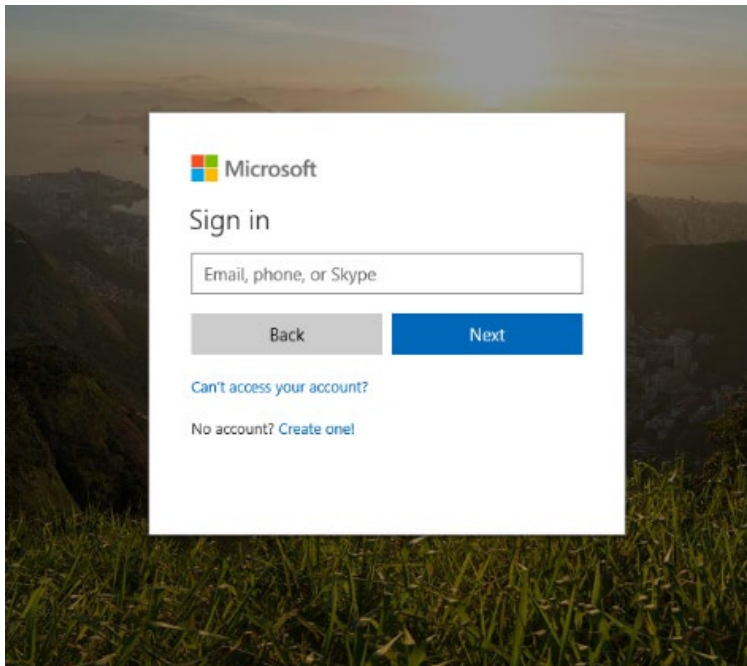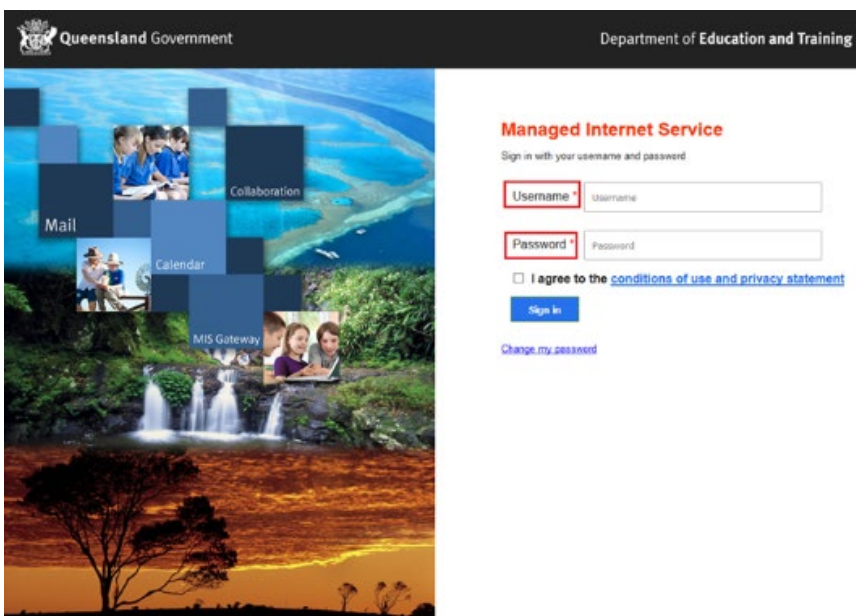# Windows Device – Download Office 365

