

Install Microsoft Office 2016 on a personal Windows device

All state school staff and students can download multiple free copies of the Microsoft Office 2016 suite to their personal home and mobile computer equipment.

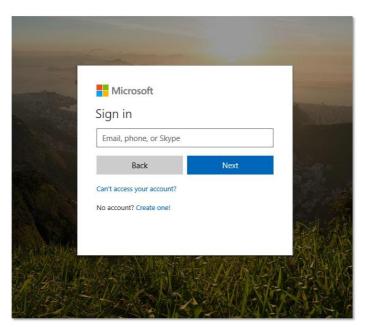
To download the free software, staff and students require an active Managed Internet Service (MIS) login, school email account and password - those who don't have these should contact their school's MIS Administrator. The administrator will help students activate their MIS login.

Please ensure the following instructions are performed on personal devices only. They are not to be used on department or school owned devices which have the Managed Operating Environment (MOE) build installed.

If you experience issues during the download, speak to your school's MIS Administrator.

How to download

- 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 email address e.g. jsmith1@eq.edu.au and click "next".

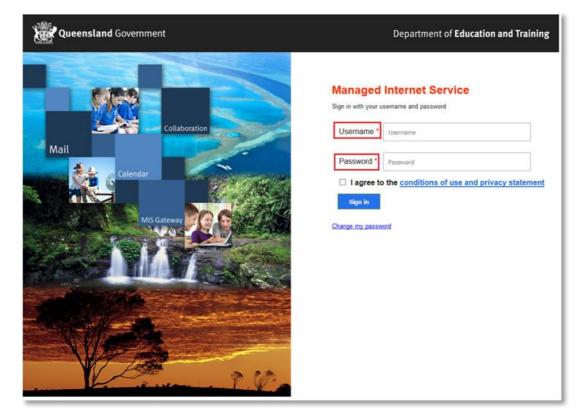








- 4. You will be prompted for your EQ username and password on the online authentication page. Type your username and password.
- 5. Click Login



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

Apps									Install Office apps
	<u> </u>	w	x	P	N	5	N	$\overline{\uparrow}$	Office 2016 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more
Outlook Explore all your	OneDrive rapps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	\rightarrow	Other install options Install a different language, the 64-bit version or other apps available with your subscription





- 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_PRexe (3.08 Mi	B) from c2r	setup.office	eapp	s.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_6	4exe downlo	ad 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 ×
	you want to allow the following program to make anges to this computer?
C	Program name: Microsoft Office Verified publisher: Microsoft Corporation File origin: Hard drive on this computer
Show o	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.

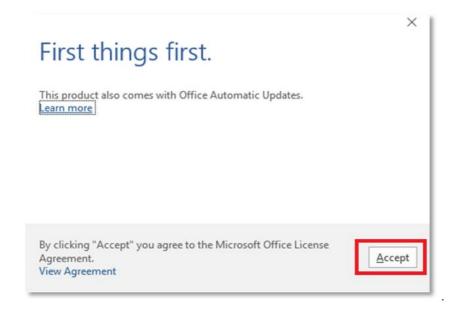








13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



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

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You're a	Ill set! Office Click Start > do		now	

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.

