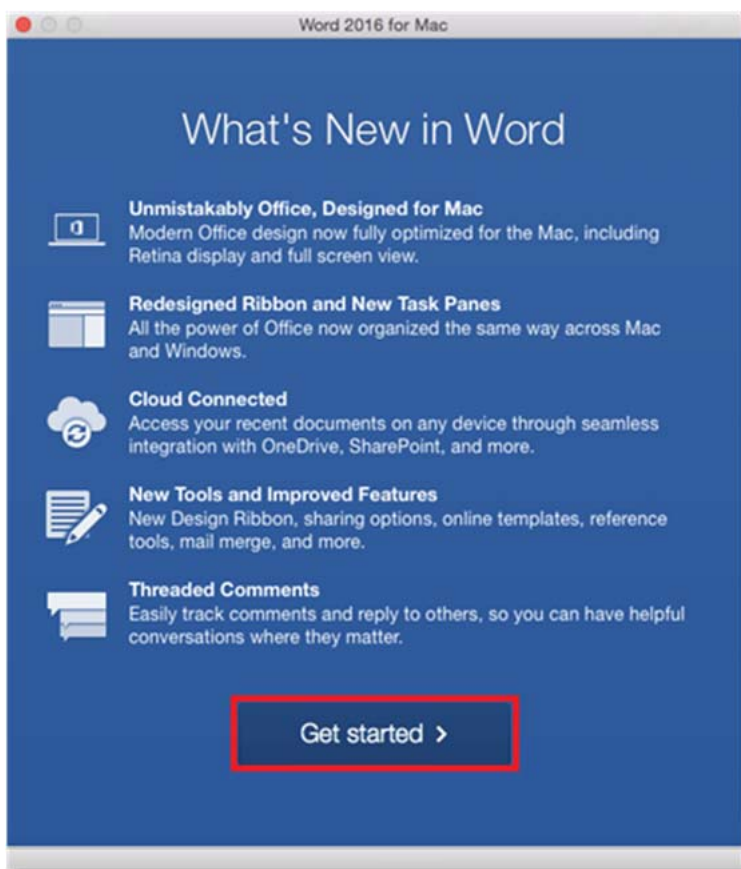**Click** 'Close'.

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 >'.
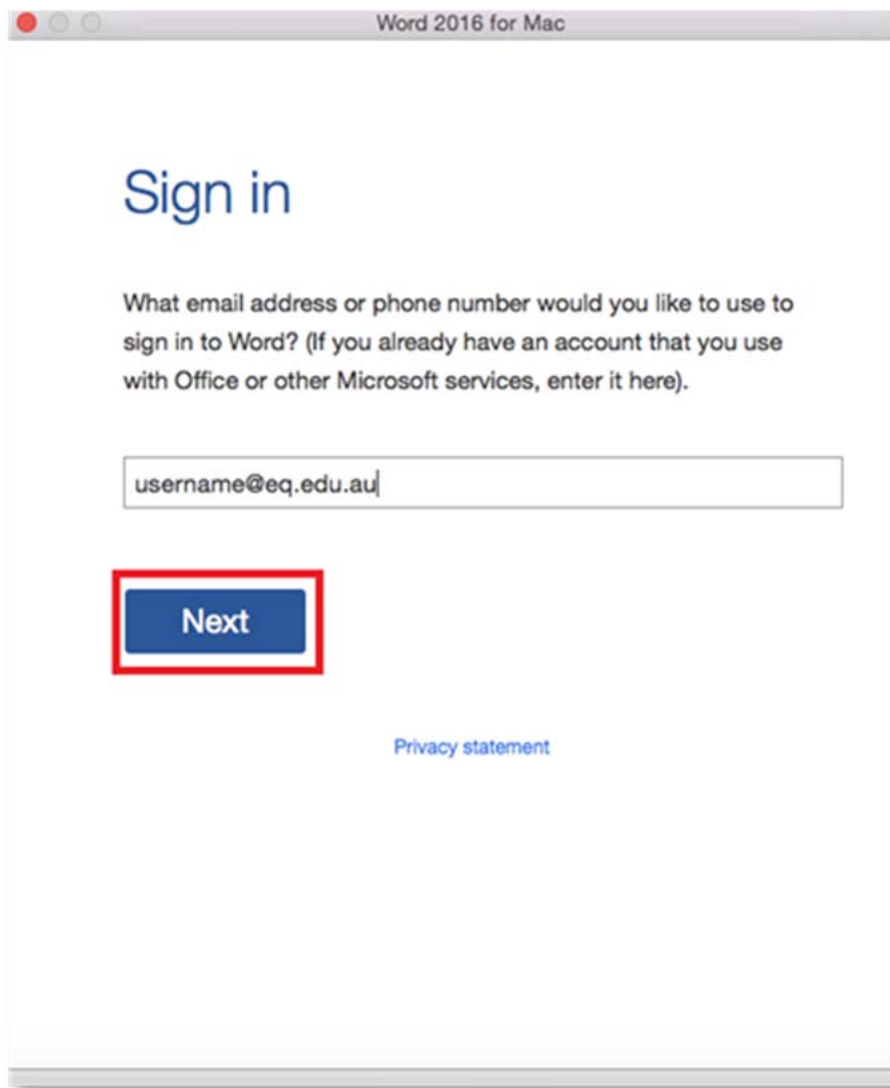

15. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.
