

# Downloading Microsoft Office MAC Guide



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STATE SECONDARY COLLEGE

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## Downloading Microsoft Office MAC Guide

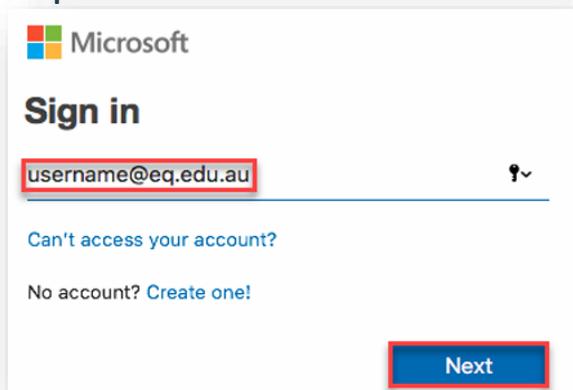
### EQ Student Install Office 365 on MAC

#### Step 1



Open the Mac App Store and search for Office 365 (See <https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/>)

#### Step 3



Once installed, log into Office 365 at <https://portal.office.com> with your EQ (e.g. [jsmith1@eq.edu.au](mailto:jsmith1@eq.edu.au)) email address and click **Next**.

#### Step 5

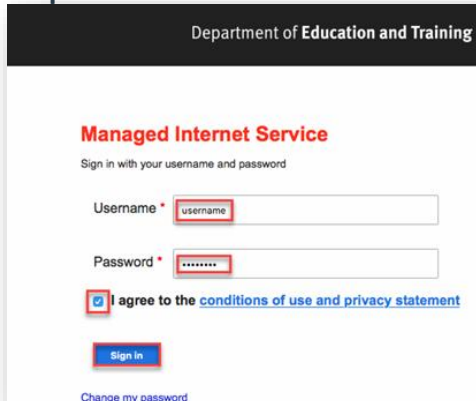


Click Install Office. The download package will begin to download.

#### Step 2

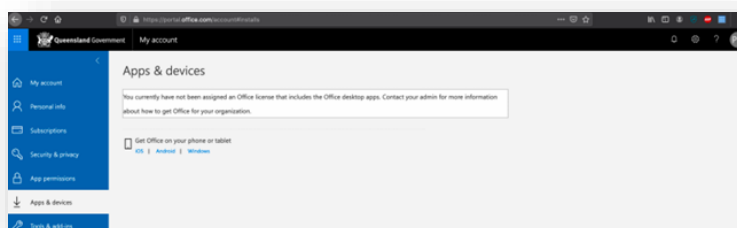
Start the install as you normally would

#### Step 4



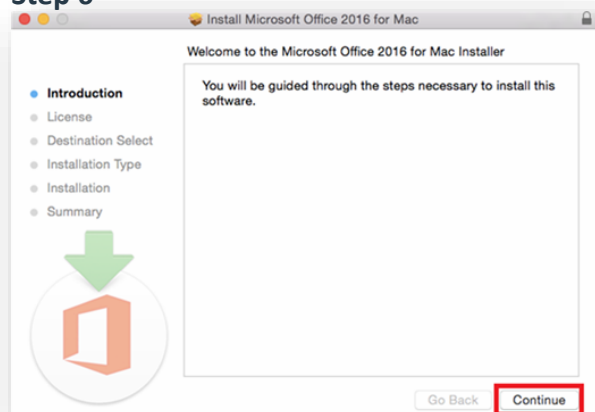
You will be redirected to the department's sign-in page.