Important Information: This is not available to download from the School or Corporate networks, it must be done from home.
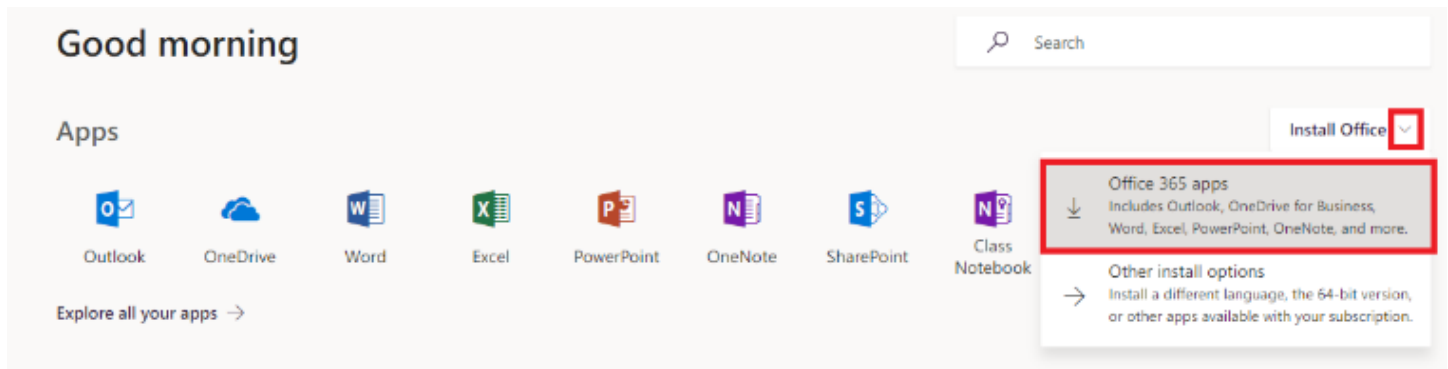
1. **Open** internet browser and **navigate to** http://office.com

2. In the top right corner **click** on "Sign in"

3. In the Username field, **type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".

4. You will be prompted for your username and password on the online authentication page. Type your username and password.
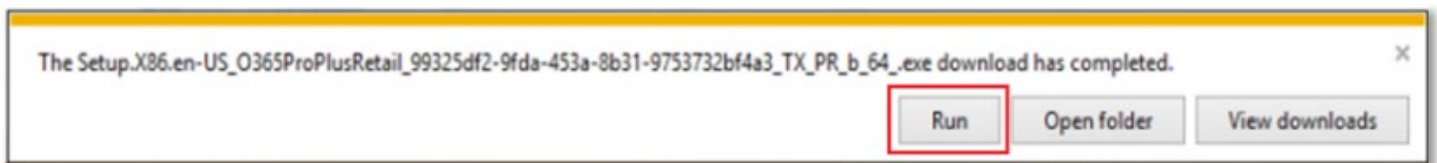
5. **Click** Login

6. In the top right corner, click on the "Install office apps" then "Office O365".

7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below
   - *c2rsetup.officeapps.live.com*.

8. **Click** on 'Save'. The file will automatically begin to download.
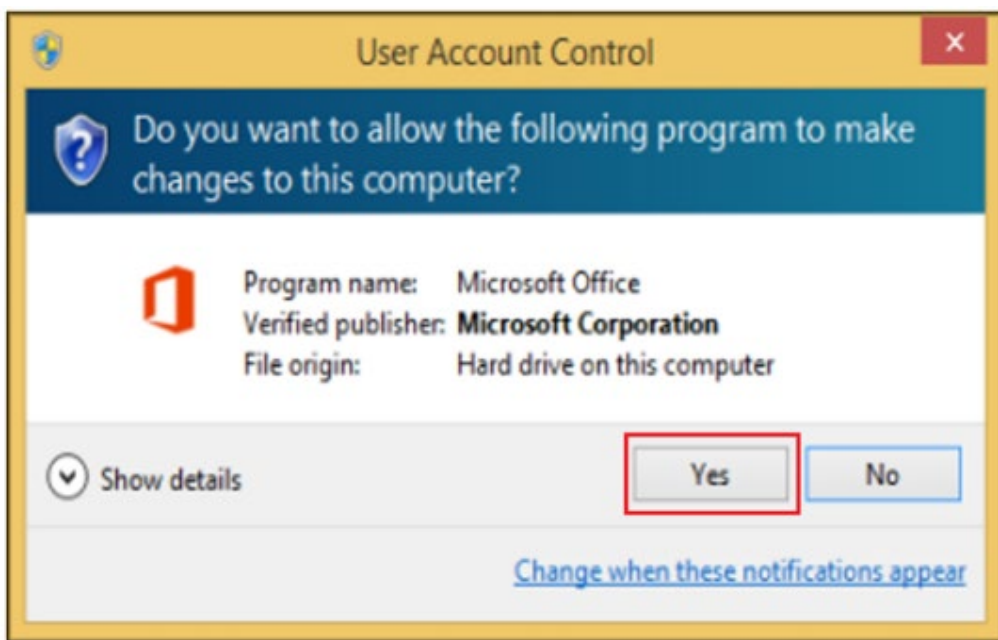

