Login to the portal site at - http://portal.office.com/OLS/MySoftware.aspx

							×
Attps://portal.office.com/OLS/MySoftware.aspx	ج ≙ →	<i> Login</i>	×		ł	ጉ 🕁	: 🔅

Once the page loads, please have the student enter their username and password. This will be the same as the username and password used to log in to a school workstation.

Office 365

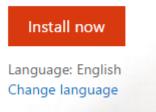
Sign in with your organizational account

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	Example For Education, Training and Employment
Logon ID Password	Login
	claimer <u>Privacy</u> <u>Access keys</u> ^R <u>Other languages</u> and (Department of Education, Training and Employment) 2012. <u>Queensland Coveriment</u>

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.



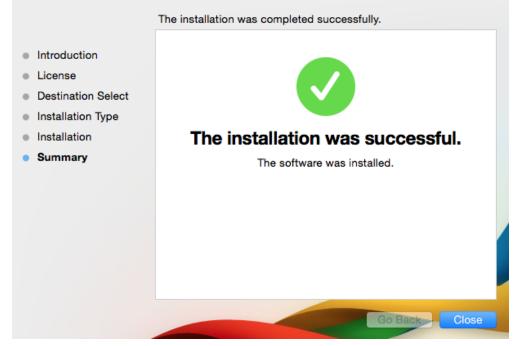
Click the usual next, agree and install buttons to continue.

	To continue installing the software you must agree to the terms of the software license agreement.	
 Intr 	Click Agree to continue or click Disagree to cancel the installation and	-
Lic	quit the Installer.	
 De: 		nent
 Ins 	Read License Disagree Agree	
Ins	may apply to you; section 5 may not apply to you. You can view the Li	vice to 4
	Section 1: If you license Microsoft Office for Mac 2011, Service Pack 3 trial, the 1, License Terms apply.	Section
	 License Terms apply. Section 2: If you license Microsoft Office for Mac Home and Business 2011, Ser 	vice
	1, License Terms apply. Section 2: If you license Microsoft Office for Mac Home and Business 2011, Ser Pack 3, the Section 2 License Terms apply. Section 3: If you license Microsoft Office for Mac Home and Student 2011, Ser	vice vice Pack

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	6			
	Standard Install on "OS"				
Introduction	This will take 1.61 GB of space on your computer.				
License	Click Install to perform a standard installation of this software on the disk "OS".				
 Destination Select 	on the disk "OS".				
Installation Type					
Installation					
 Summary 	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.**

Enter your student email address and click Next.



in to Office? (If you you use with Office	s would you like to use to sig u already have an account tha ce or other Microsoft services, enter it here).	t
studentid@eq.edu.a	au	
	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 required to Create a password.

Once complete, click Sign In

	Activate Office	
	Sign in to activate Office for Mac on your computer.	
	User ID:	
	studentid@eq.edu.au	
	Password:	
	Required	
View Privacy Stater	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.

