# How to install Office 365 Student Advantage package on a students home computer

All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 2013 Suite to their personal home and mobile computer equipment.

Students who want the free software will need an active Managed Internet Service (MIS) login, school email account and password - those who don't have these should contact their school's MIS Administrator or class teacher. The administrator will help students activate their MIS login.

Currently, MS Office Suite 2013 is available for students' personal equipment only - not equipment which is part of a school network.

The following information has been designed to support students with the download.

If they have any further issues, they will need to speak to their MIS Administrator.

#### How to download

To install Microsoft Office 2013 from Office 365 navigate to: http://portal.office.com/OLS/MySoftware.aspx

### Office 365

Sign in with your organizational account

User@eq.edu.au	×
Password	
□ Keep me signed in	
Sign in	

Can't access your account?

If presented with the below page, the same username and password used to log in to a school workstation should be used.

Queensland Government	Construents Education, Training and Employment
Logon ID Password	Login
<u>Convinitir</u>   Q ∉ The State of Ousen	Verdaimer   Priverze   Accesse Kesse   Read Other Lanaurues naland (Uopantment of Education, Training and Employment) 2012. Queensband Coverinment



A new page will then load. A list of options on the left of the screen with Office highlighted.

Select the version of OS being used for Office (32bit or 64bit by clicking advanced and selecting in the drop down box)

Office 365	Outlook Calendar People Sites Tasks 🔍 🌣 ?
Tools & add-ins	Install the latest version of Office This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync,
Desktop setup Phone & tablet	InfoPats. ₩] X] P] N} A: PJ OY (>
	Wer w
	Language:         Version:           English (Linited States)         Image: States)         Image: States)           Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).         States
	Review system requirements Troubleshoot installation
	Install To view a list of updated computer installs, refresh the page. It may take a few minutes for your updated installs to appear.

Click install at the bottom of the page

A pop up may appear asking to save or run the installation file - click Save

Then click run once completed

Wait for the office install to appear - this may take some time depending on the device.



Minimize any windows in case it becomes hidden.

Depending on the schools connection they may receive a popup advising the install may take time as the connection is slow.





While office is installing, a notification will also appear advising the current install progress to the end user.

Office is installing in the background (73%)	×
Sorry, it looks like you're on a slow connection, so this might take a while.	

Once the installation has reached close to or at 90%, an error will appear advising an error occurred.



Click cancel as this part of the install is for the registration of the device.

Please wait while the installation continues and finalises.





Once the installation is ready, the next button will become prominent and you can click to continue.

Select the settings preferred settings and click accept.

	-	×
1 Office		
-		
First things first.		
Use recommended settings     Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or     contact you. We take your privacy seriously.		
○ <u>N</u> o thanks		
View Privacy Statement		
This product also comes with automatic updates. Learn more		
By dicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement		

A OneDrive info page will appear next, click continue.

1 Office	- ×
Meet OneDrive. Signing in to Office means you can save documents to the cloud with OneDrive. OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them. Lear more	
	Next

Next is an options to view the new features in Office 365 - Click No Thanks and continue.



Office will now finalise the installation if required. This step may not appear depending on the connection speed.





Once the installation is completed you will see the following screen



To verify the installation being successful, navigate to the Office 2013 location in the start menu and open one of the applications.





## How to install Office 365 Student Advantage package on a students home Macintosh

All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 2013 Suite to their personal home and mobile computer equipment.

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#### How to download

To install Microsoft Office 2013 from Office 365 navigate to: http://portal.office.com/OLS/MySoftware.aspx

### **Office 365**

Sign in with your organizational account

User@eq.edu.au	×
Password	
□ Keep me signed in	
Sign in	
Can't access your account?	

If presented with the below page, the same username and password used to log into a school workstation.





Select the 'Install now' button on the left side of the screen.



The installation will then begin to download the package into the Downloads folder on the Mac. Once completed double click the .dmg file.



Double click the install file to start the installation process.



Click the next, agree and install buttons to continue.





Once the install button is clicked, a prompt may appear requesting authentication to proceed with the installation. Enter the username and password of an administrator account on the Mac.

	install Microsoft Office for Mac 2011	
	Standard Install on "OS"	
<ul> <li>Introduction</li> <li>License</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	This will take 1.61 GB of space on your computer. Click Install to perform a standard installation of this software on the disk "OS".	
	Change Install Location	
	Customize Go Back Install	

Once the installation is complete a large green tick will appear. Click finish.



On first run of the software you will need to register.

From the below screen click 'Sign into an Existing Office 365 subscription'

Get Started with Office 2011
Welcome to <b>Office</b> : Mac <sup>2011</sup>
How would you like to get started?
Enter your purchased product key
Sign in to an existing Office 365 subscription
Try Office 365, including Office for Mac
Use Office to view your files for free +



Enter your student email address and click next.



The next screen may differ if you have previously registered on another MAC you will be asked to enter a password.

If this is your first time, you will be required to 'Create a password'

Once complete, click 'Sign in'

	Activate Office	
	Sign in to activate Office for Mac on your computer.	
	User ID:	
antaria di perdata dala da seri. Perdapa di Seconda da Salaharia	studentid@eq.edu.au	
	Password:	
	Required	
		_
View Privacy Statem	nent •	
Back		Sign In

You will now see the installation is complete. Click done.





All Office icons will now appear in the Dock ready for use.



 You may be asked to confirm your username/password every 30 days to continue using the product (or when you change your MIS password)

