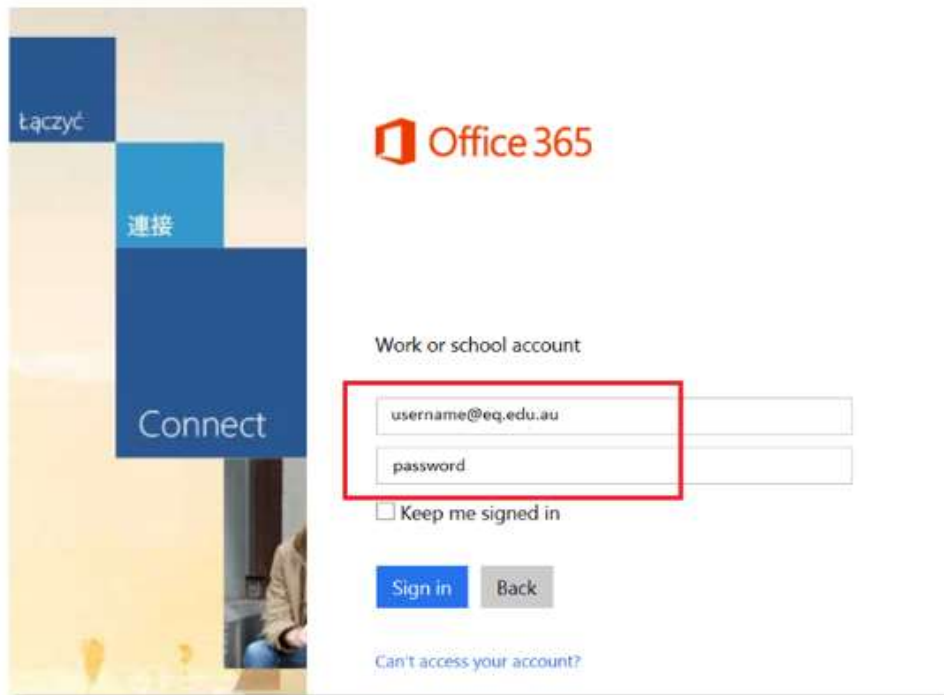


All Queensland state school **students can now download multiple copies of the Microsoft Office 2016** to their personal home computers and mobile devices **for free.**

You can choose to install Office 2016 or upgrade from Microsoft Office 2013.

Download, update to and install Office 2016

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. Leave the password field blank. Click on Sign In

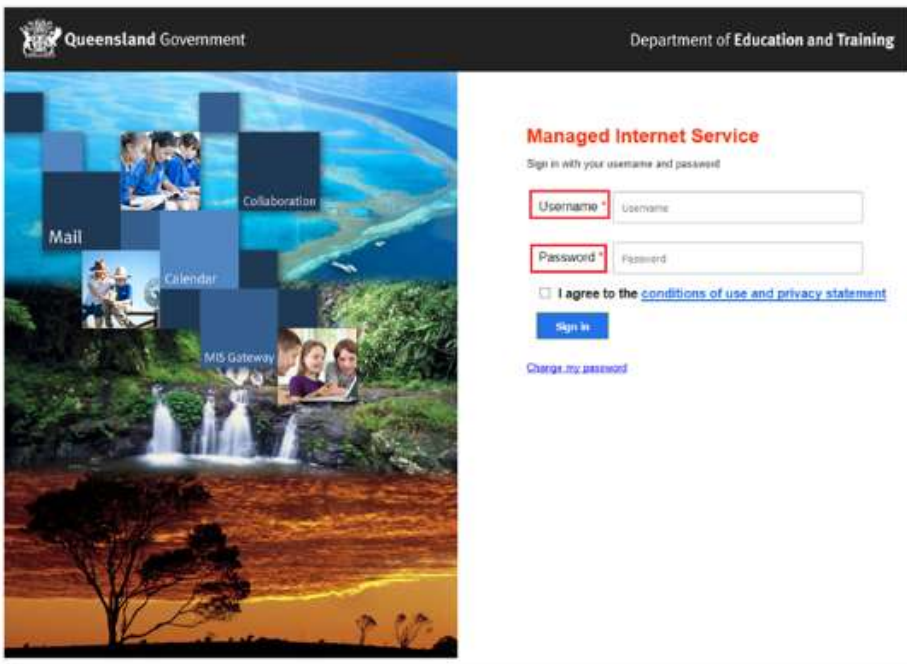


The screenshot shows the Office 365 sign-in interface. On the left, there are three blue boxes with the text 'łączyć', '連接', and 'Connect' respectively. The main area features the Office 365 logo at the top. Below it, the text 'Work or school account' is displayed. There are two input fields: the first contains 'username@eq.edu.au' and the second contains 'password'. A red rectangular box highlights both input fields. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom, there are two buttons: a blue 'Sign in' button and a grey 'Back' button. A link 'Can't access your account?' is located at the very bottom.

