

## 1. Install Microsoft Office 365 Apps – Windows

1. Navigate to <https://portal.office.com/account>
2. Sign in using your DoE email account:
  - **SCHOOLS (EQ)** account: [username@eq.edu.au](mailto:username@eq.edu.au)
3. You will be prompted for your username and password on the online authentication page. **Type** your username, e.g. jsmit25, and eq (school) password, **tick** the box to agree to the conditions of use, and **click** "sign in"



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

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).

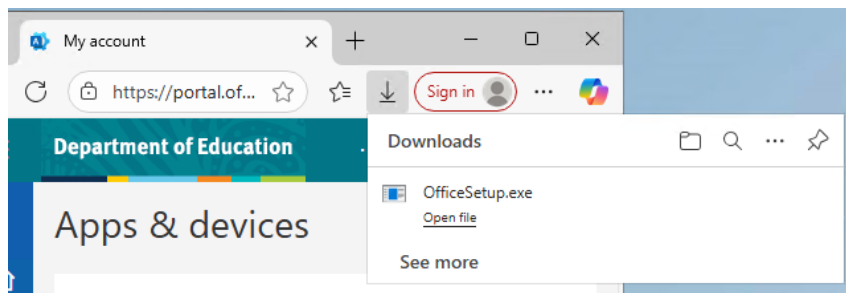
4. Under "Office apps & devices" **click** "Install Office"

The screenshot shows the 'My account' page for a user associated with the Department of Education. The page is divided into four main sections:

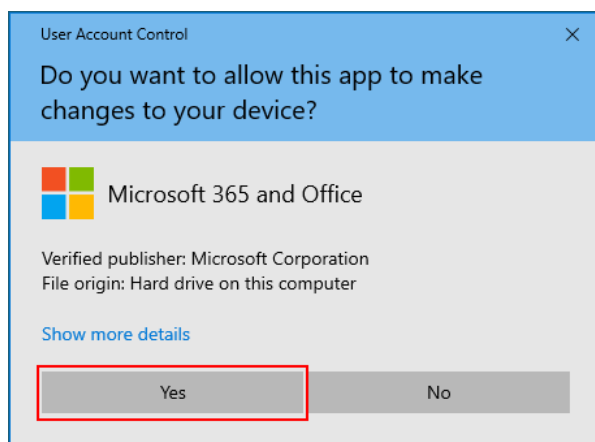
- Office apps & devices:** This section allows users to install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones. The 'Install Office' button is highlighted with a red box. Below it is a 'View apps & devices' button.
- Subscriptions:** This section allows users to verify what products and licenses they have. Below it is a 'View subscriptions' button.
- Security & privacy:** This section allows users to protect their account and adjust important privacy settings to their preference. Below it is a 'Manage security & privacy' button.
- App permissions:** This section allows users to manage which apps have access to their data and revoke permission whenever they want. Below it is a 'Change app permissions' button.

A left-hand navigation menu contains links to 'My account', 'Subscriptions', 'Security & privacy', 'App permissions', 'Apps & devices', and 'Tools & add-ins'.

5. A file will download titled "OfficeSetup.exe"

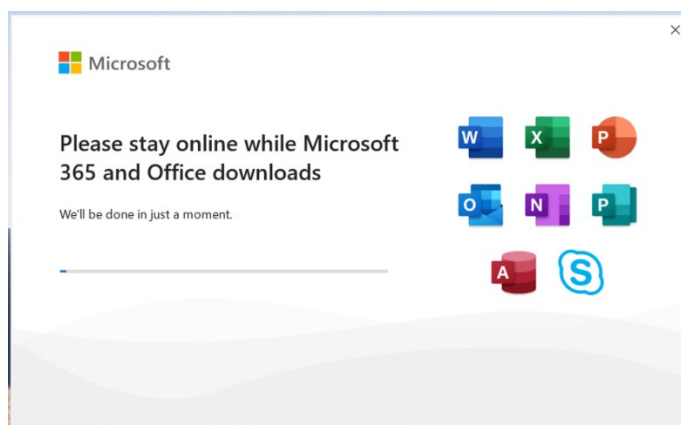


6. After the download has completed, **open/run** the file
7. You will be prompted with a message to make changes to your computer. **Select 'Yes'**

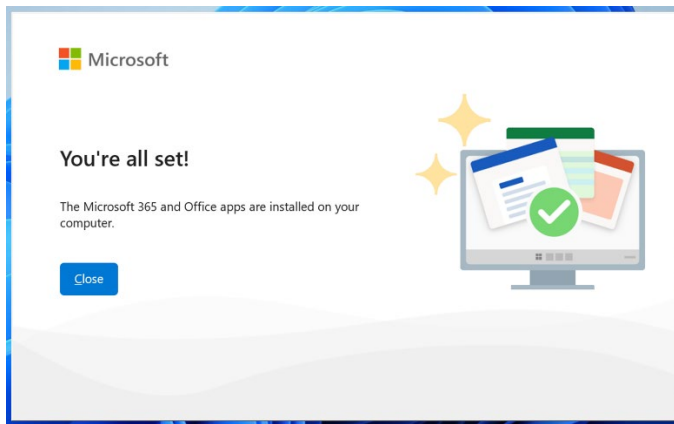


8. Office 365 will now start to download and install on your computer, wait for this to finish

**Please note:** The Microsoft Office 365 apps are approx. 4-6GB and may take a while to download depending on your network speeds



9. Once finished, **click** 'Close' and restart your computer to ensure all changes have applied successfully



#### **Additional information:**

- Your Microsoft Office 365 apps are now ready for you to use. This software is only for personal devices and will remain available as long as you're an active QLD Department of Education Student
- When you start an Office app that's not activated, you will be prompted to sign in to Microsoft 365. Be sure to sign in using your **@eq (school account)**.