

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. [jsmit1@eq.edu.au](mailto:jsmit1@eq.edu.au). Leave the password field blank. **Click** on Sign In

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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 EQ username and password on the online authentication page. Type your username – eg jsmit1 and password.
5. **Click** Login

Queensland Government

Department of Education and Training

Managed Internet Service

Sign in with your username and password

Username \* Username

Password \* Password

I agree to the [conditions of use and privacy statement](#)

Sign in

[Change my password](#)

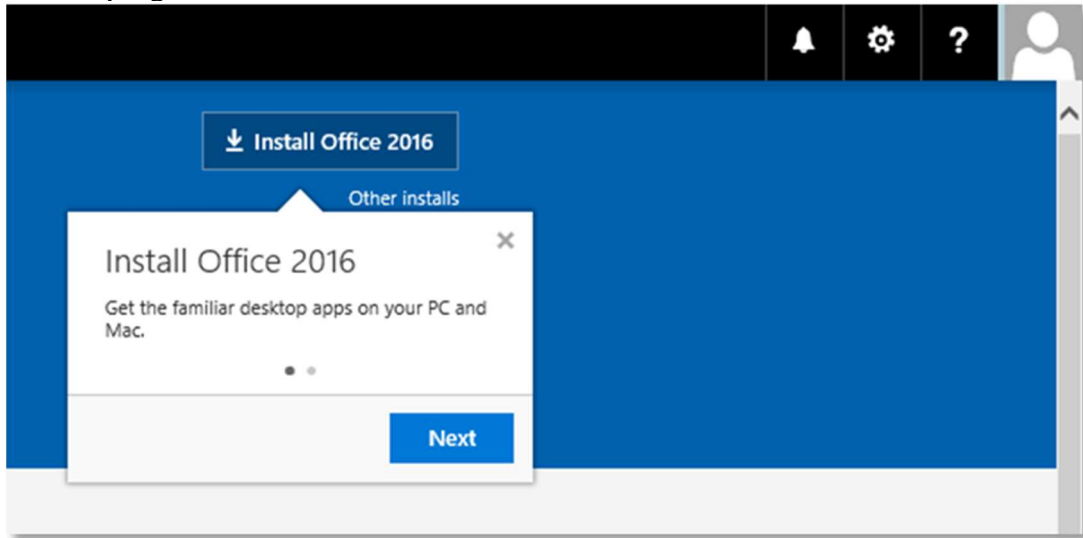
Mail

Collaboration

Calendar

MIS Gateway

6. In the top right corner, click on the "Install office 2016" button

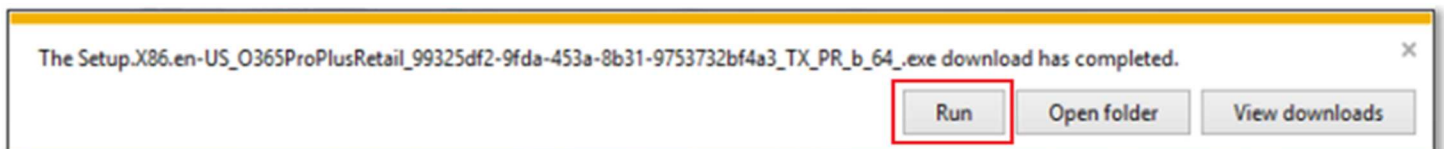


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

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

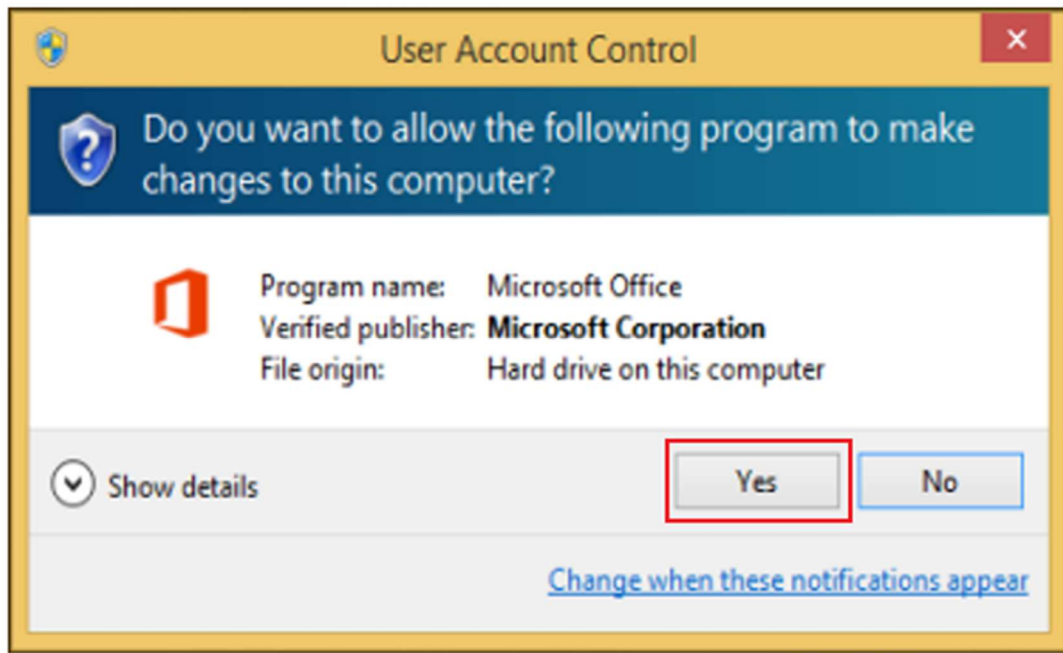


9. When the file has completed downloading, **click** on 'Run'.

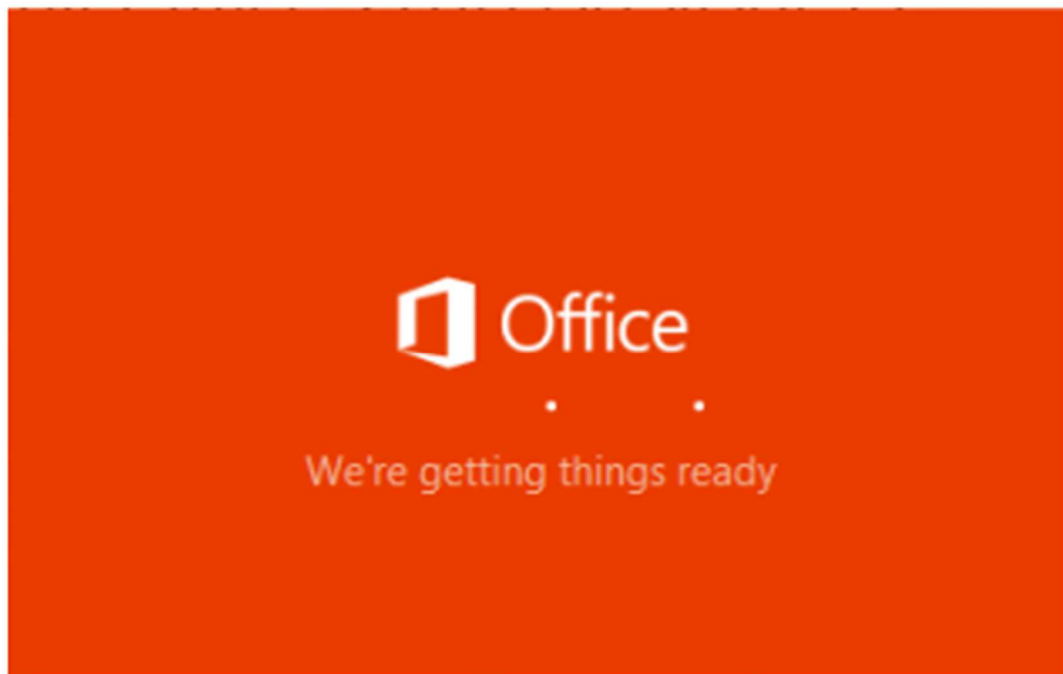


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.