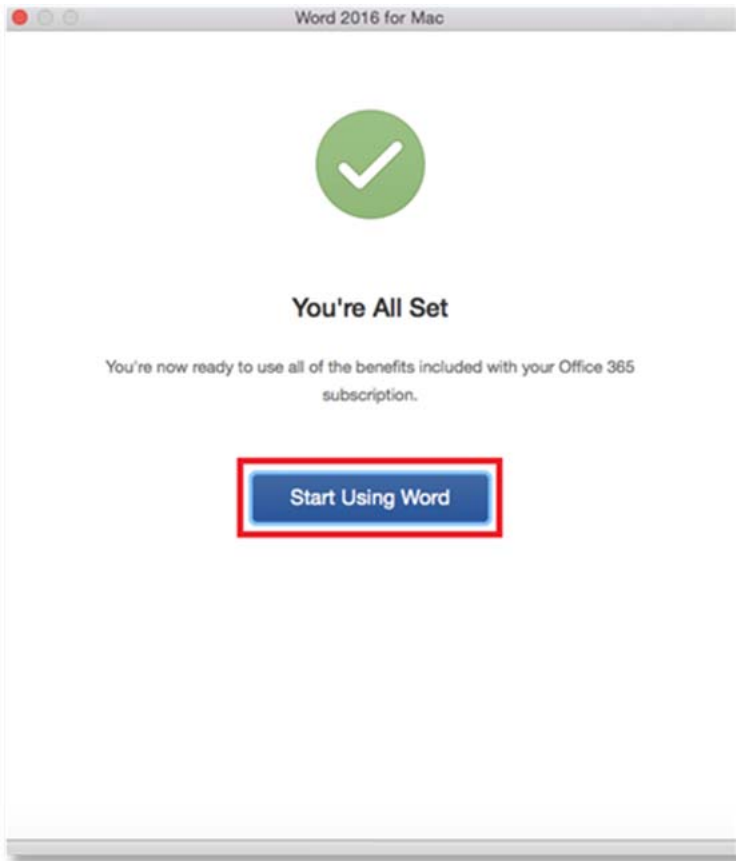
16. On the main page of your Microsoft application, **click** 'Sign in'.
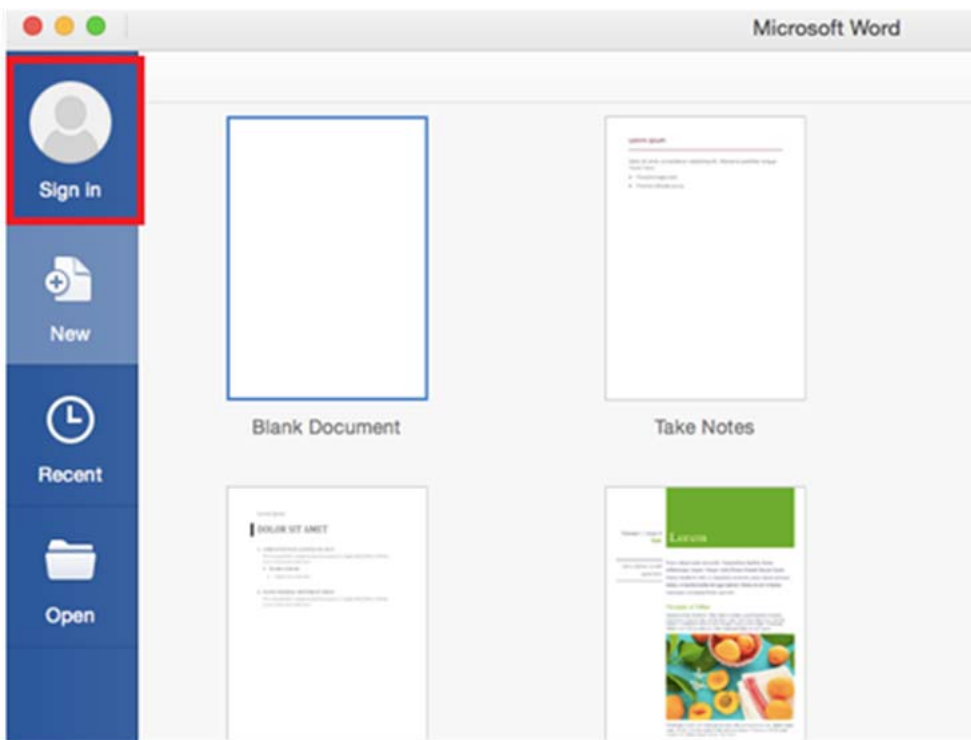
17. You will be prompted to enter your email address. Enter your @eq.edu.au email address and **press** 'Next'.
