

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>



Sign in with your organizational account

User@eq.edu.au X

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.

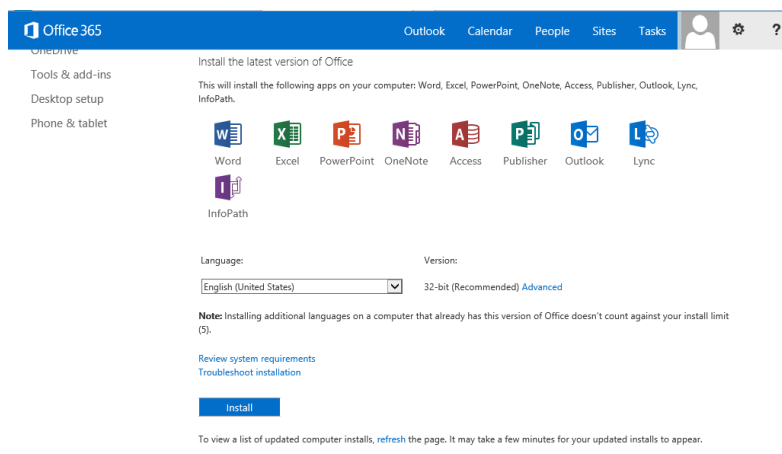
Queensland Government
Department of Education, Training and Employment

Login ID:
Password:
Login

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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)

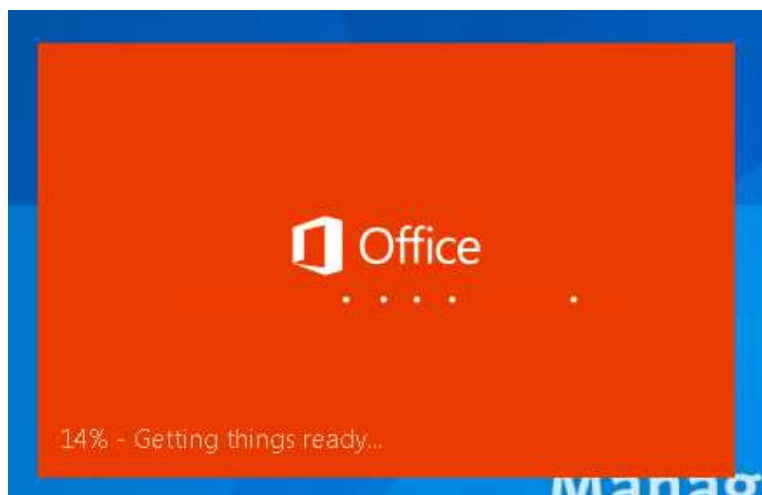


Click install at the bottom of the page

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

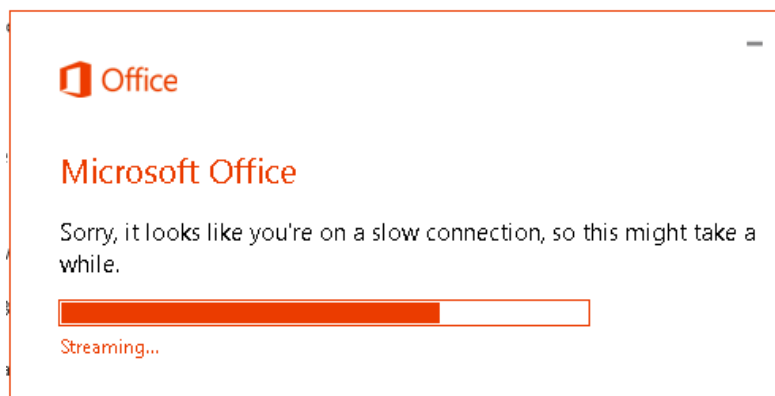
Then click run once completed

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

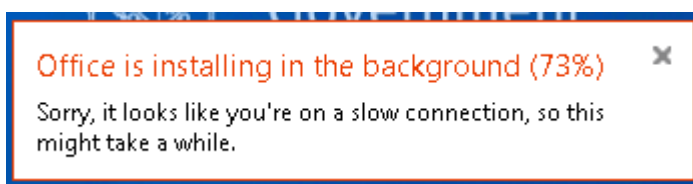


Minimize any windows in case it becomes hidden.