9. When the file has completed downloading, **click** on 'Run'.
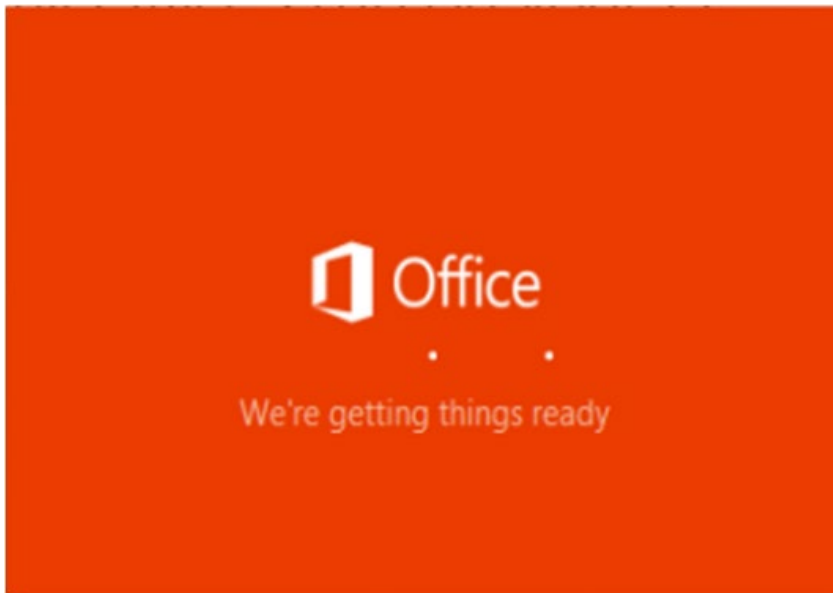

 Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.
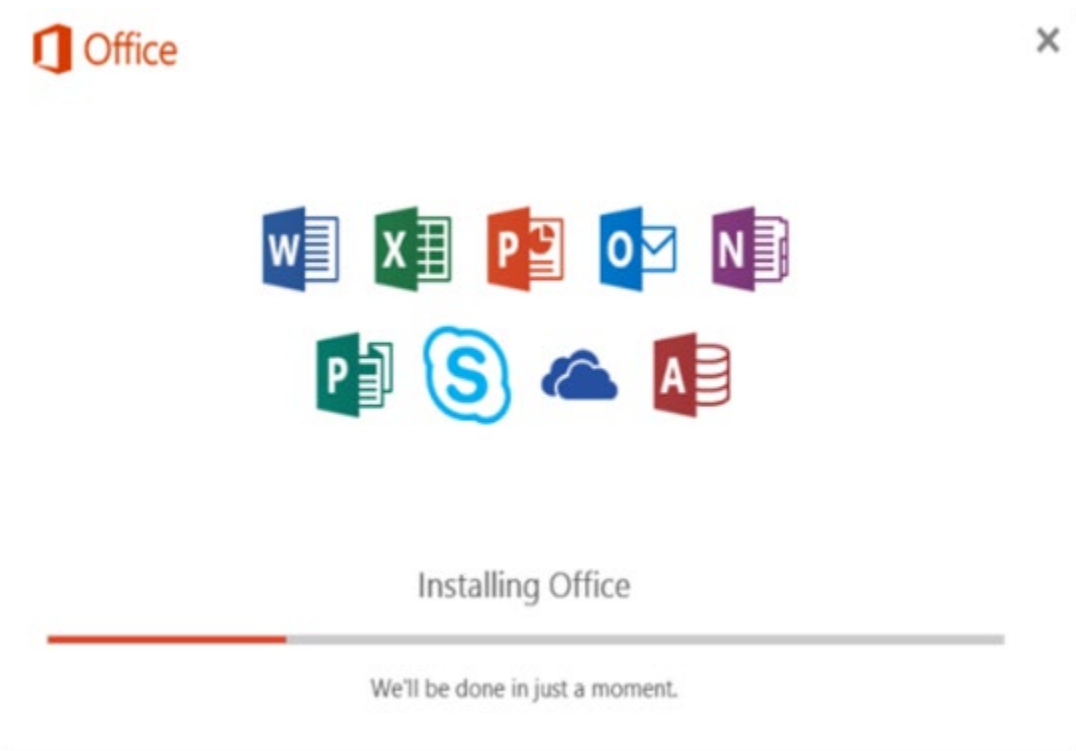
11. Office will start downloading.