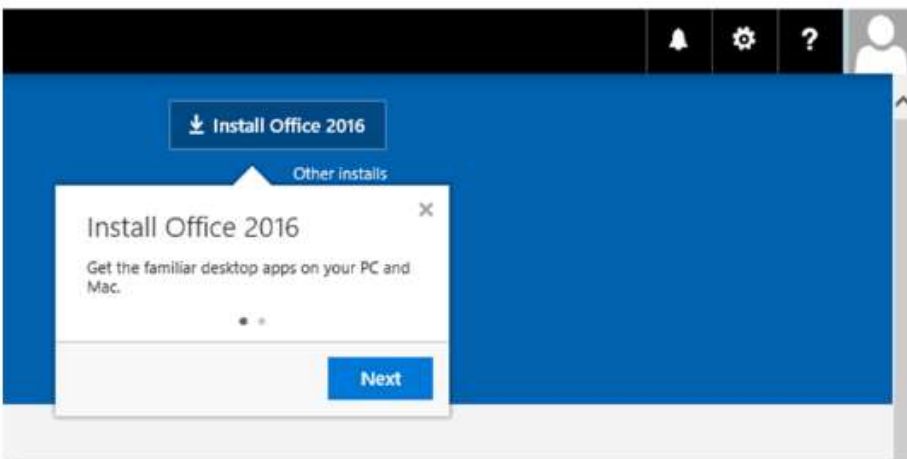
4. You will be prompted for your EQ username and password on the online authentication page. Type your username and password.

Students: this is the user name and password for logging on to a computer at school.

5. Click Login



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.

