Install Office 365 on Mac

1. **Go** to http://portal.office.com/ols/mysoftware.aspx
2. Login with your EQ (e.g. jsmith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** 'Next'.

3. You will be redirected to the department's sign-in page.
   - I.   **Type** your **username** and **password**.
   - II.   **Tick** 'I agree to the conditions of use and privacy statement'.
   - III.   **Click** 'Sign in'.

4. **Click** 'Install'.
   The download package will begin to download.

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to My account > Install status.

Install Office 365 for Mac (Recommended)
Requires MacOS Sierra 10.12 or later.   Download Office 365 for versions 10.10 or 10.11

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.
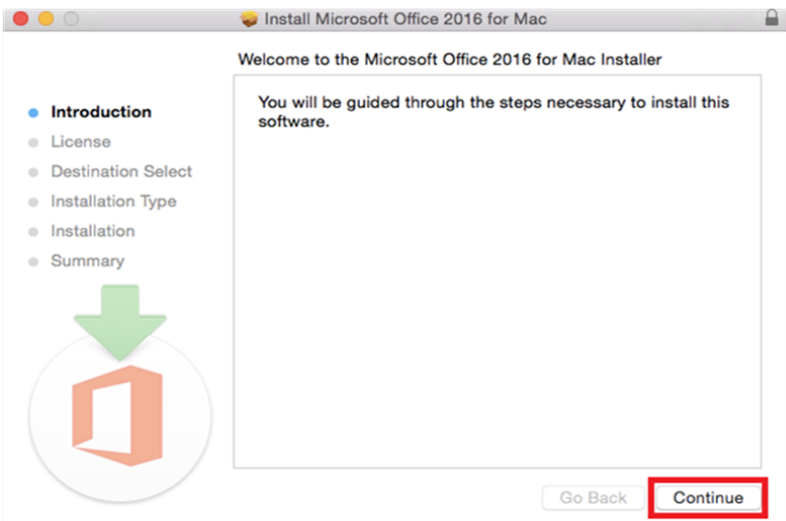
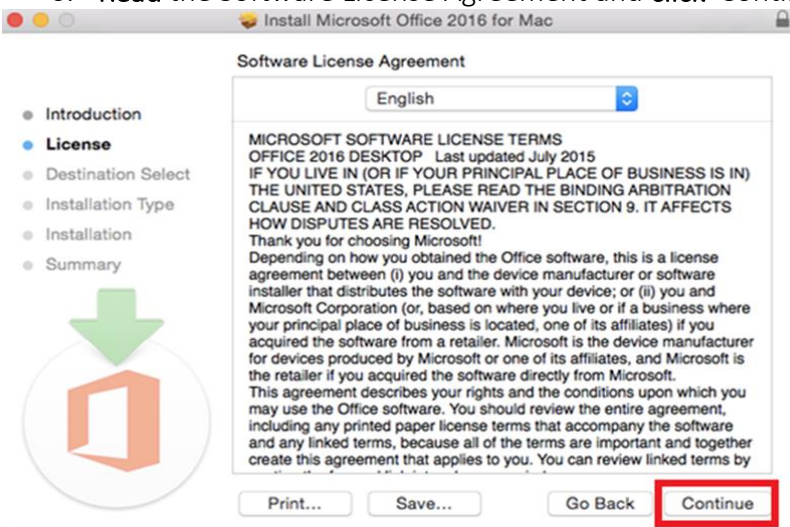| Word | Excel | PowerPoint | Outlook | OneNote |

Review system requirements

[Install]