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



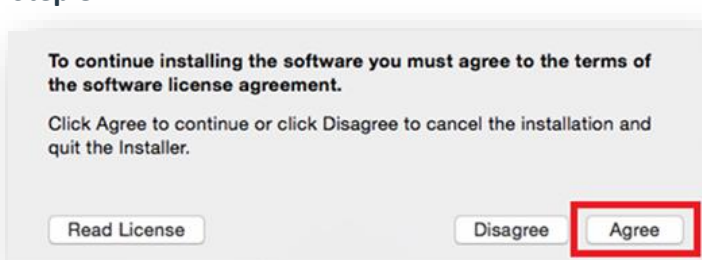


## Step 6



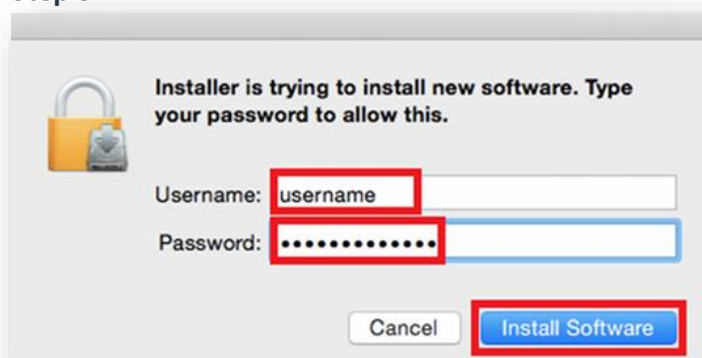
Run the installation file when the download has completed. You can simply Double click the installer file and click **Continue**.

## Step 8



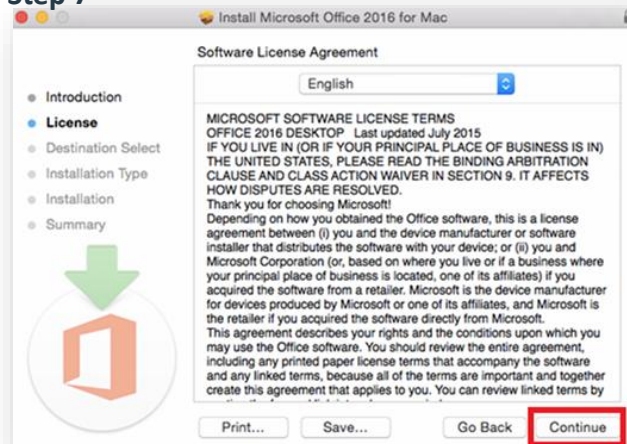
You will be prompted to agree to the terms of the software license agreement. Click **Agree**.

## Step 9



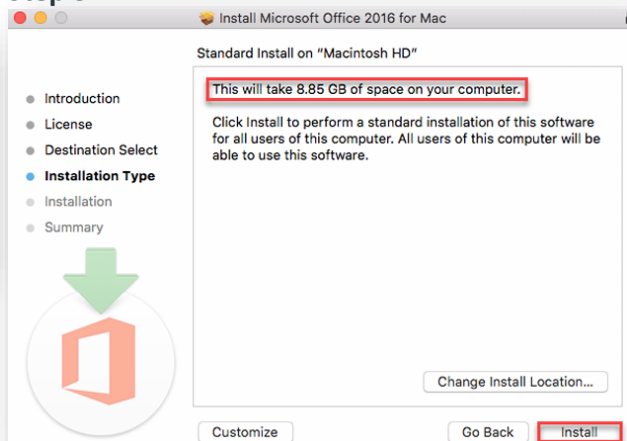
You may be prompted for permission for the installation to continue. Enter the local computer credentials and click **Install Software**.

## Step 7



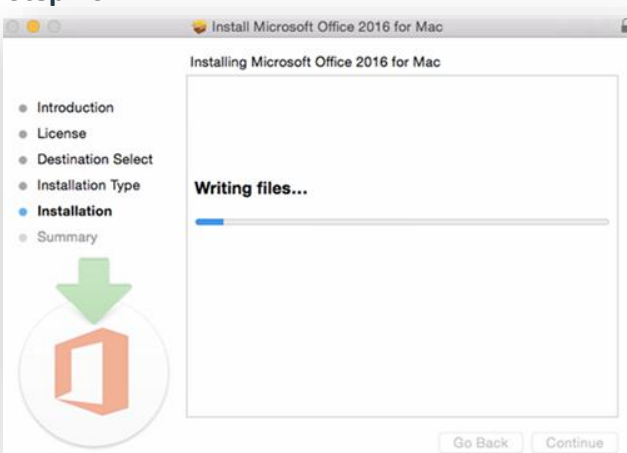
Read the Software License Agreement and click **Continue**.

## Step 9



Click **Install**. *Note:* The installation will take 8.85GB of your space, computer

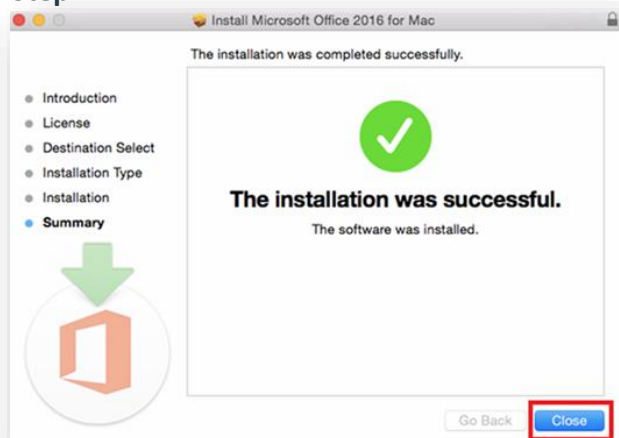
## Step 10



The installation of Office 365 will commence.



