

Office 365 ProPlus 2016 Suite for Mac

All Queensland state school staff and students can now download multiple copies of the Microsoft Office 2016 Suite to their personal home computers and mobile devices for free. You can choose to install Office 2016 or upgrade from Office 2013.

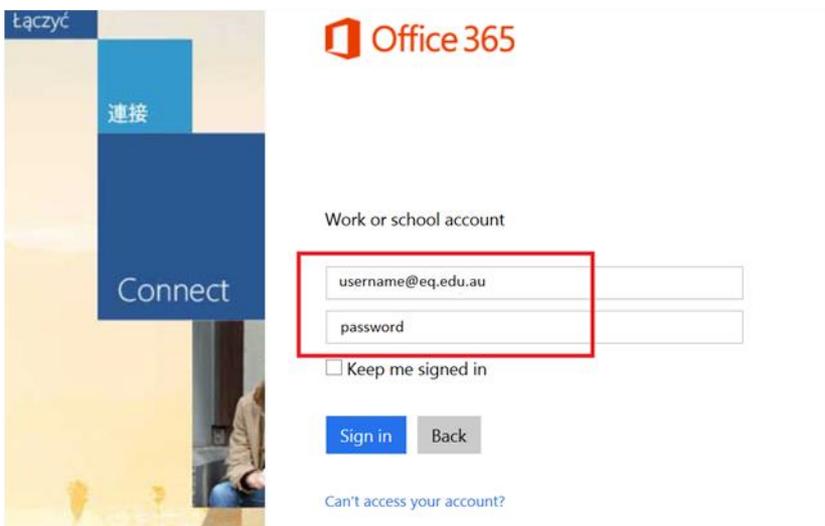
School staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation. Please use the online form at the [Service Catalogue Online](#), or call the Service Centre on 1800 680 445.

Please ensure the following instructions are performed only on personal devices.

Please note: If you currently have Office 2011 installed, you can update to Office 2016 by following the same process.

Download, update to or install Office 2016

1. Open internet browser and navigate to <http://portal.office.com/ols/mysoftware.aspx>
2. You will need to **log into** the Office 365 home page using your EQ details. **Type** your username and password. Ensure you use your @eq.edu.au email address.
3. **Click** Sign in.



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Connect

Office 365

Work or school account

username@eq.edu.au

password

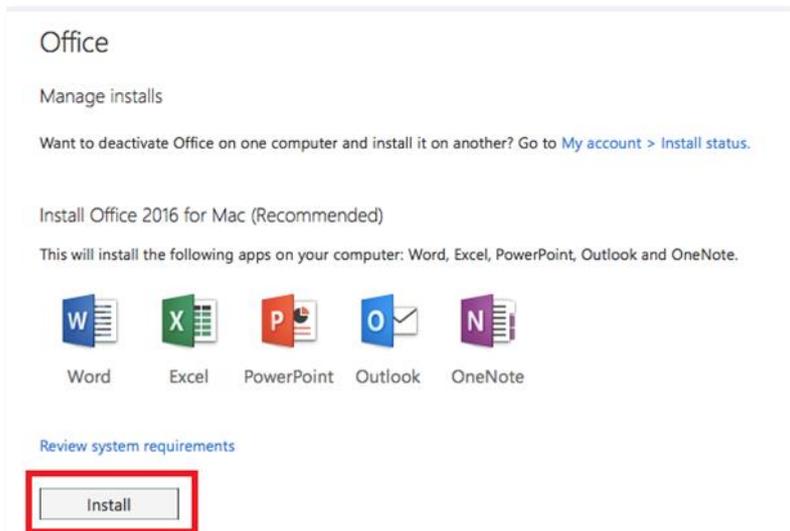
Keep me signed in

Sign in Back

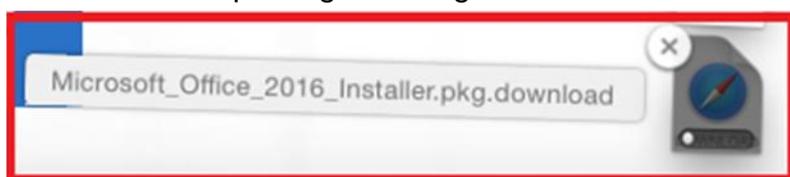
Can't access your account?

