

Student, Parent & Carer Guide

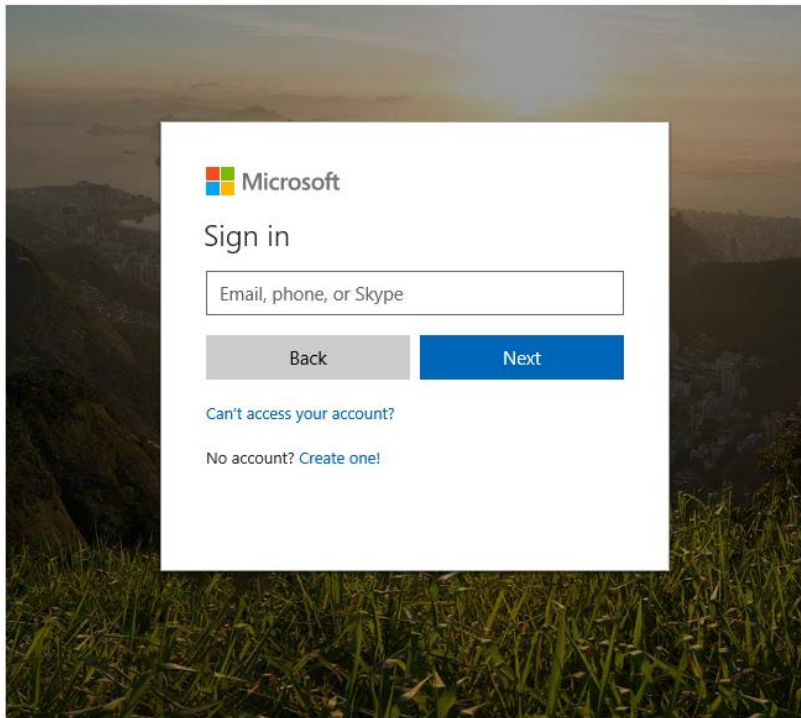
Install Office 365 – Word, Excel, etc.



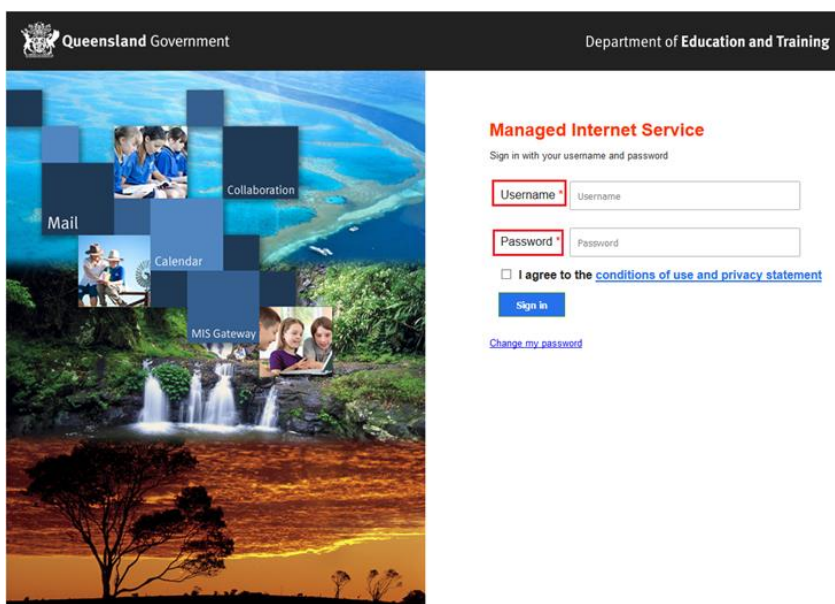
**HAMBLEDON
STATE SCHOOL**
To value, support and
champion every child.

