## 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

## 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	enartment of Education, Training and Employment
Logon ID Password	Login
<u>Convitatir I Q</u> ∉ The State of Ousen	Esclaime:   Enbarcz   Access keys   R Ober Lanzauges estand (Uepartment of Education, Training and Employment) 2012. Queensband Coverament



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)

Office 365	Outlook Calendar People Sites Tasks 📿 🌣 ?
Tools & add-ins Desktop setup	Install the latest version of Office This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.
Phone & tablet	NI     NI     NI     NI       Word     Excel     PowerPoint     OneNote     Access     Publisher     Outlook     Lync       InfoPath
	Language: Version: English (United States) 32-bit (Recommended) Advanced Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5). Below purchase provide a provide a state of the state
	Kevew system requirements Troubleshoot installation Install To view a list of updated computer installs, refresh the page. It may take a few minutes for your updated installs to appear.

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.

Office is installing in the background (73%)	×
Sorry, it looks like you're on a slow connection, so this might take a while.	

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

🦺 Sorry, we	e are having som	ne temporary	/ server issues.	
	Try again	Cancel		

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.

	-	×
C Office		
First things first.		
Lose recommended settings     Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or     contact you. We take your privacy seriously.		
○ <u>N</u> o thanks		
View Privacy Statement		
This product also comes with automatic updates. Learn more		
By dicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	:	

A OneDrive info page will appear next, click continue.

Cffice	- ×
Meet OneDrive. Signing in to Office means you can save documents to the cloud with OneDrive. OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them. Learn more	
	Next

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.