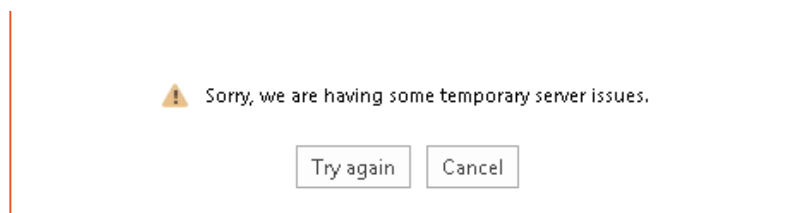
Depending on the schools connection they may receive a popup advising the install may take time as the connection is slow.



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



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



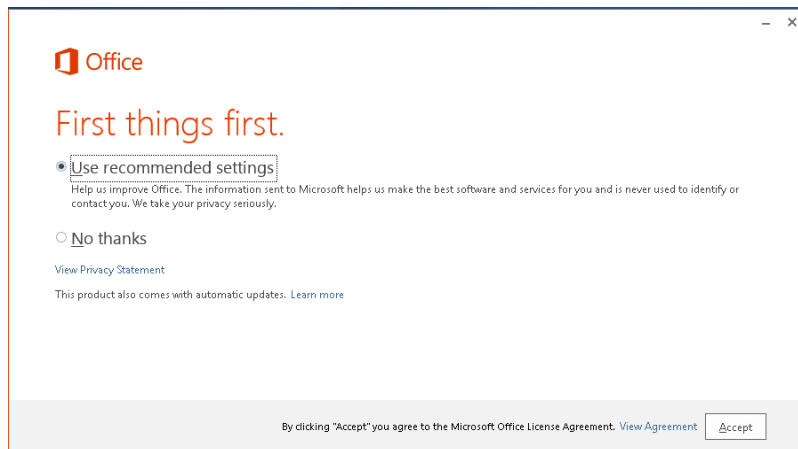
Click cancel as this part of the install is for the registration of the device.

Please wait while the installation continues and finalises.

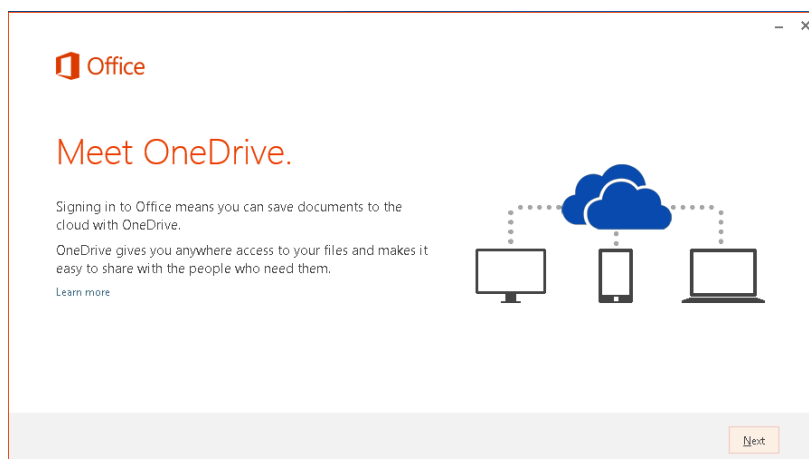


Once the installation is ready, the next button will become prominent and you can click to continue.

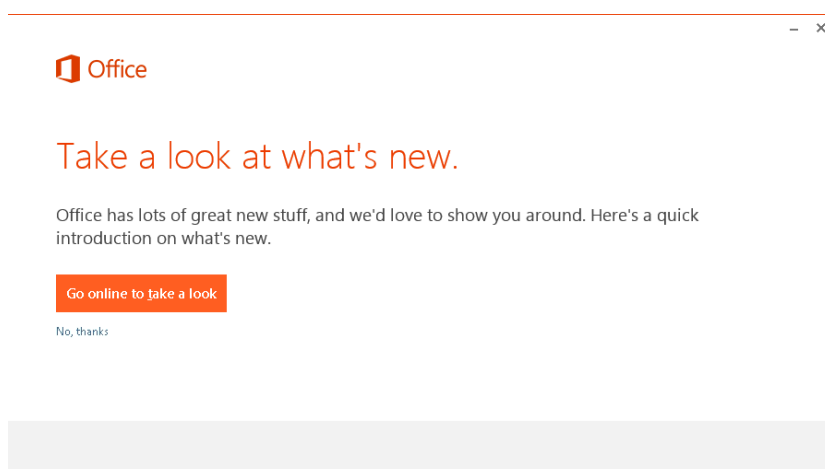
Select the settings preferred settings and click accept.