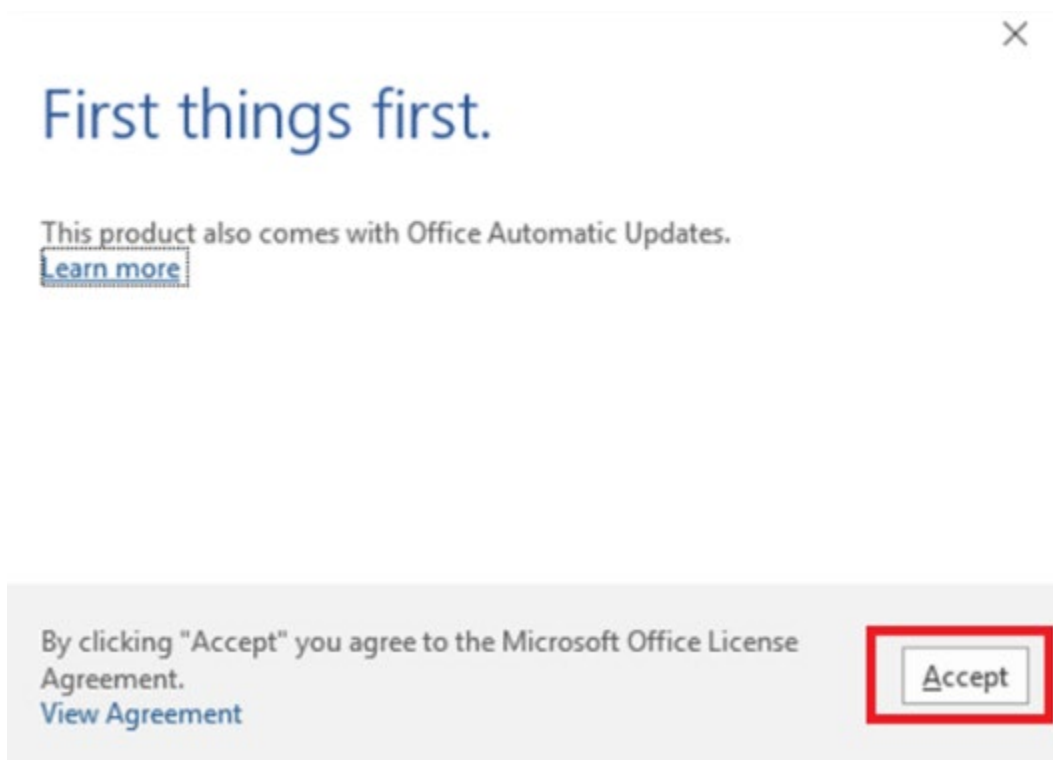You will also see the office icon pop up on the task bar.

12. Office 365 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.

13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept.

✕

First things first.

This product also comes with Office Automatic Updates.
Learn more

By clicking "Accept" you agree to the Microsoft Office License
Agreement.
View Agreement

Accept

13. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'