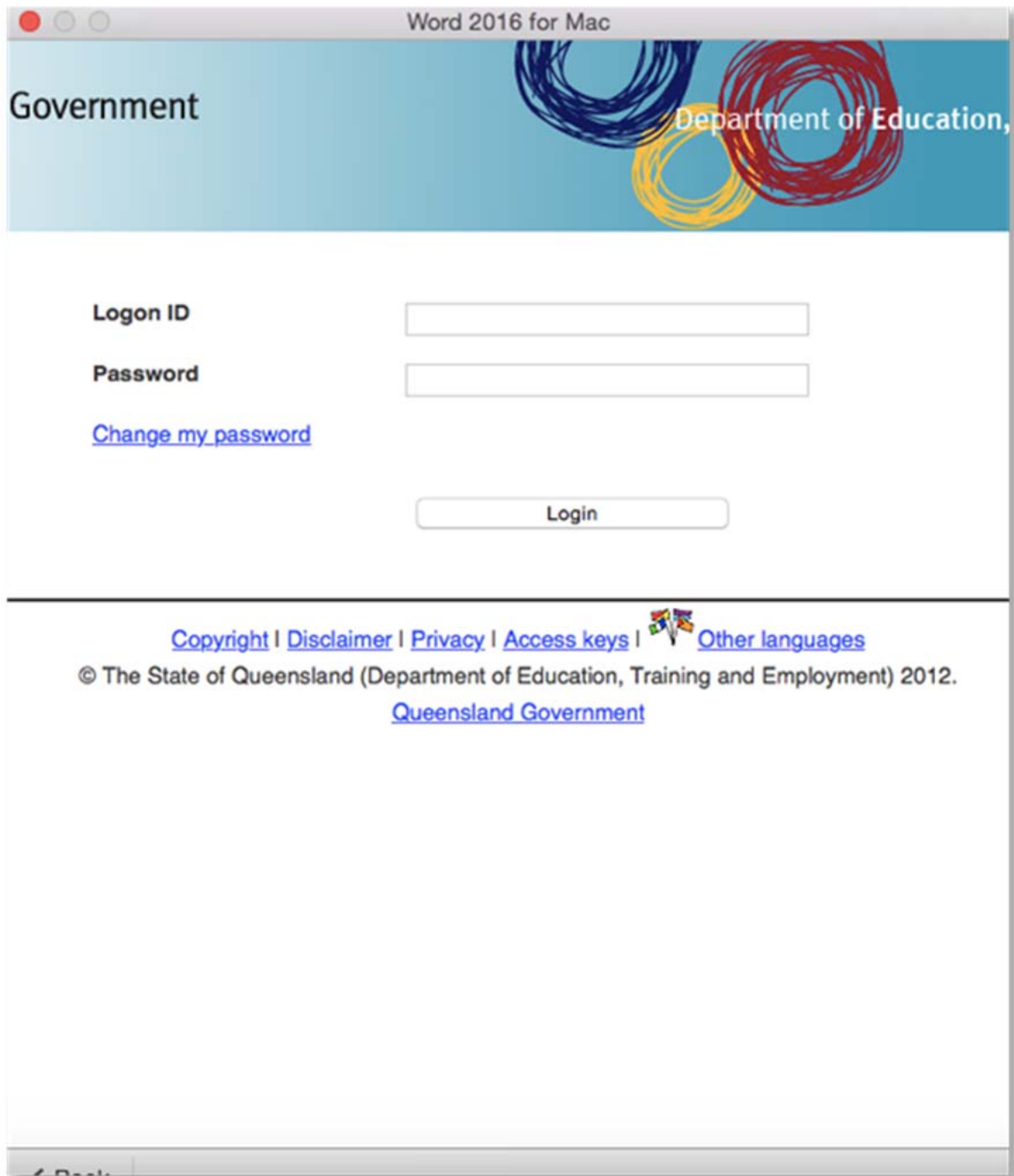

18. You will need to log in to the online authentication page again. **Enter** your username and password and click 'Login'.

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.