

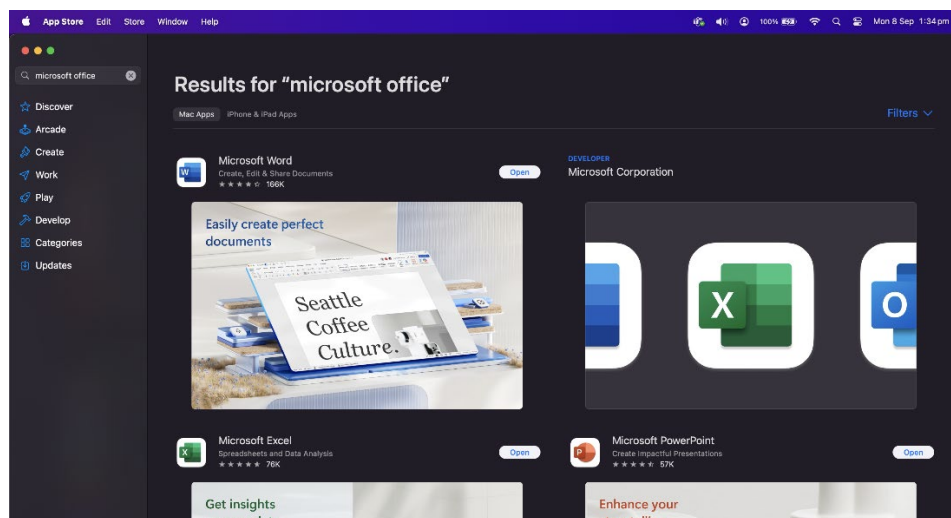
2. Install Microsoft Office 365 Apps - macOS

On macOS, you can install the Office apps using **either** of the following methods:

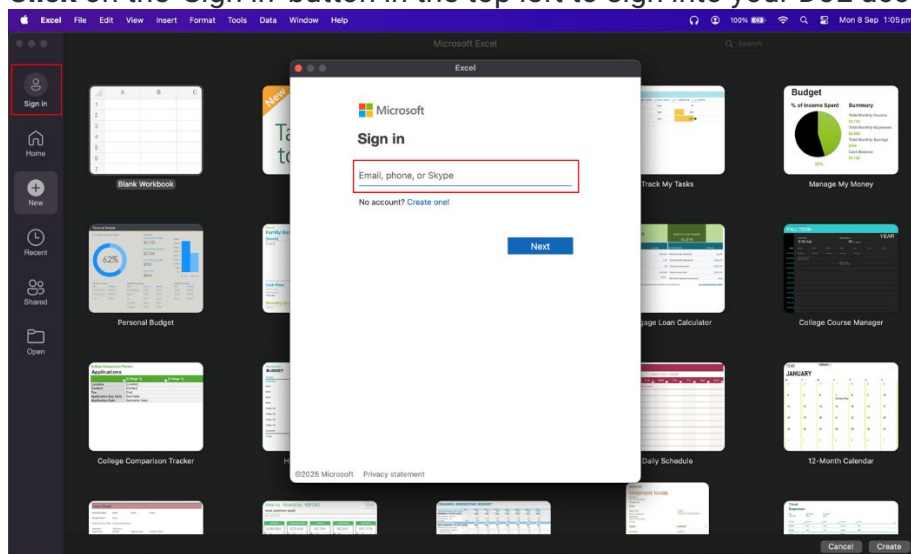
Option 1: Install via Apple App Store (Recommended)

Please note: You are required to have an Apple ID in order to download applications from the Apple App Store. Information about creating an Apple ID can be found [here](#). If you do not have an Apple ID and do not wish to create one, please follow Option 2.


1. **Open** the App Store application within macOS
2. Search for the Microsoft Office 365 Apps
3. **Click** 'Get' on the product you wish to install



4. You will be prompted to sign in with your AppleID if not already. Sign in as necessary
5. Once it has finished downloading, **click** Open
6. **Click** on the 'Sign in' button in the top left to sign into your DoE account



7. Sign in using your Education Qld email account:
 - **SCHOOLS (EQ)** account: **username@eq.edu.au**
8. You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in"

 Queensland Government

Department of Education

Sign in

Username

Password

☒ I accept the conditions of use

[Forgot password?](#) [Change password](#)

Conditions of use

The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.

Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies.

Students - please refer to the Student Code of Conduct for your obligations and the consequences of non-compliance, or ask your teacher for more information.

Staff - you must comply with the Code of Conduct, Standard of Practice and department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in you being charged with an offence, e.g. under section 408E of the Criminal Code (Qld), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).

9. Your Microsoft Office 365 application(s) is now ready to be used

Additional information:

- If you installed the Microsoft Office 365 apps from the Apple App Store, updates will be delivered via the App Store.

Option 2: Install via Office Portal

1. Navigate to <https://portal.office.com/account>
2. Sign in using your DoE email account:
 - **SCHOOLS (EQ)** account: username@eq.edu.au

3. You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in"

The screenshot shows the sign-in page for the Queensland Government Department of Education. At the top left is the Queensland Government logo, and at the top right is the text "Department of Education". Below this is a teal header bar. The main content area is divided into two columns. The left column is titled "Sign in" and contains a "Username" field with the placeholder text "username", a "Password" field with masked characters and an eye icon, a checkbox labeled "I accept the conditions of use" which is checked, and a "Sign in" button. Below the sign-in fields are two links: "Forgot password?" and "Change password". The right column is titled "Conditions of use" and contains three paragraphs of text. The first paragraph states that the network is provided only to authorised users for official schooling and work purposes. The second paragraph states that network use is logged and monitored for unlawful conduct. The third paragraph provides details for students and staff regarding the Code of Conduct and consequences of non-compliance.

Queensland Government

Department of Education

Sign in

Username

username

Password

.....

☒ I accept the conditions of use

Sign in

[Forgot password?](#) [Change password](#)

Conditions of use

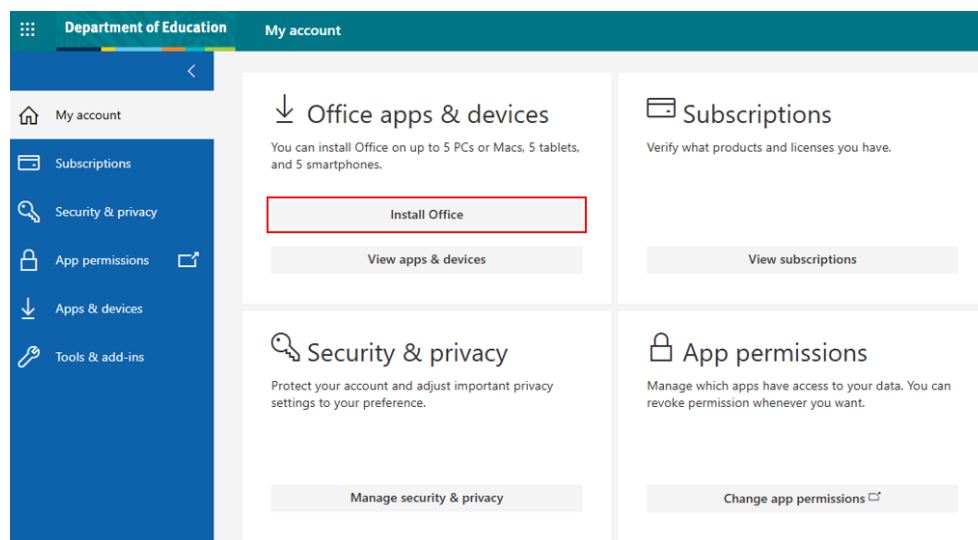
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4. Under "Office apps & devices" **click** "Install Office"



5. A file will download titled **Microsoft_365_and_Office_xx.xx_BusinessPro_Installer.pkg**.
6. After the download completes, **open/run** the .pkg file.
7. Follow the installation prompts.

8. Once installed, open any Office app (e.g. Word, Excel) and sign in with your DoE credentials to activate the license.

Additional information:

- If you installed the Microsoft Office 365 apps from the Office Account Portal, updates will be delivered via the Microsoft AutoUpdate software.