Office

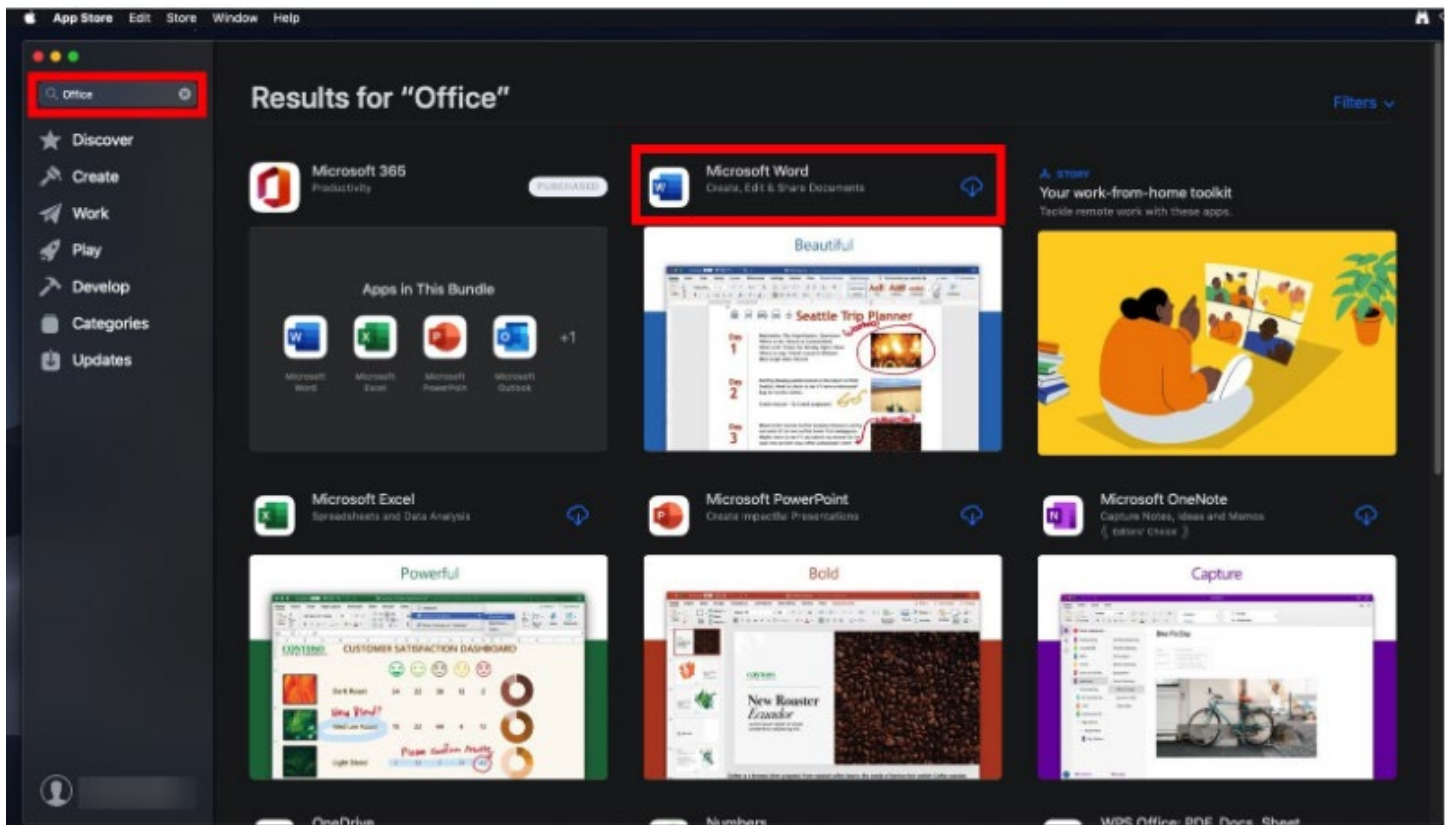You're all set! Office is installed now
Click Start > down-arrow.