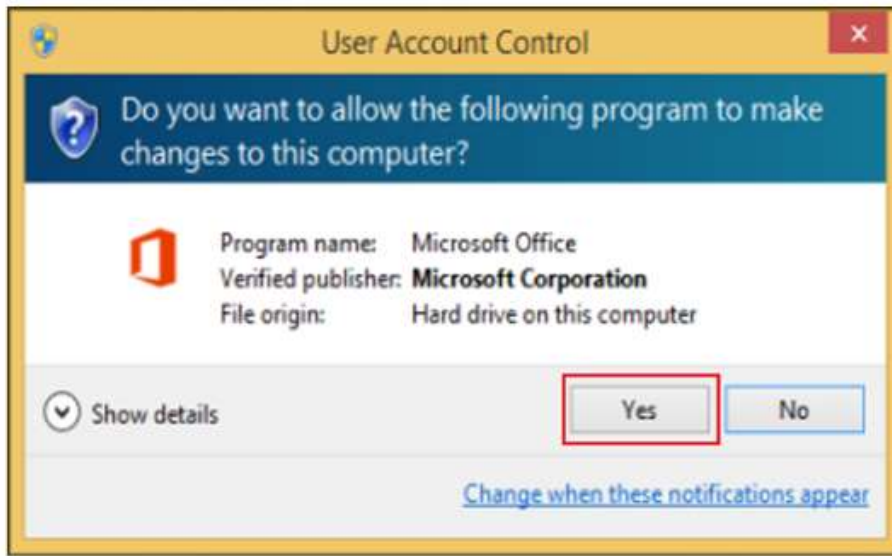


9. When the file has completed downloading, click on 'Run'.

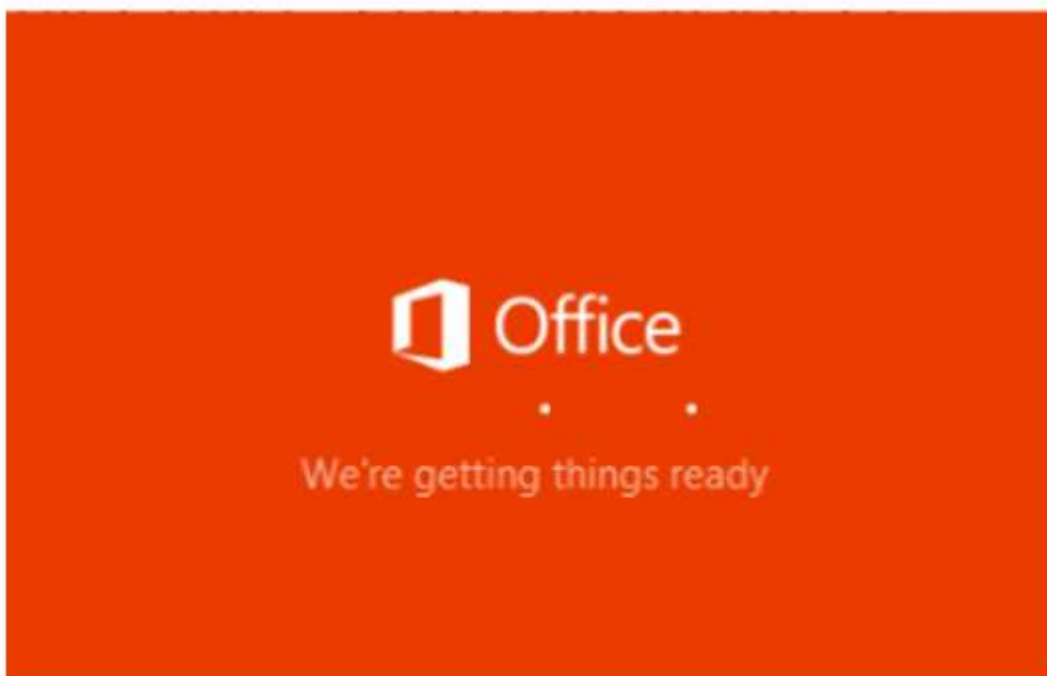


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

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



11. Office will start downloading.

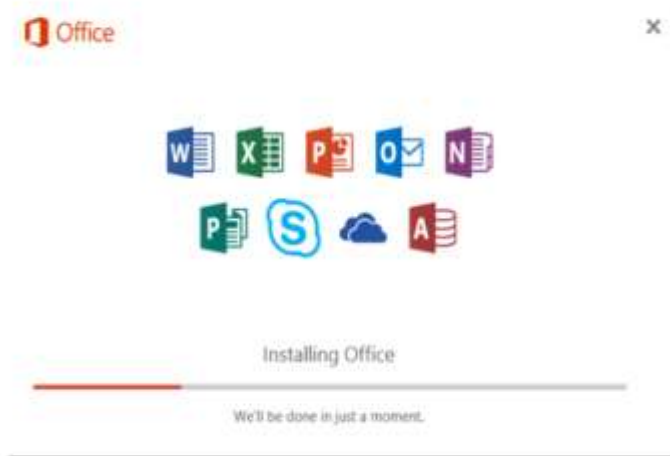


You will also see the office icon pop up on the task bar.

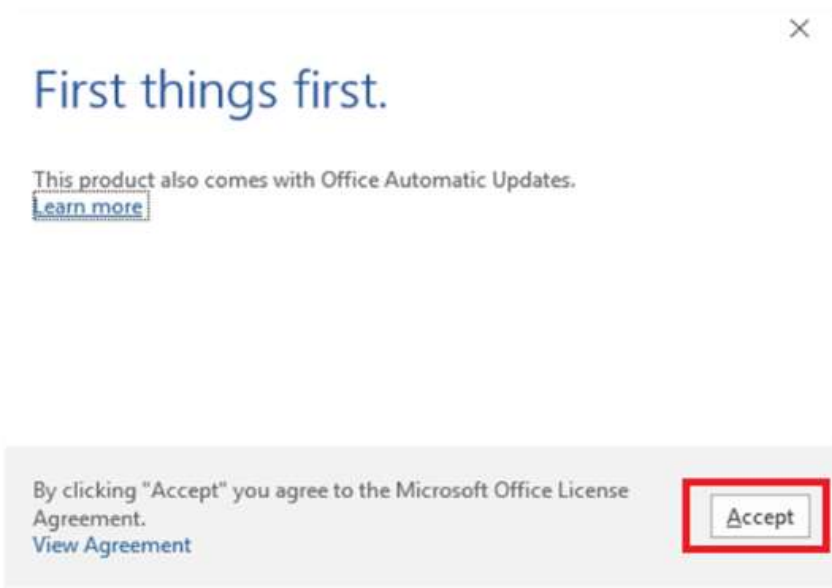


12. Office 2016 will start to install onto your computer, wait for this to finish.

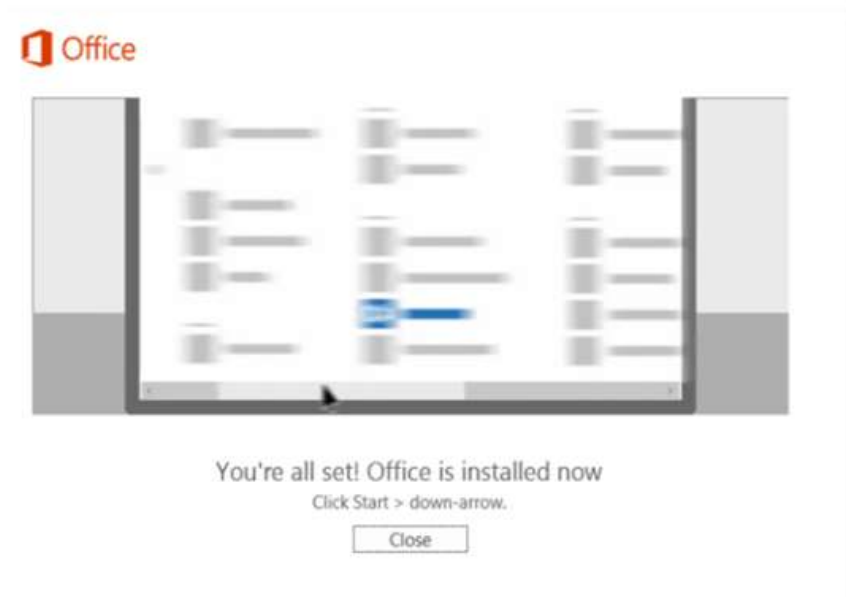
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



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 you restart your computer.