All Queensland state school students can download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices. To install Office 365 following the steps below:

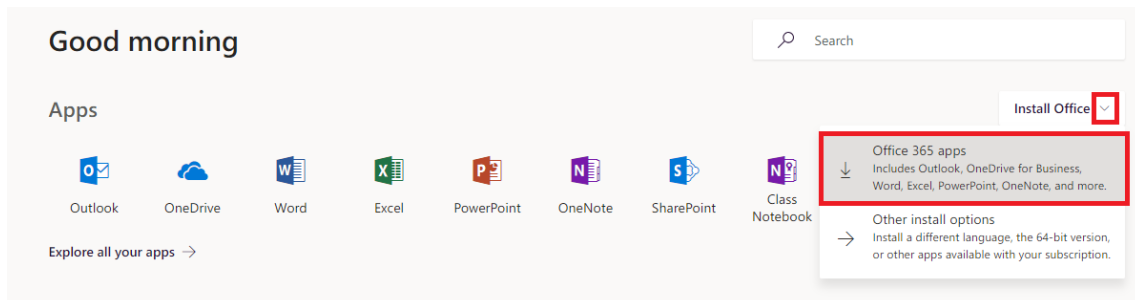
1. **Open** an internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your student's (e.g. j.smith1@eq.edu.au) email address and **click** "next".



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". If you cannot see this install button then you need to log a job to have the Office ProPlus license applied to your account via [Services Catalogue Online](#)

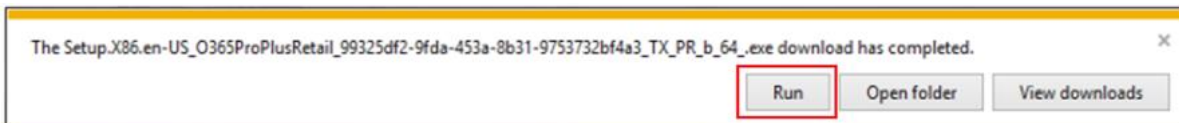


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

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

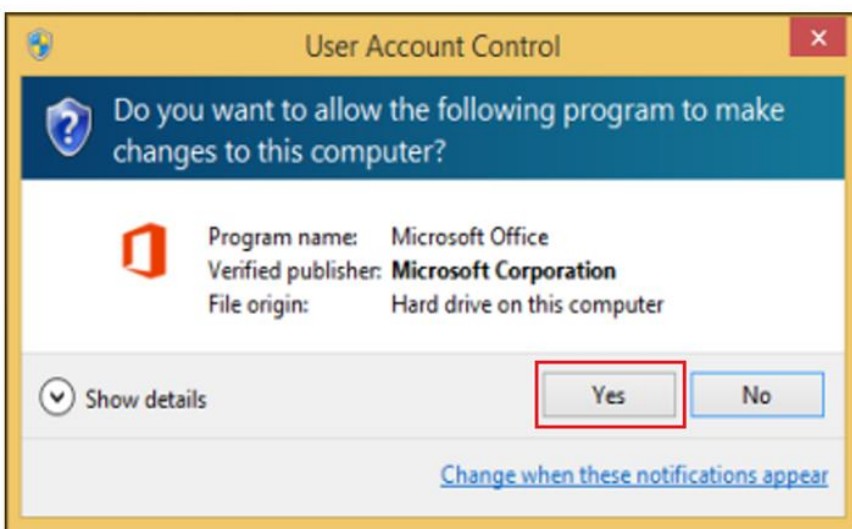


9. When the file has completed downloading, **click** on 'Run'.

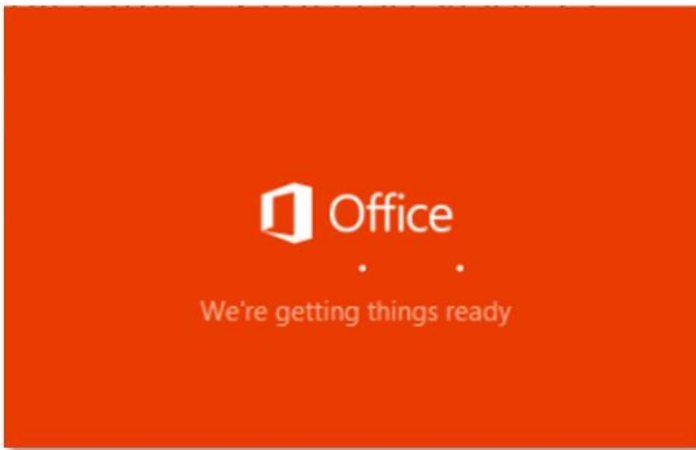


Please note this file is approx. 2GB and may take a while to download depending on your internet.

