

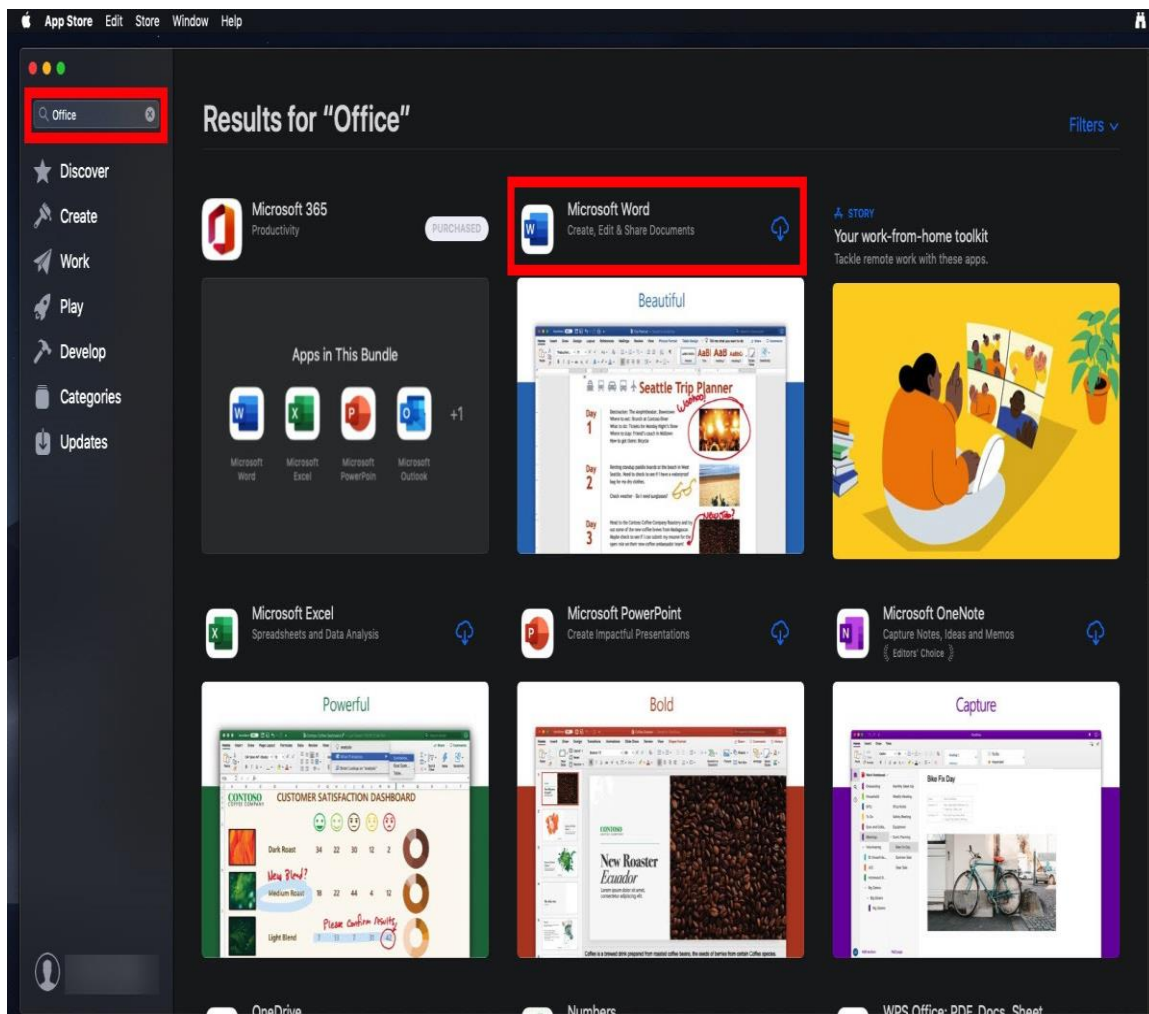


Things to note

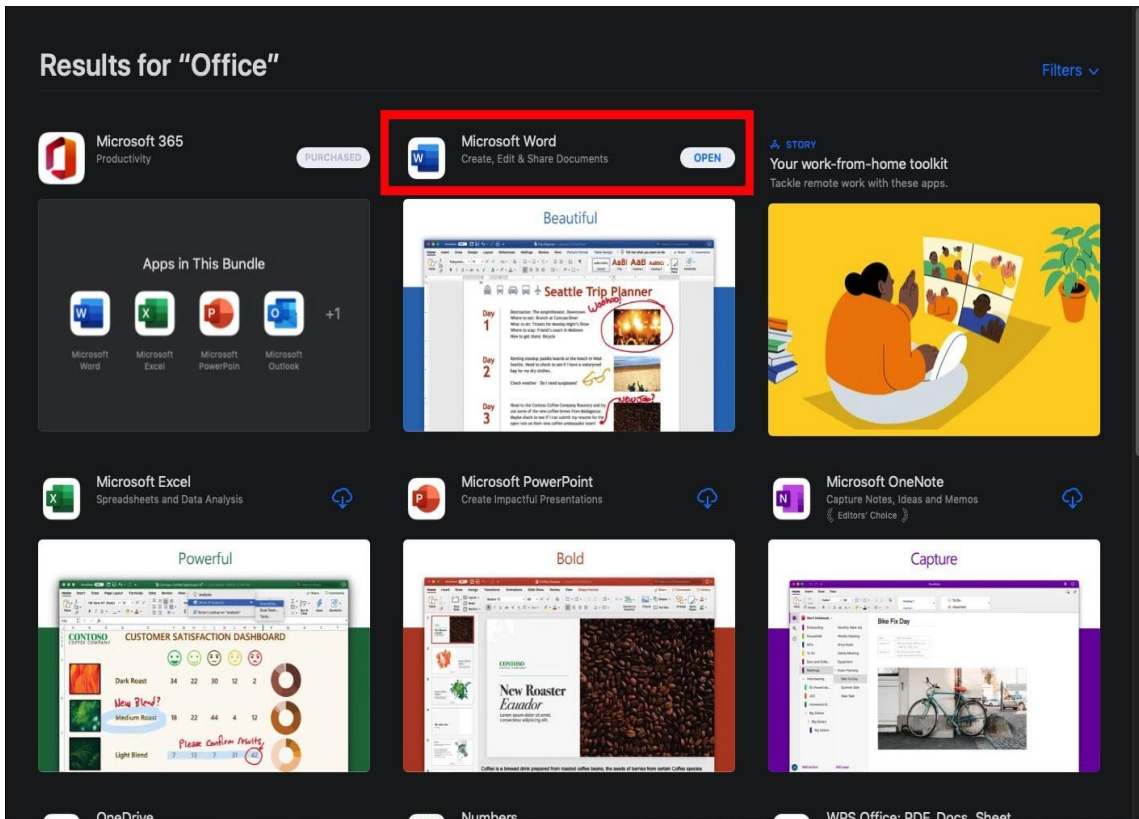
1. If you currently have version 2011 installed, you can update to Microsoft Office 365 by following the same process.
2. The instructions below are shown for a School user with a @eq.edu.au email address.
3. You will require to have an Apple ID in order to download Office applications from the Mac App Store. Information about creating an Apple ID can be found [here](#). If do not have an Apple ID and do not wish to create one, please follow [these instructions](#) to install Office 365 from the Office 365 portal.

Download, update to or install Office 365 on a Mac

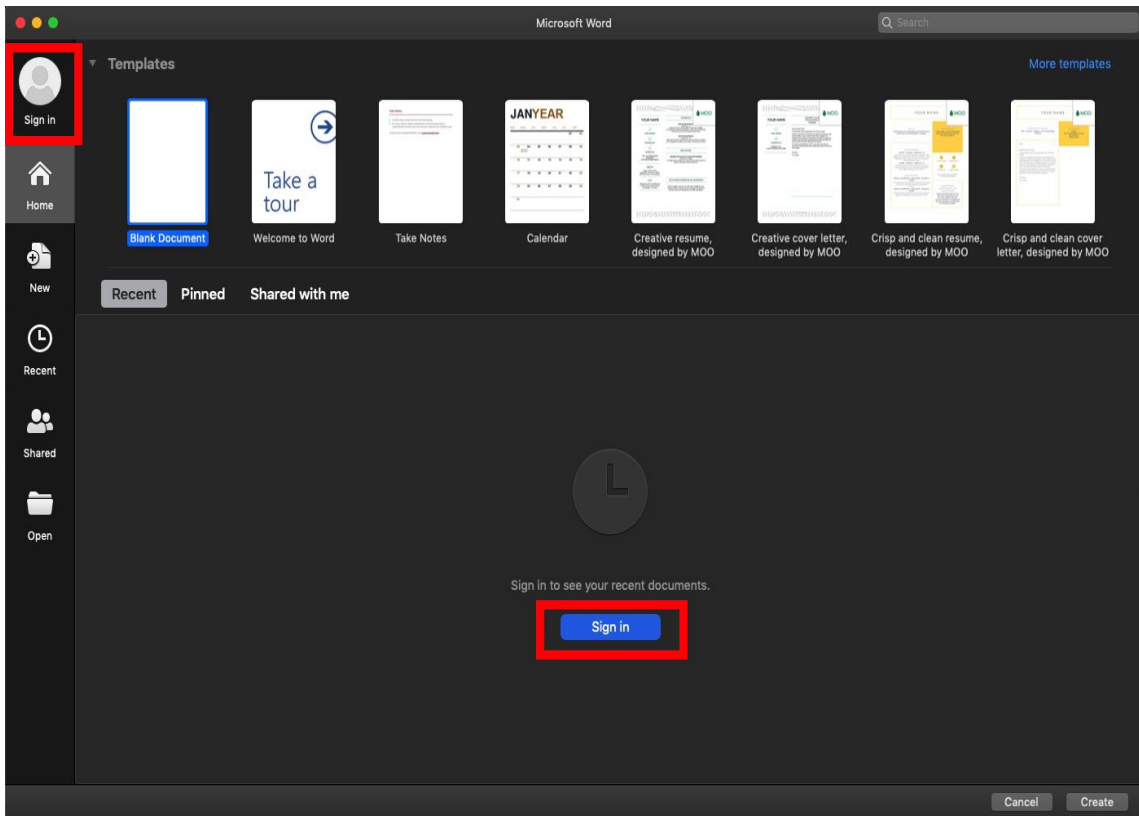
1. **Open** the Mac App Store and search for Office 365. **Click** on the product you wish to download.



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



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



4. You will be prompted for your EQ username



Sign in



[Can't access your account?](#)

No account? [Create one!](#)

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

- I. Type your **username** and **password**.
- II. Tick 'I agree to the conditions of use and privacy statement'.
- III. Click 'Sign in'.

Department of **Education and Training**

Managed Internet Service

Sign in with your username and password

Username *

Password *

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

[Change my password](#)

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

If there are issues, please contact the school technicians in the Library during school hours.