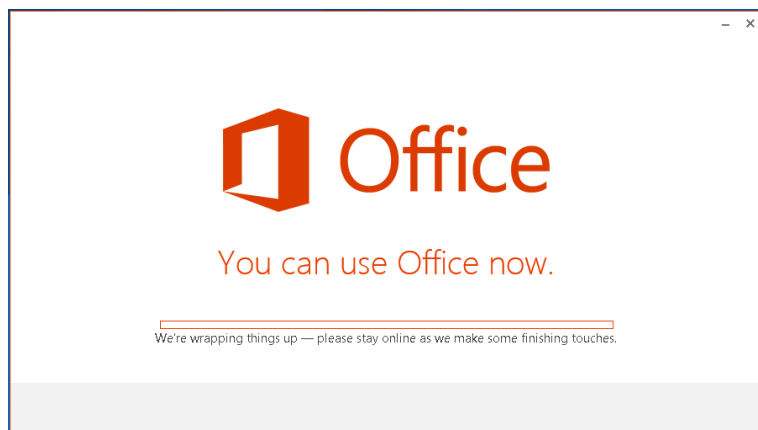
A OneDrive info page will appear next, click continue.



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

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User@eq.edu.au X

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.

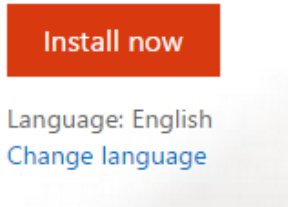
Queensland Government
Department of Education, Training and Employment

Login ID:
Password:
Login

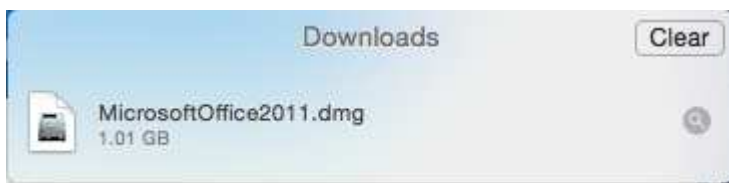
[Cookies](#) | [Disclaimer](#) | [Privacy](#) | [Access Keys](#) | [Other Resources](#)

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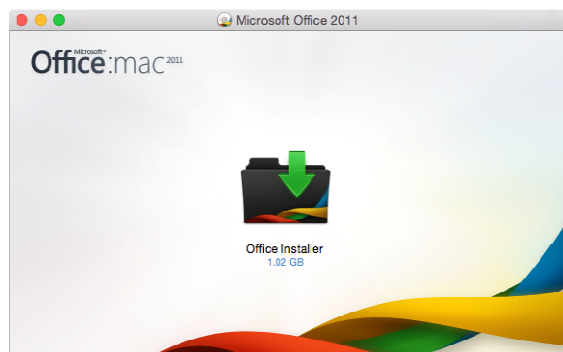
Select the 'Install now' button on the left side of the screen.



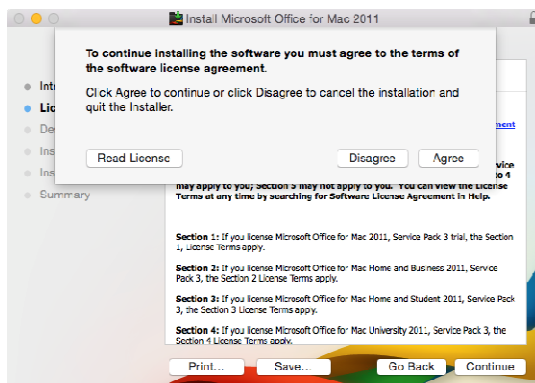
The installation will then begin to download the package into the Downloads folder on the Mac. Once completed double click the .dmg file.