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



11. Office will start downloading.

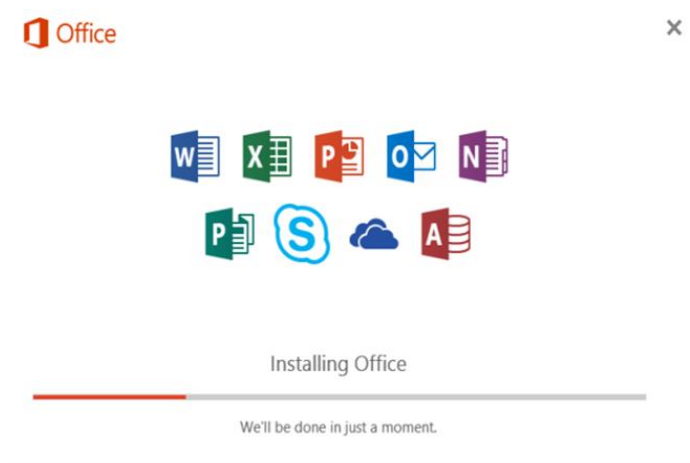


You will also see the office icon pop up on the task bar.

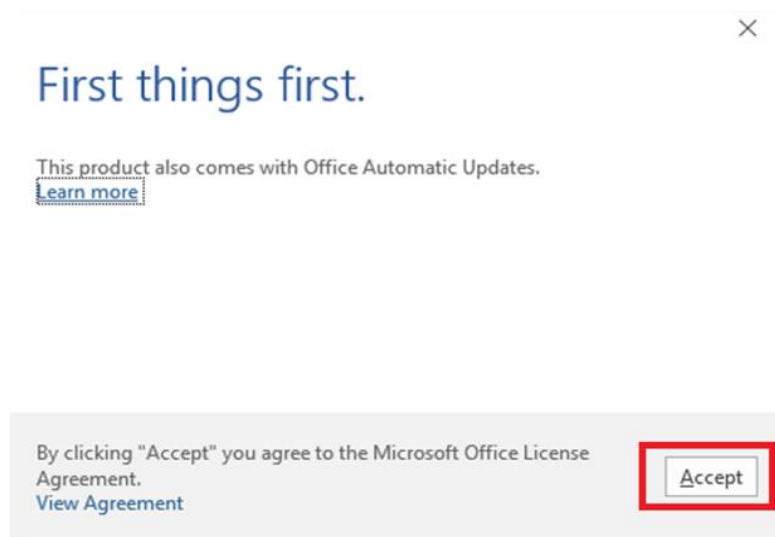


12. Office 365 will start to install onto your computer, wait for this to finish.

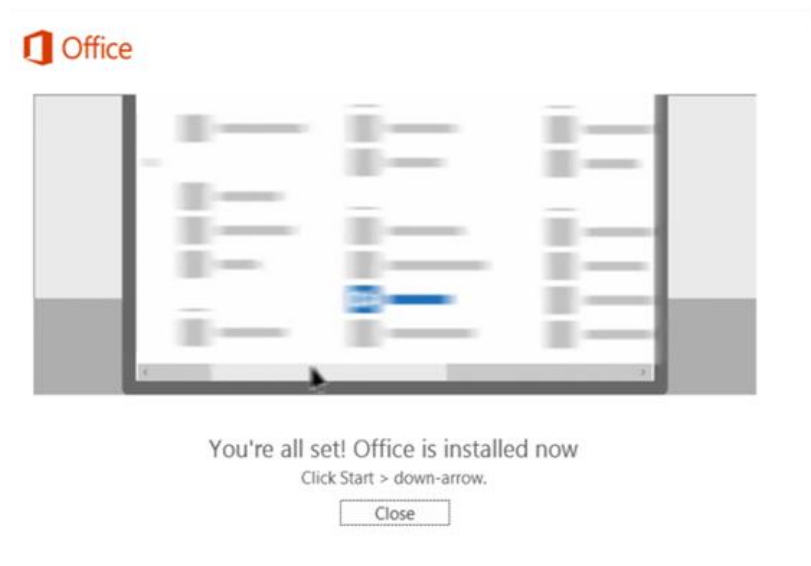
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



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



14. After Office 365 finishes installing, a message will appear to inform it has completed. **Click '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.edu.au (school account).

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