## Step 11



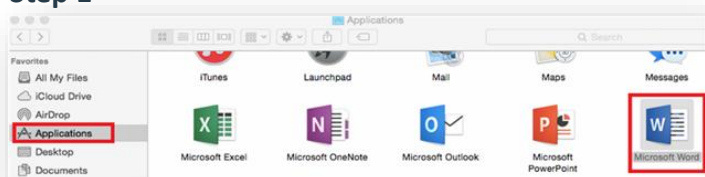
A message will appear to say that the installation was successful. Click 'Close'.

## Activate Office 365



Please follow the steps below to activate your Office 365 installation:

### Step 1



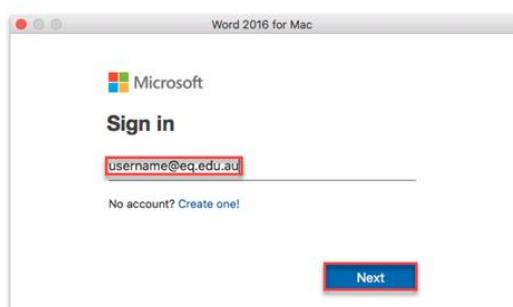
Launch an Office Application (such as Microsoft Word)

### Step 2



Click **Sign In** to Activate Office

### Step 3



Enter your EQ (e.g. *jsmith1@eq.edu.au*) or QED (e.g. *joe.smith@qed.qld.gov.au*) email address and click **Next**.

### Step 4

Enter your username and password

### Step 5

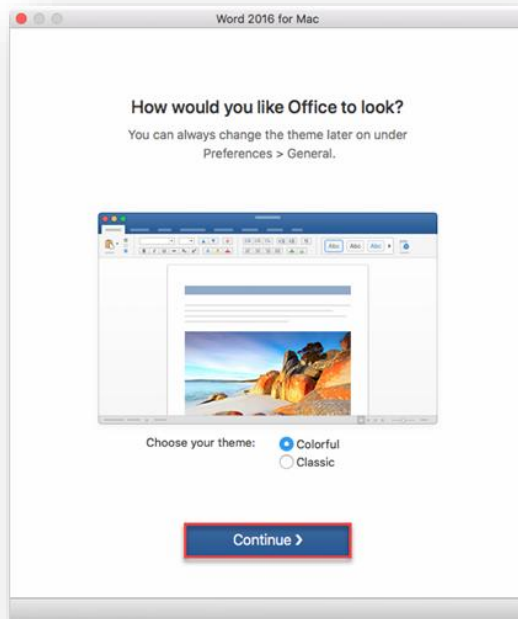
Tick "I agree to the conditions of use and privacy statement".

### Step 6

Click **Sign In**

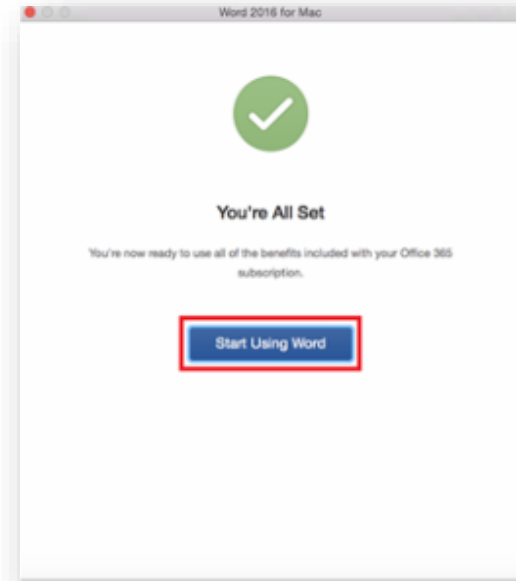


### Step 7



Choose your Office theme and click **Continue**.

### Step 8



You are now ready to use all the benefits included with your Office 365 subscription. Click '**Start Using Word**'.

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