Close

After you click close, we recommend restarting your computer to ensure all changes have applied successfully.
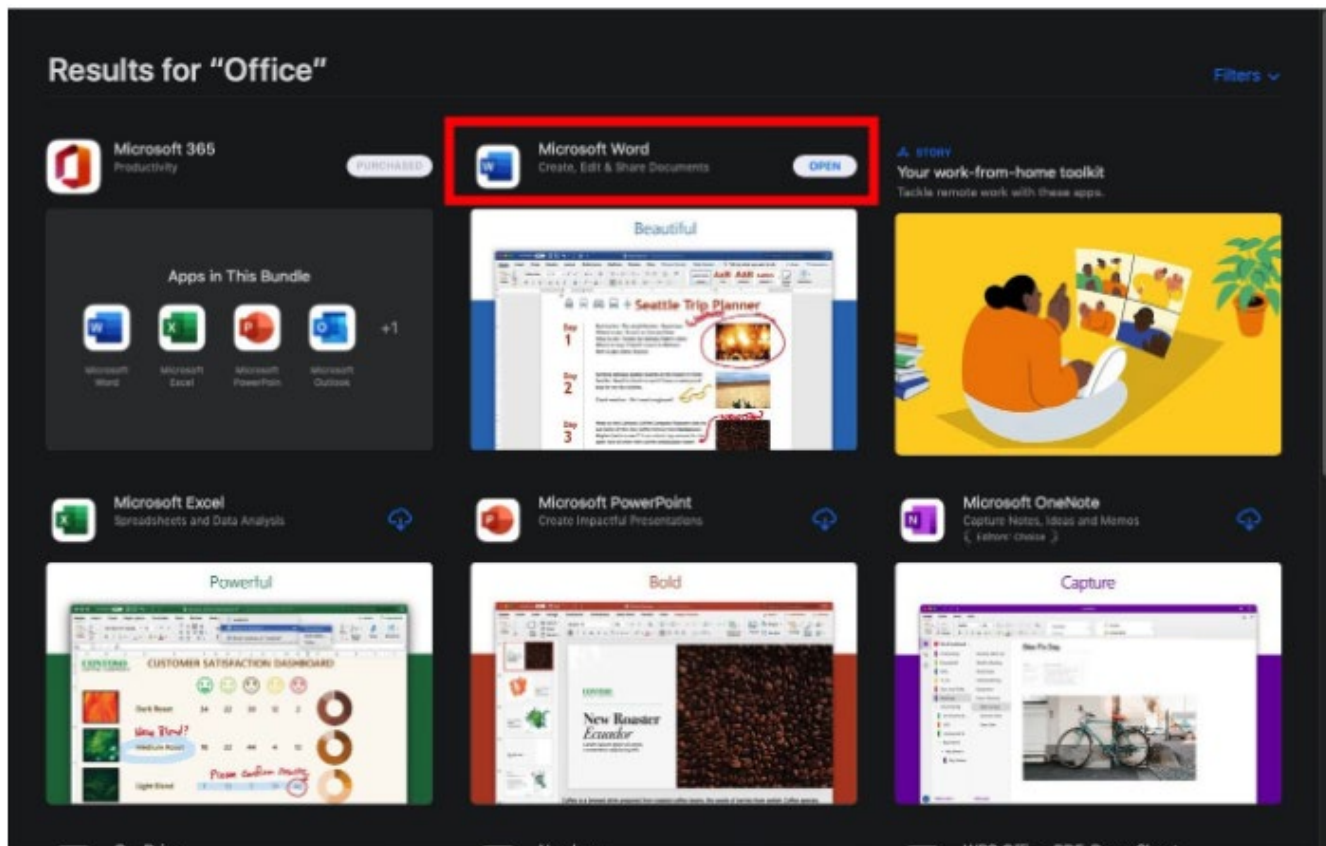
When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account)
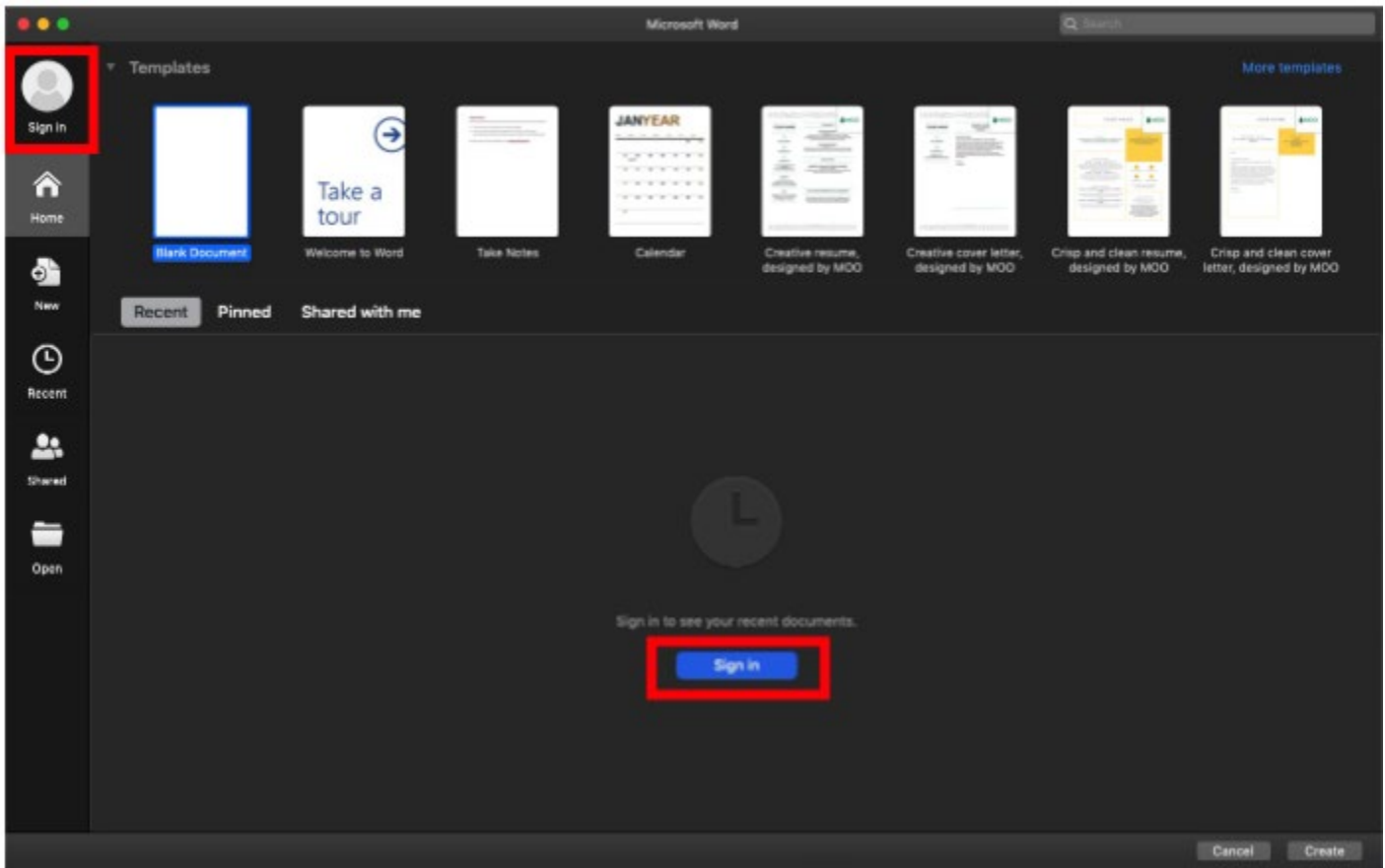
Mac – Download Office 365

