

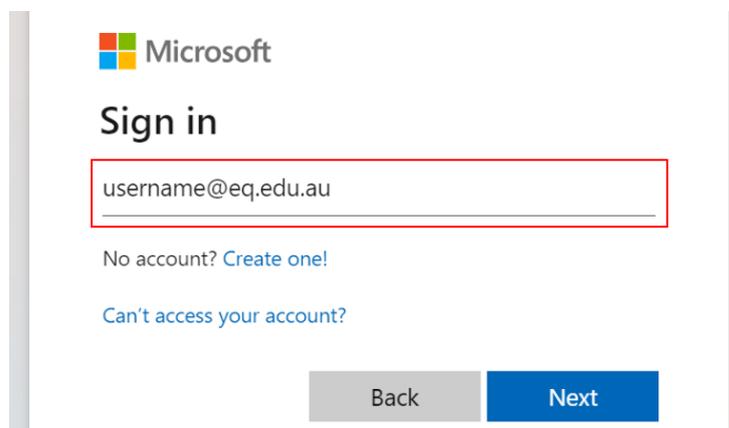
# Download Microsoft Office 365 for Windows

**Important Information:** This is not available to download from the School network, it must be done from home.

1. Open an internet browser (Chrome, Edge, Firefox) and navigate to <https://www.portal.office.com/>

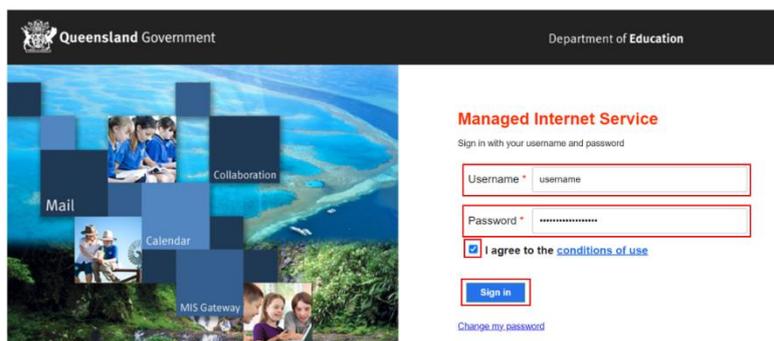
2. You will be prompted to sign in

In the Username field, type in your EQ (e.g. jsmith1@eq.edu.au) email address and click "next"



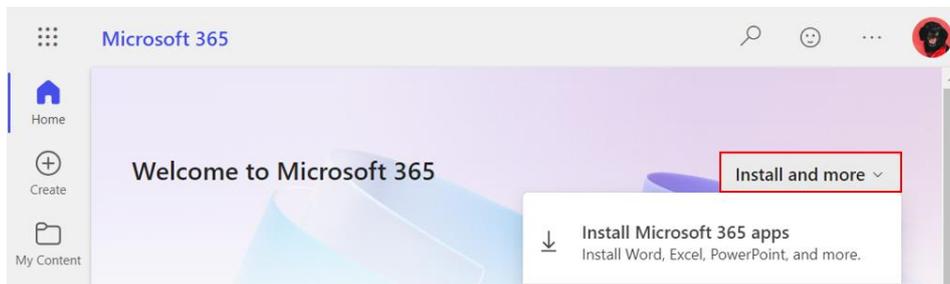
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "username@eq.edu.au". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

3. You will be prompted for your username and password on the online authentication page. Type your username and password, tick the box to agree to the conditions of use, and click "sign in"

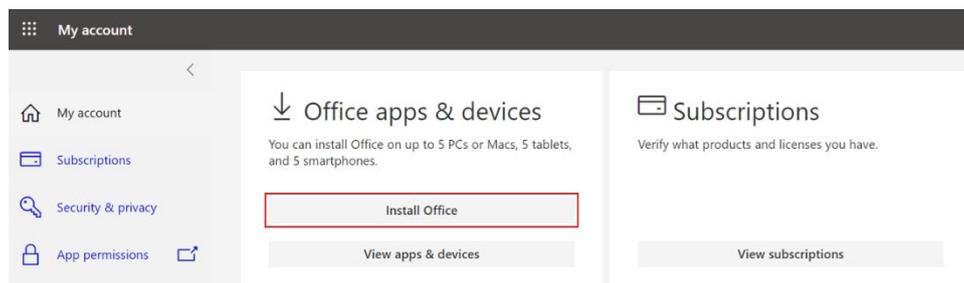


The image shows a web page for the Queensland Government Department of Education. The page is titled "Managed Internet Service" and prompts the user to "Sign in with your username and password". On the left, there is a navigation menu with icons for "Mail", "Collaboration", "Calendar", and "MIS Gateway". On the right, there is a sign-in form with two input fields: "Username \*" containing "username" and "Password \*" containing "\*\*\*\*\*". Below the password field is a checkbox labeled "I agree to the conditions of use". At the bottom of the form is a blue "Sign in" button and a link for "Change my password".

- After successfully signing in, you will be taken to the Microsoft 365 landing page. In the top right corner, click on "Install and more" then "Install Microsoft 365 apps".

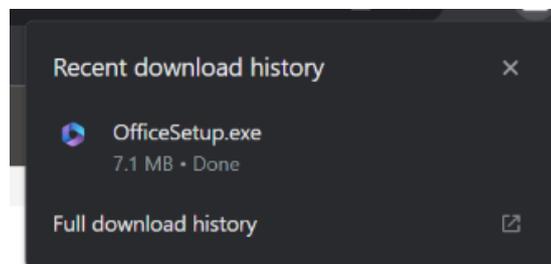


- After clicking "Install Microsoft 365 Apps" you will be taken to your Microsoft 365 account page



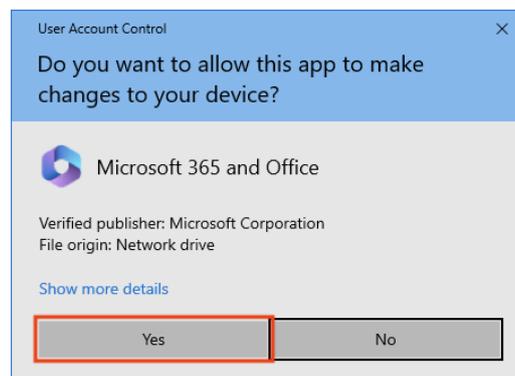
- Under "Office apps & devices" click "Install Office"

- A file will download titled "OfficeSetup.exe"



- After the download has completed, open/run the file

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



- Office 365 will now start to download and install on your computer, wait for this to finish (Please note the Office 365 apps are approx. 10GB and may take a while to download depending on your network speeds)



- After Microsoft 365 finishes installing, a message will appear to inform it has completed. Click 'Close'

