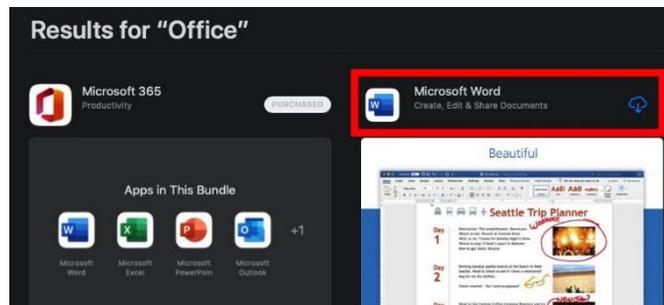


Download Office 365 on a Mac or iPad

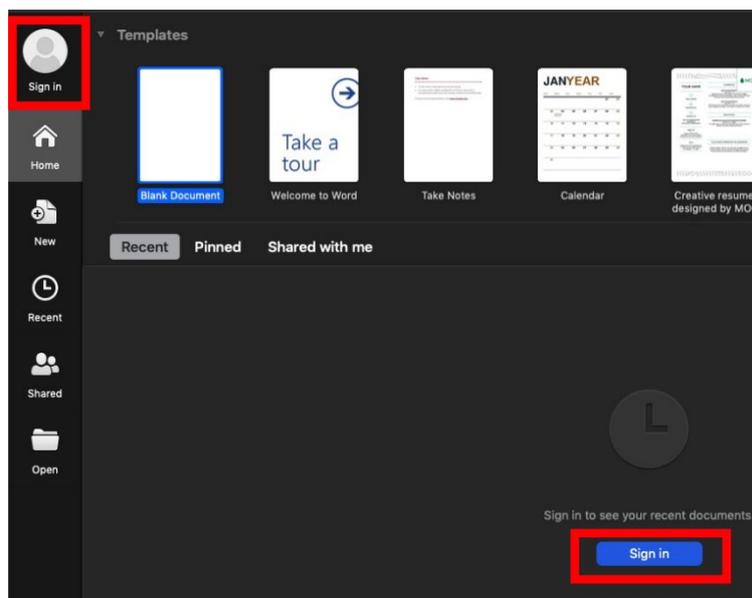
1. Open the App Store and search for Office 365. Click on the product you wish to download.



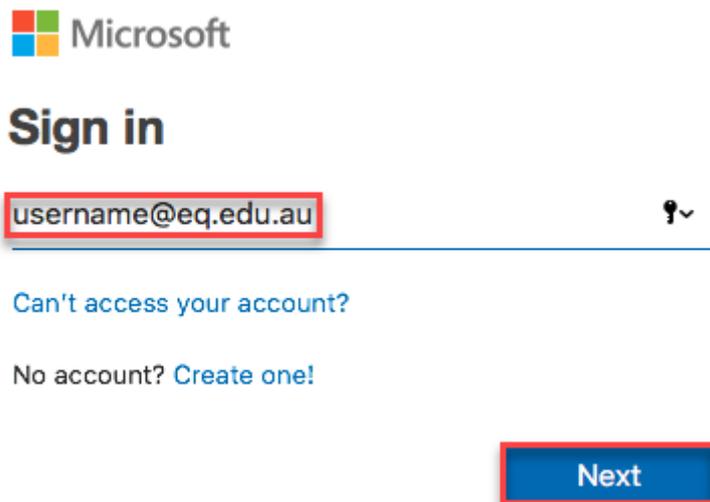
2. Once it has finished downloading, click on Open.



3. Click on either Sign in button to Sign into your account

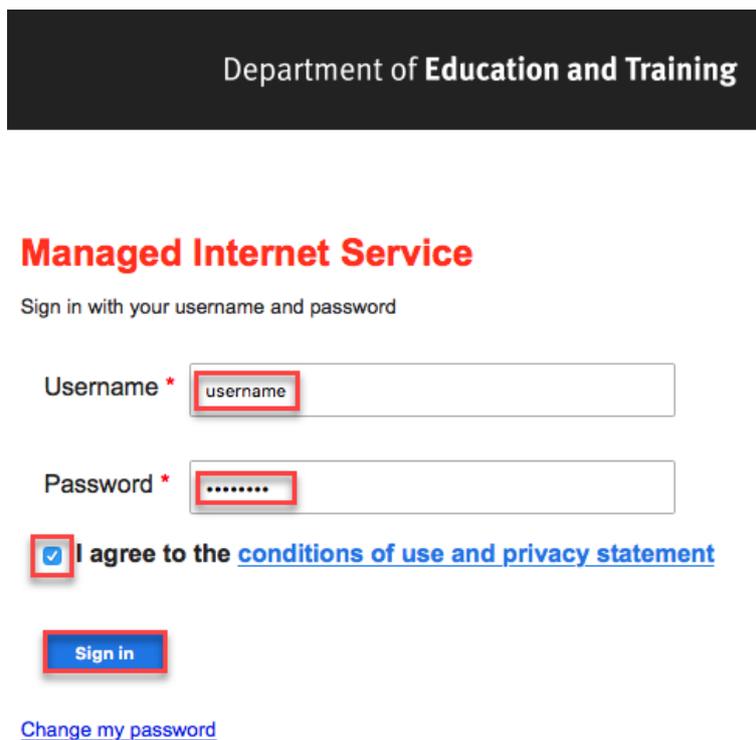


- You will be prompted for your EQ email address



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "username@eq.edu.au", which is highlighted with a red box. To the right of the input field is a small icon of a person with a checkmark. Below the input field are two links: "Can't access your account?" and "No account? Create one!". At the bottom right is a blue button with the text "Next", also highlighted with a red box.

- You will be redirected to the department's sign-in page.



The image shows the Department of Education and Training sign-in page. At the top is a black banner with the text "Department of Education and Training" in white. Below the banner is the heading "Managed Internet Service" in red. Underneath is the text "Sign in with your username and password". There are two input fields: "Username *" with the text "username" and "Password *" with a masked password ".....", both highlighted with red boxes. Below the input fields is a checkbox that is checked, followed by the text "I agree to the [conditions of use and privacy statement](#)". At the bottom is a blue button with the text "Sign in", highlighted with a red box. Below the button is a link "Change my password".

Type your username and password.

Tick 'I agree to the conditions of use and privacy statement'.

Click 'Sign in'.

Your Microsoft Office 365 software is now ready for you to use.