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

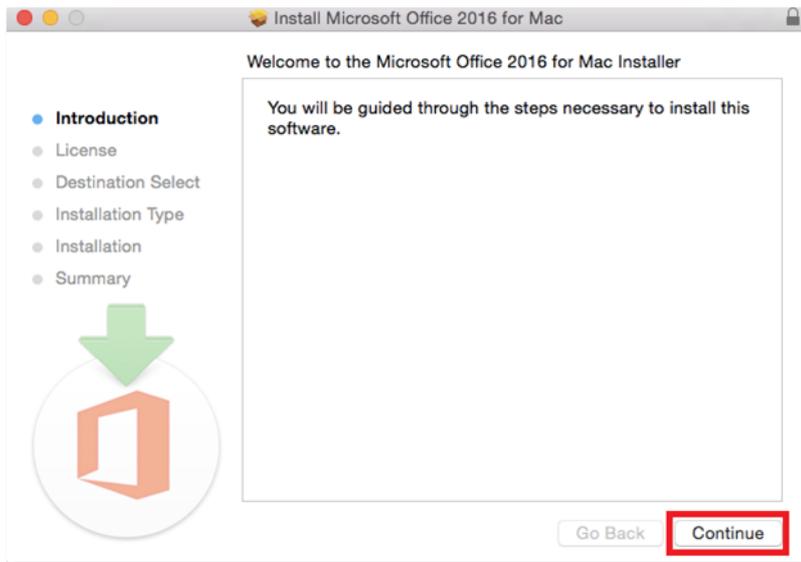
5. **Click** on 'Install' button



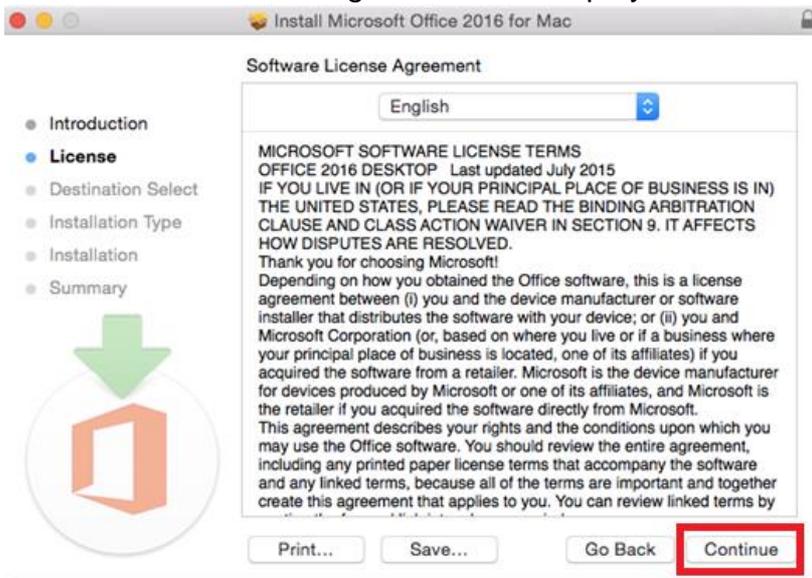
The download package will begin to download.



6. When the downloading finishes, the file will be listed as '*Microsoft_Office_2016_Installer-4.pkg*'. **Double click** the installer file. You can also access this by going into your Downloads folder.