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

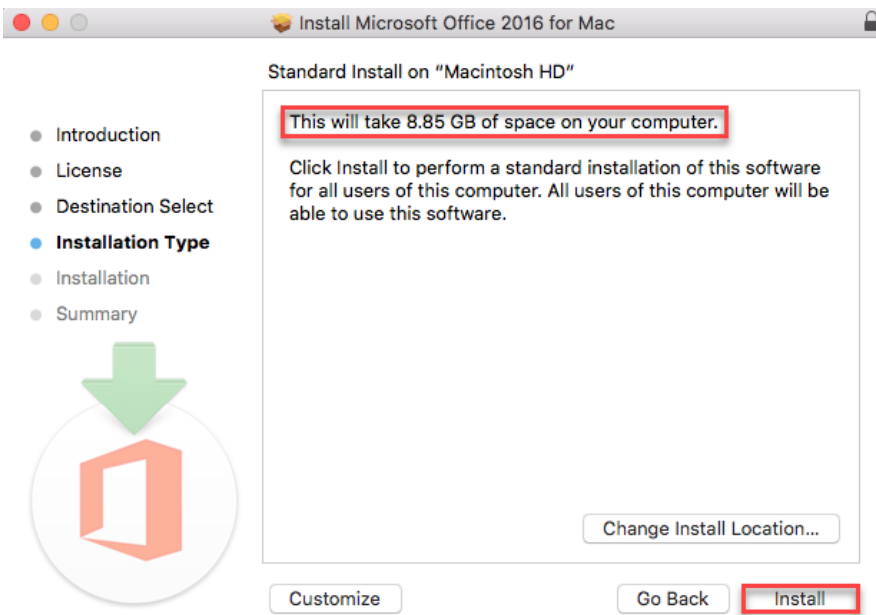6. **Read** the Software License Agreement and **click** 'Continue'.

7. You will be prompted to agree to the terms of the software license agreement. **Click** 'Agree'.
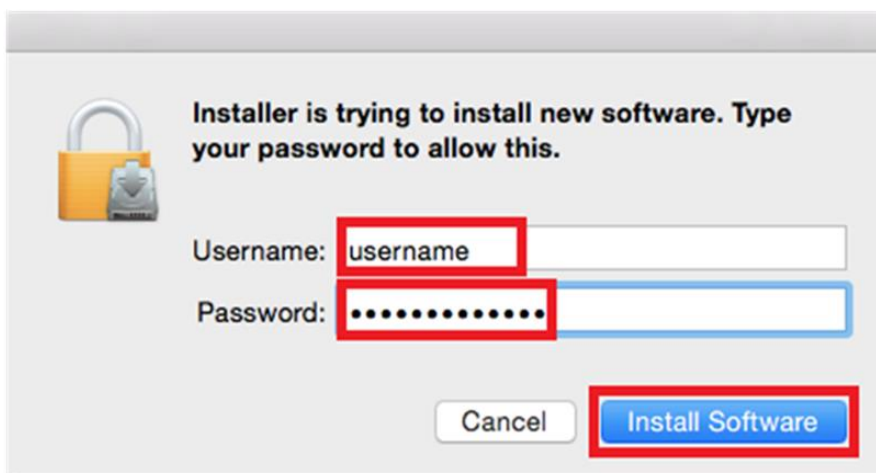
To continue installing the software you must agree to the terms of the software license agreement.

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

| Read License | | Disagree | Agree |

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

Install Microsoft Office 2016 for Mac

Standard Install on "Macintosh HD"

- Introduction
- License
- Destination Select
- **Installation Type**
- Installation
- Summary

This will take 8.85 GB of space on your computer.

Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software.

Change Install Location...