1. **Open** the Mac App Store and search for Office 365. **Click** on the product you wish to download.
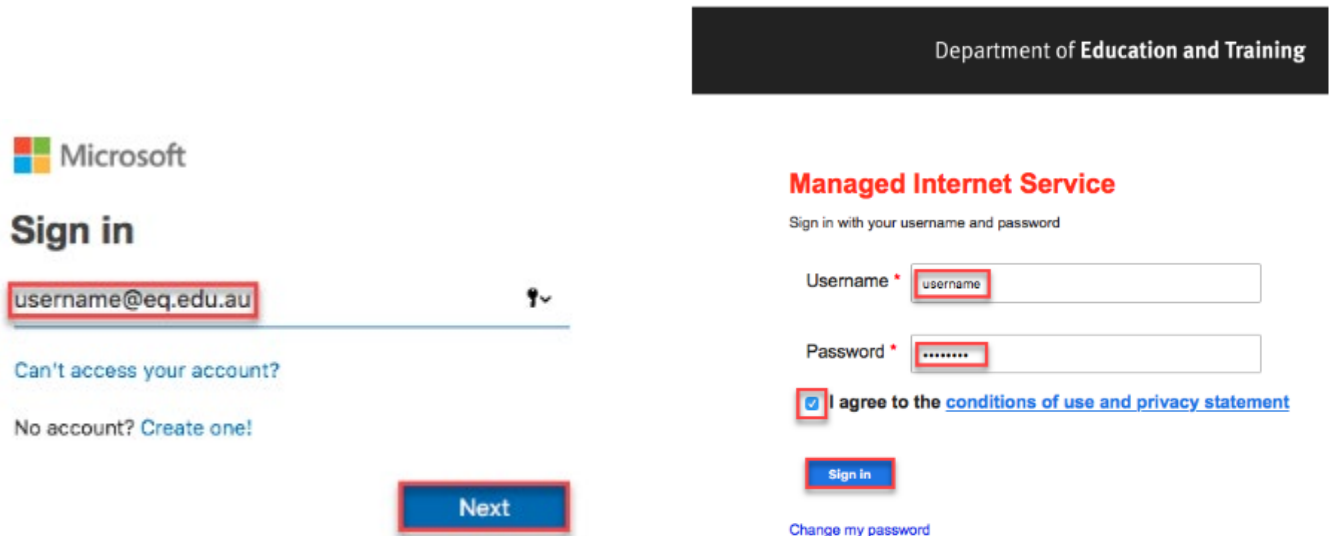

2. Once it has finished downloading, click on **Open**.

3. **Click** on either Sign in button to Sign into your account

4. You will be prompted for your EQ email address

5. 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**'.

Your Microsoft Office 365 software is now ready for you to use.