11. Office will start downloading.

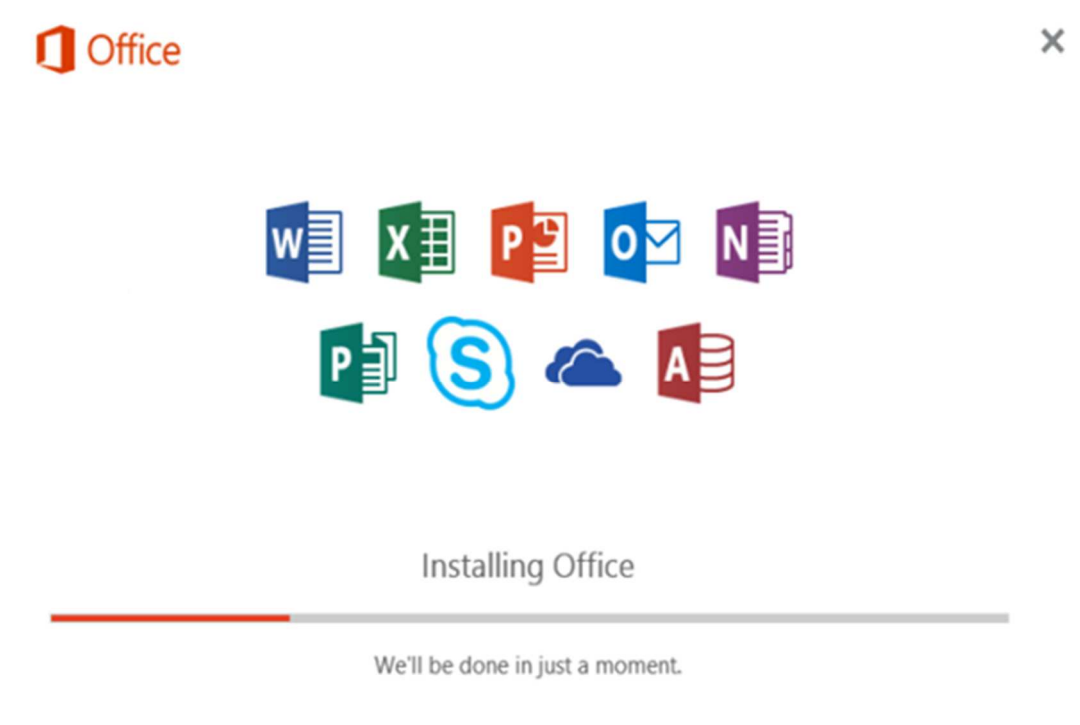


You will also see the office icon pop up on the task bar.