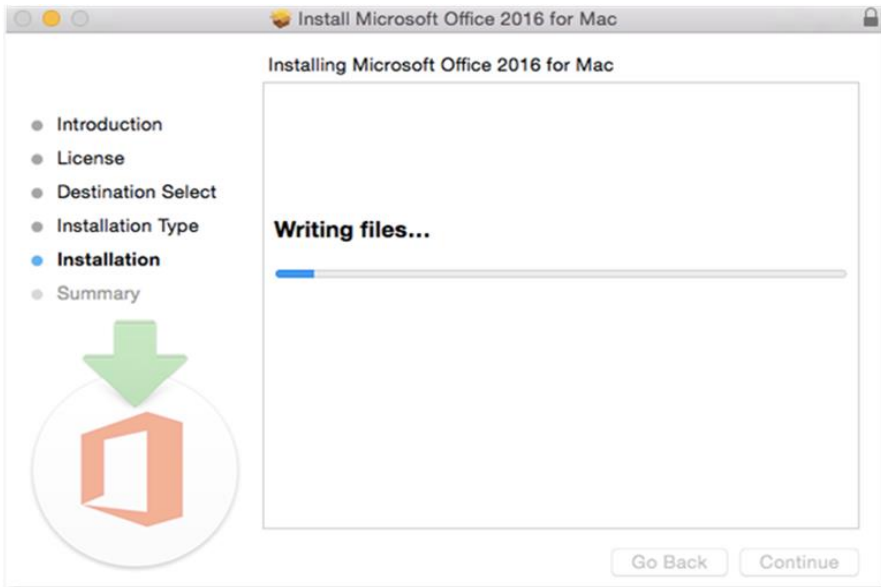| Customize | | Go Back | Install |

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

Installer is trying to install new software. Type your password to allow this.

Username: username

Password: ••••••••••••

| Cancel | Install Software |

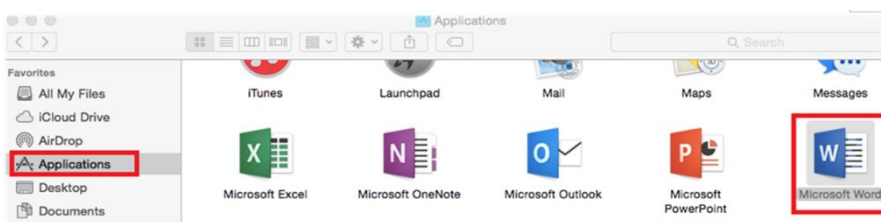10. The installation of Office 365 will commence.

11. A message will appear to say that the installation was successful.
Click 'Close'.
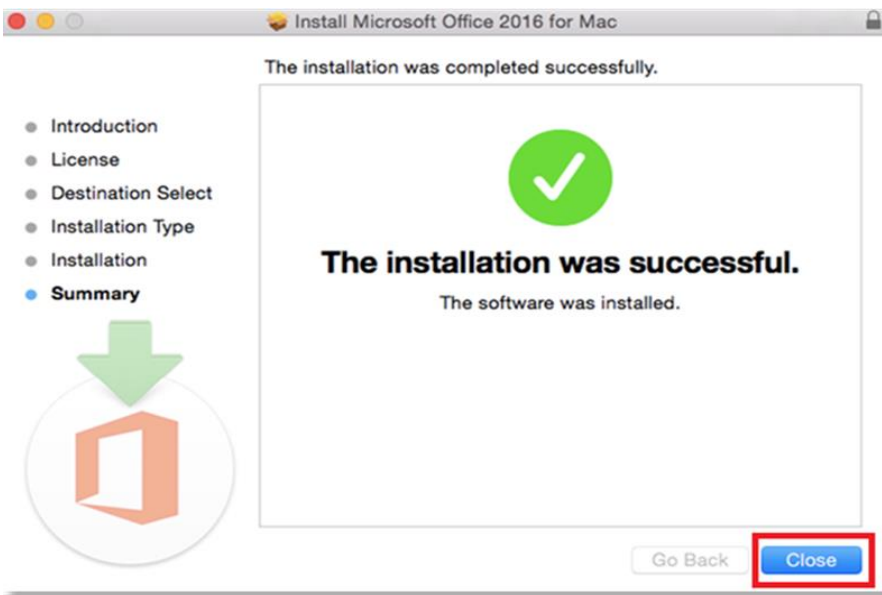
Activate Office 365
Please follow the steps below to activate your Office 365 installation:
1. **Launch** an Office application (such as Microsoft Word)

2. **Click '**Sign In' to Activate Office

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'.