7. The Software Licence Agreement will display. **Read** and **click** Continue.

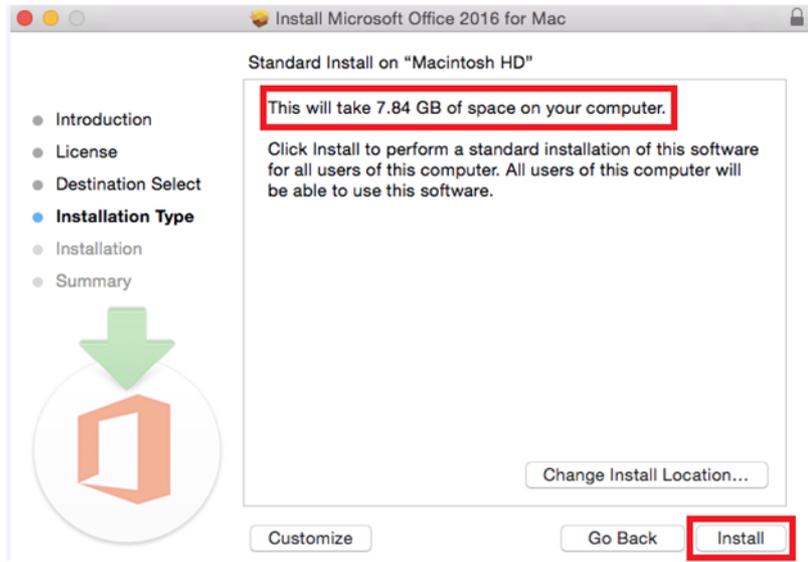


8. You will be prompted to Agree or Disagree to the installation and the licence. **Click** Agree.

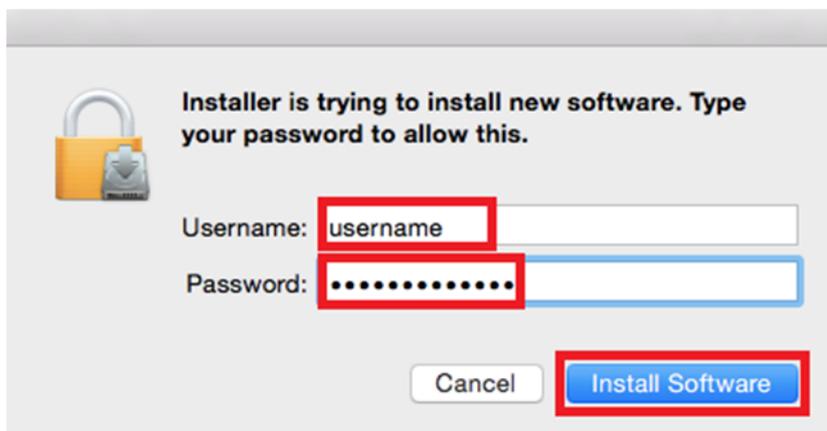


Note: The installation will take 7.84GB of your space on your computer.

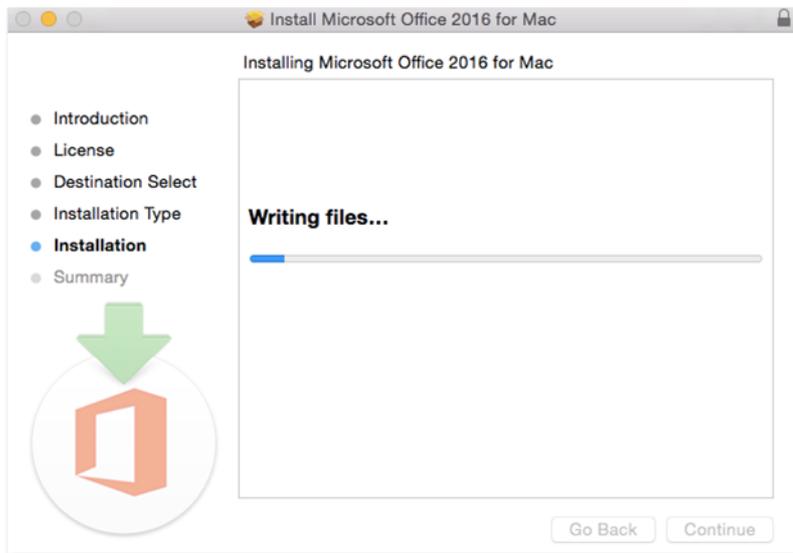
9. **Click** Install.