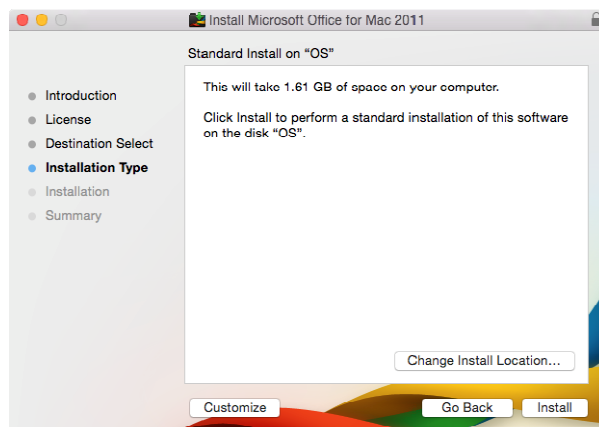
Double click the install file to start the installation process.



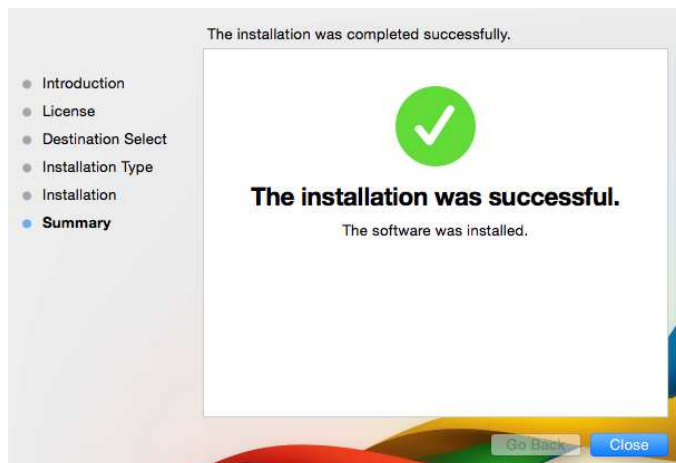
Click the next, agree and install buttons to continue.



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.



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

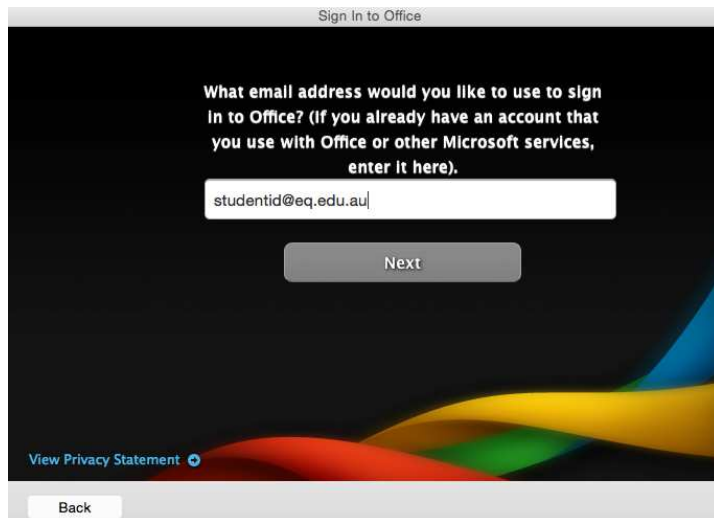


On first run of the software you will need to register.

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



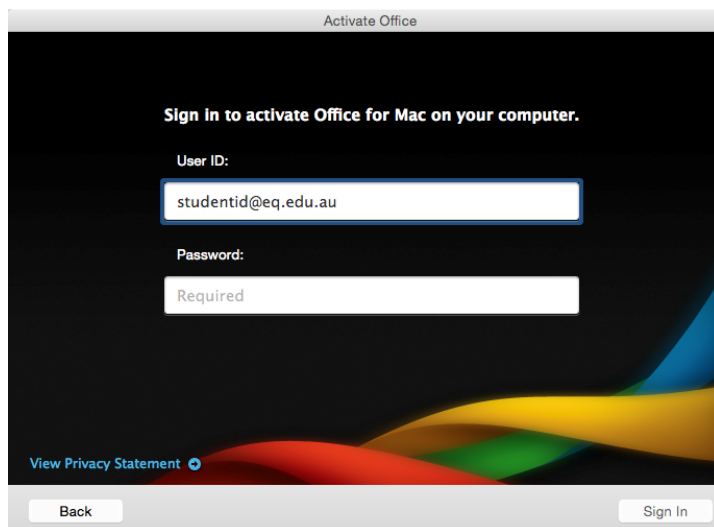
Enter your student email address and click next.



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'



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)