4. **Enter** your **username** and **password**.
   Tick "I agree to the conditions of use and privacy statement".
   Click 'Sign in'

5. **Choose** your Office theme and **click** 'Continue'.
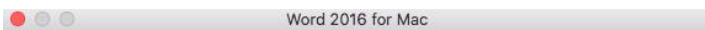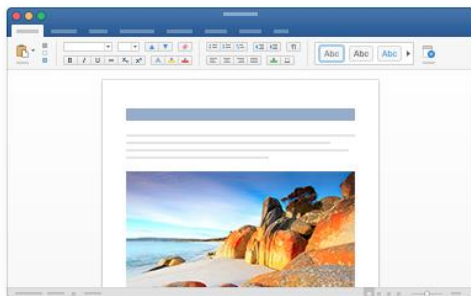
6. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.
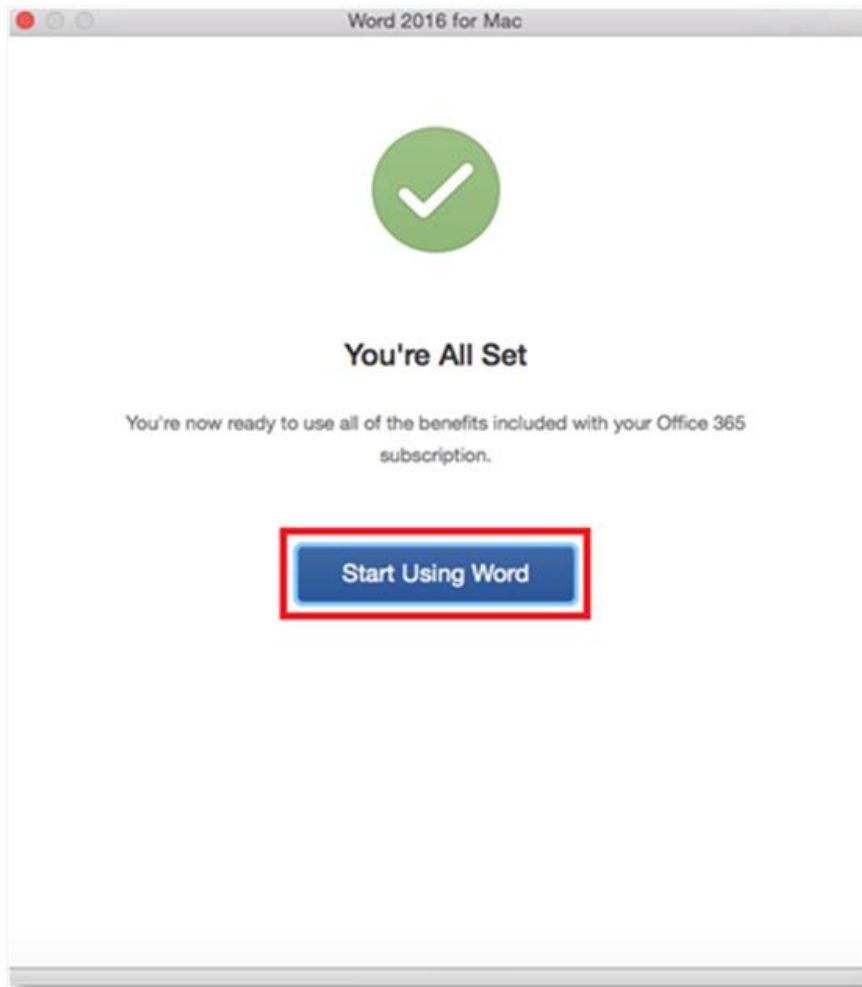
Your Microsoft Office 365 software is now ready for you to use.