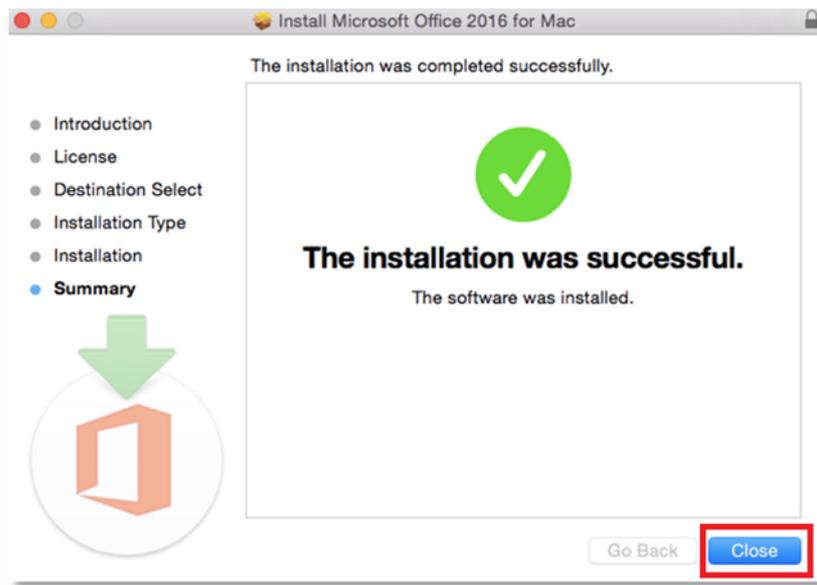
10. You will be prompted by the Installer software on your computer. **Enter** your username and password and **click** Install Software.



11. The installation of Office 2016 will commence. Wait for the installation to finish.

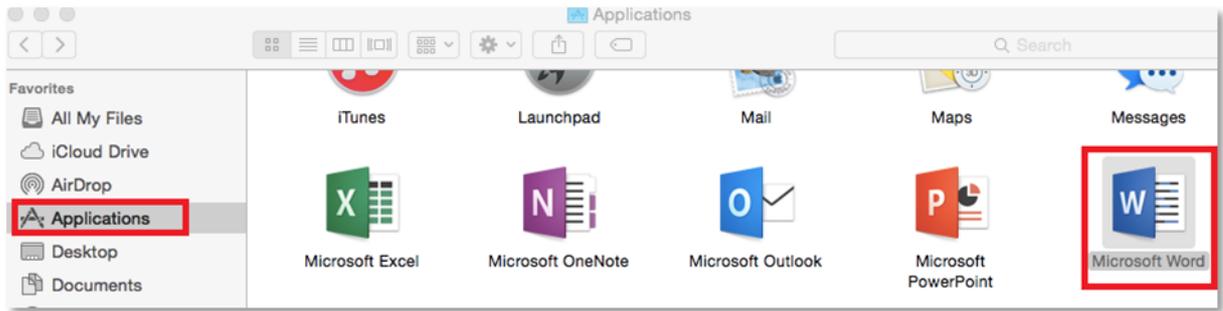


12. A message will appear to say that your software has been successfully installed. **Click Close.**

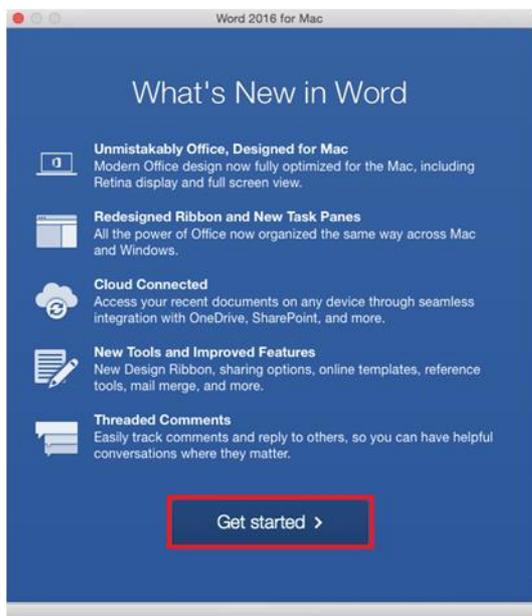


The software installation will close.

