

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.

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

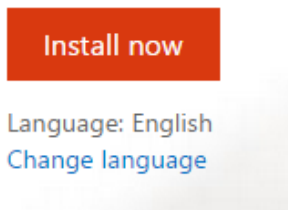
Sign in

[Can't access your account?](#)

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



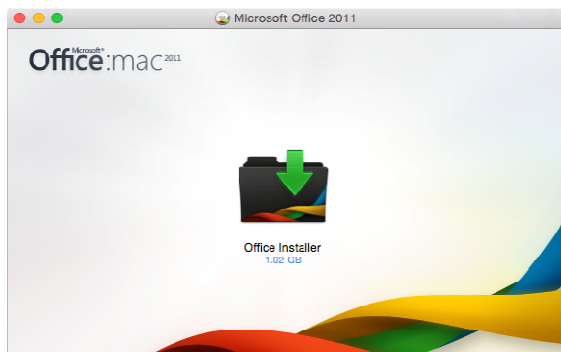
Select the 'Install now' button on the left side of the screen.



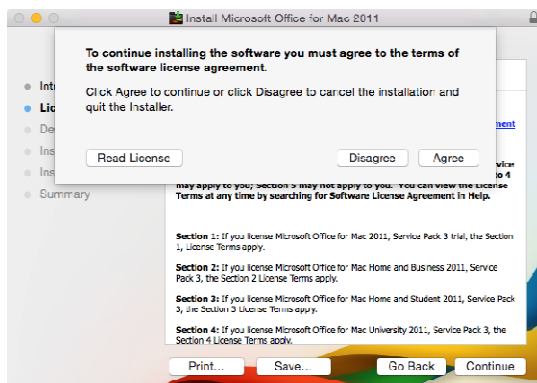
The installation will then begin to download the package into the Downloads folder on the Mac. Once completed double click the .dmg file.



Double click the install file to start the installation process.



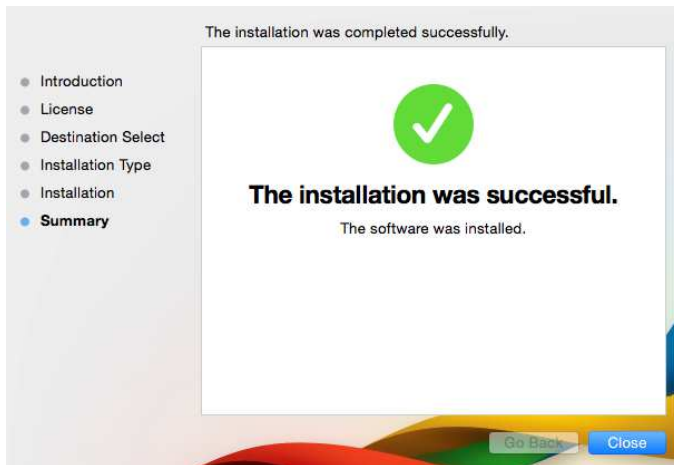
Click the next, agree and install buttons to continue.



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.



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

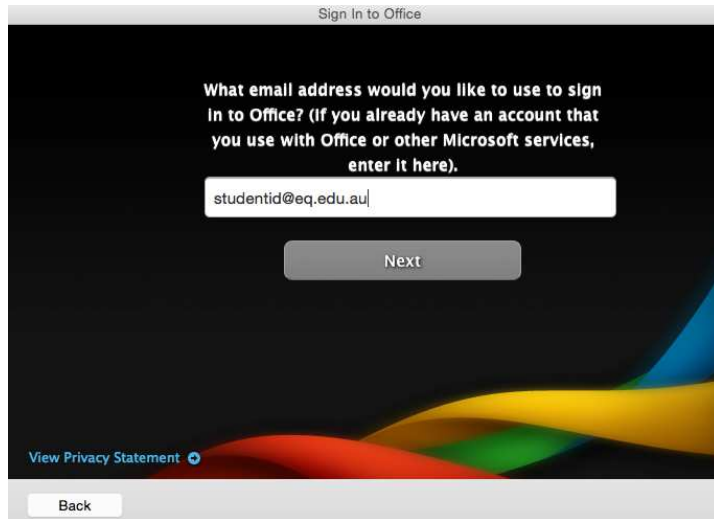


On first run of the software you will need to register.

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



Enter your student email address and click next.



Sign In to Office

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

studentid@eq.edu.au

Next

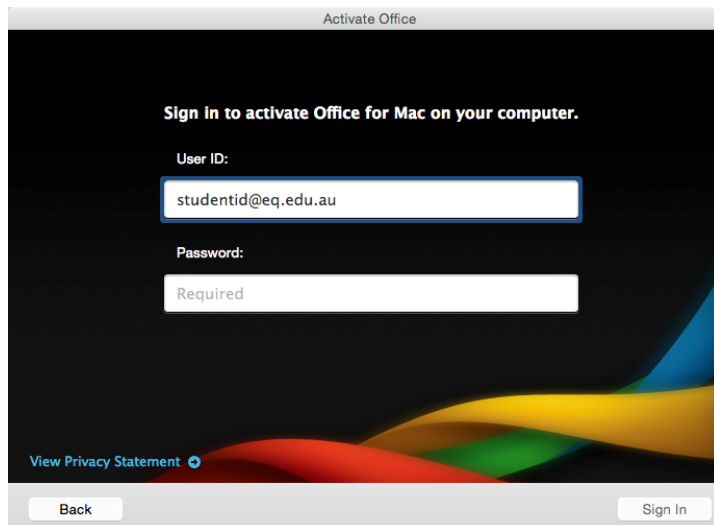
[View Privacy Statement](#)

Back

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:

studentid@eq.edu.au

Password:

Required

[View Privacy Statement](#)

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)