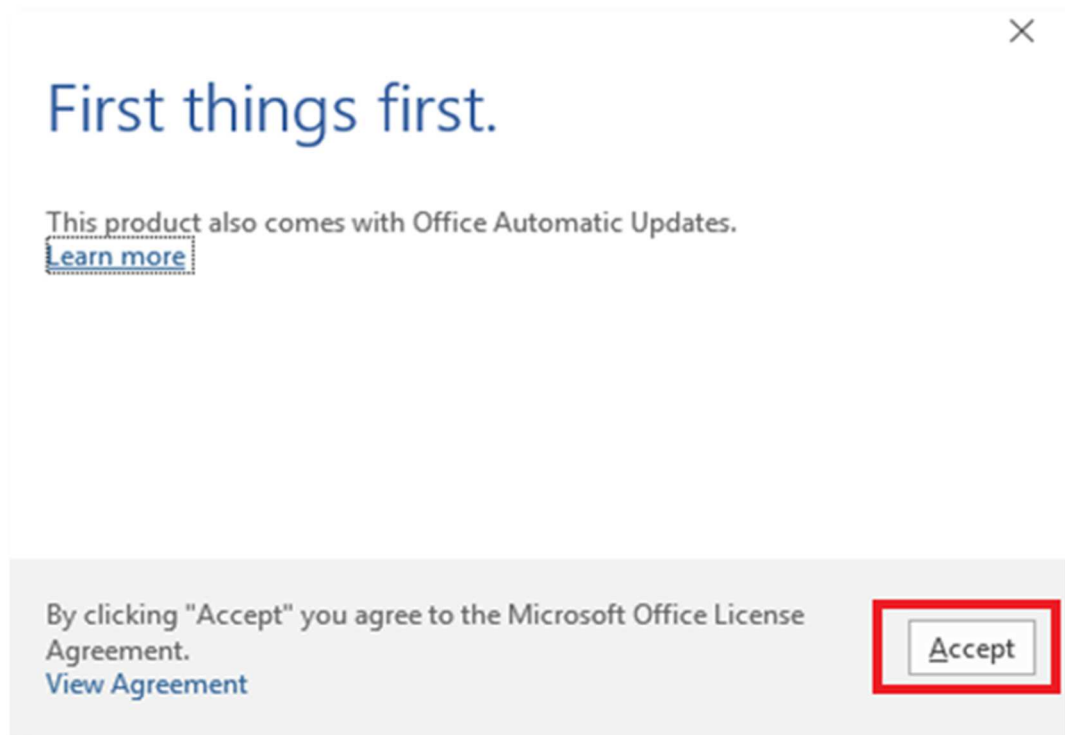


12. Office 2016 will start to install onto your computer, wait for this to finish.

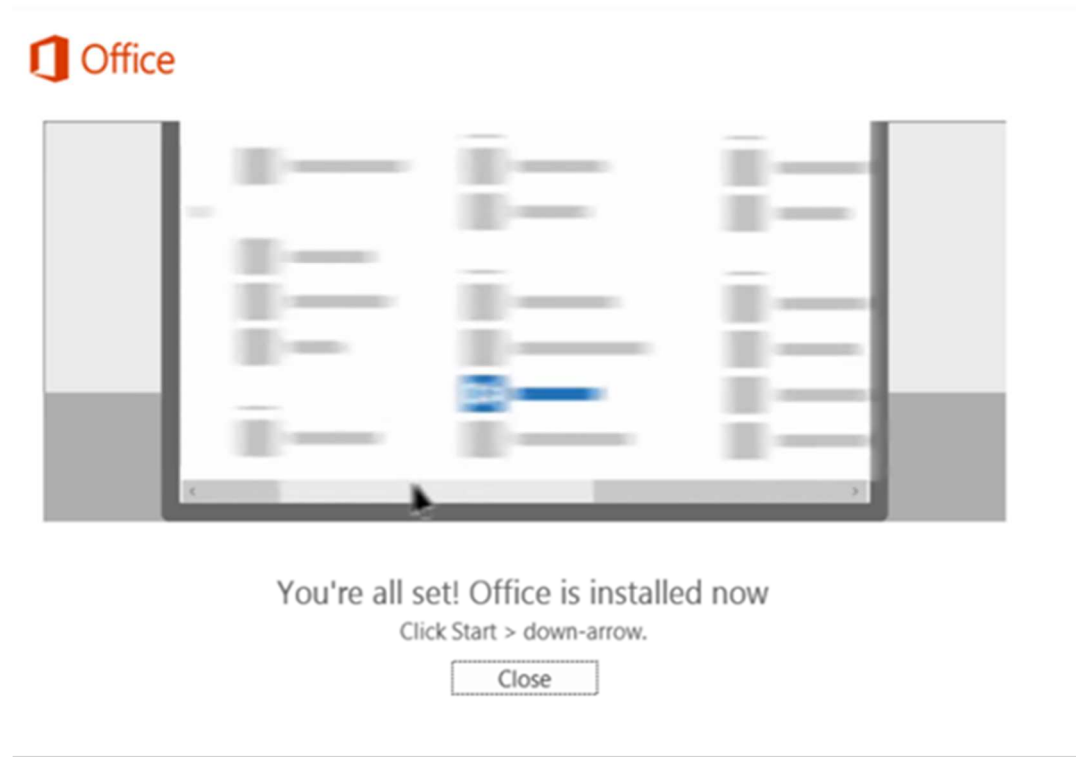
**Note:** If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



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.