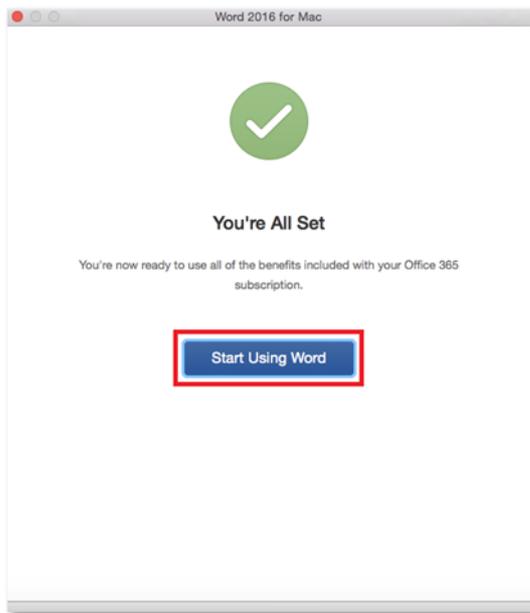
13. To access your newly installed applications, go to your Applications folder (*Command + Shift + A*).



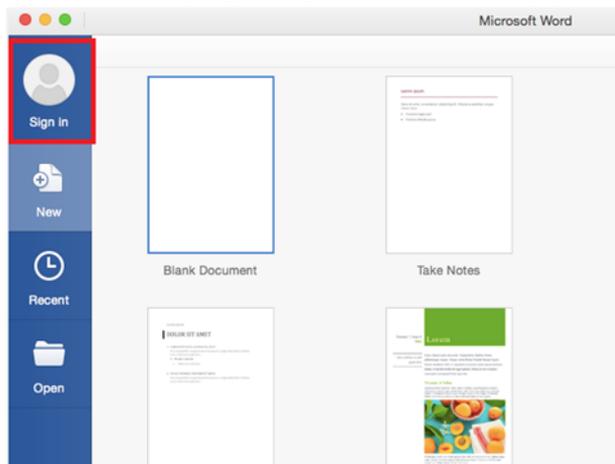
14. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on Get started.



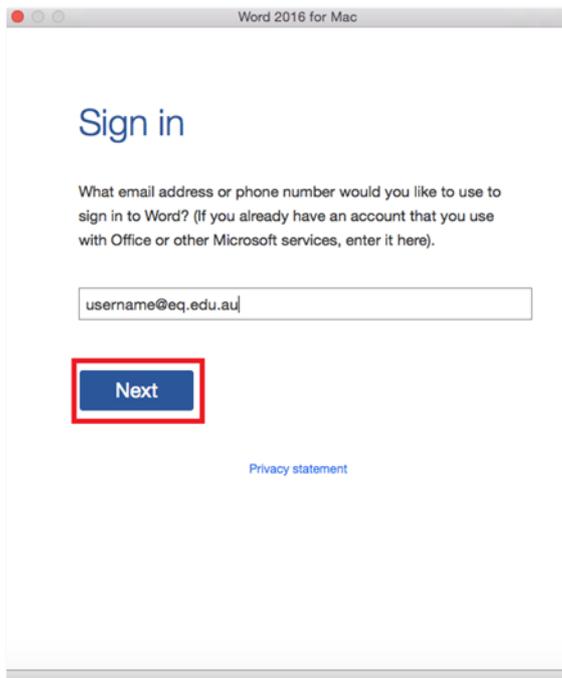
15. You are now ready to use all the benefits included with your Office 365 subscription. **Click** Start Using Word.



16. On the main page of your Microsoft application, **click** 'Sign in'.



17. You will be prompted to enter your email address (username@eq.edu.au). **Press** Next.



Word 2016 for Mac

Sign in

What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

Next

[Privacy statement](#)

18. You will need to log in to the online authentication page again. **Enter** your username and password and **click** Log in.



Word 2016 for Mac

Government Department of Education, Training and Employment

Logon ID

Password

[Change my password](#)

Login

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)

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[Queensland Government](#)

After successfully logging in, you will be taken back to the application.

Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long as you are a Queensland state school student, or employed by the department.

For staff, contact the Service Centre by logging a job or calling 1800 680 445 if you have any issues with downloading or installing Office 2016. For students, contact your school technician or Managed Internet Service (MIS) administrator.