

# 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.

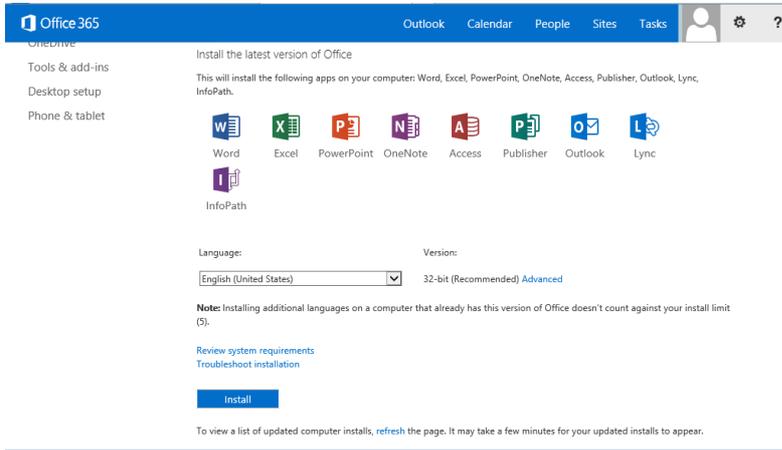
Queensland Government  
Department of Education, Training and Employment

Login ID:   
Password:   
Login

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[Queensland Government](#)

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)

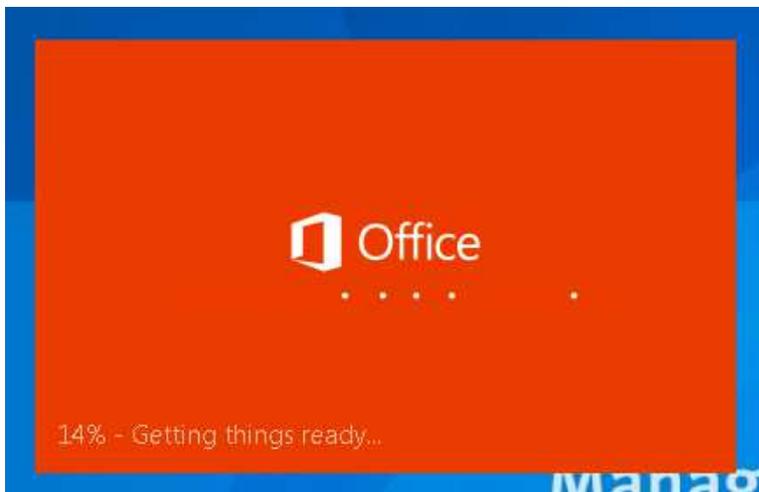


Click install at the bottom of the page

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

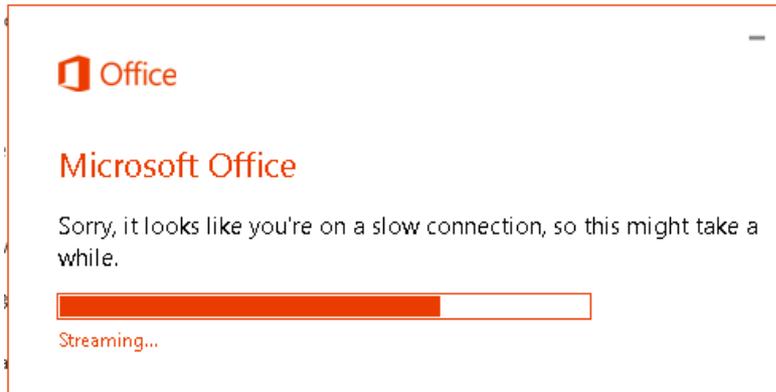
Then click run once completed

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

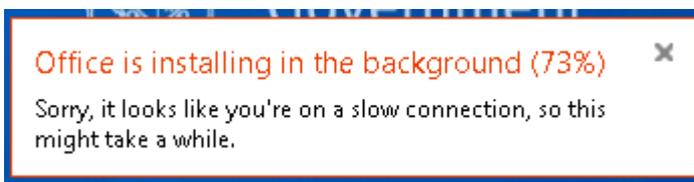


Minimize any windows in case it becomes hidden.

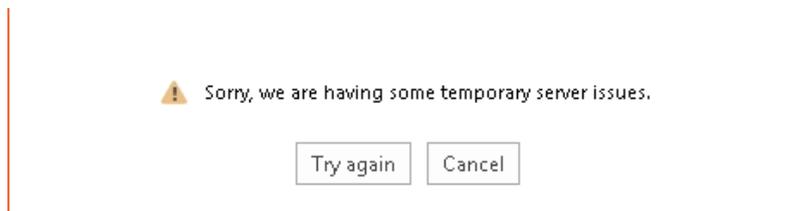
Depending on the schools connection they may receive a popup advising the install may take time as the connection is slow.



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.



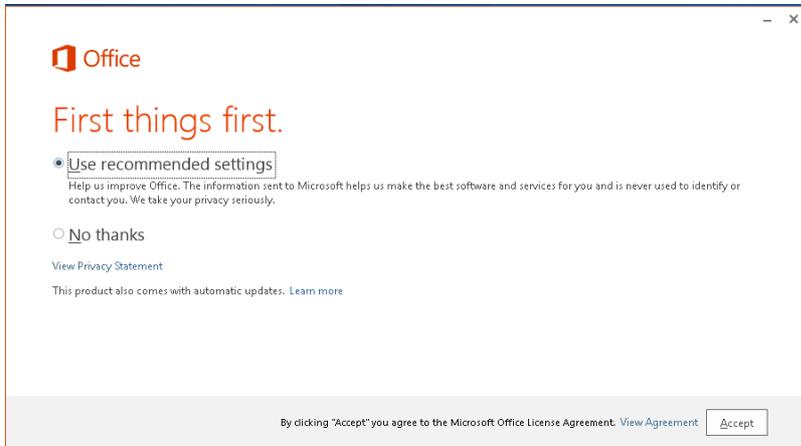
Click cancel as this part of the install is for the registration of the device.

Please wait while the installation continues and finalises.

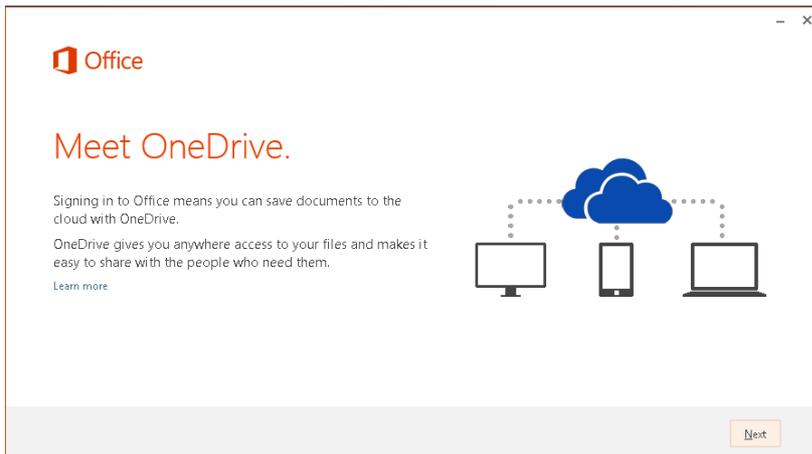


Once the installation is ready, the next button will become prominent and you can click to continue.

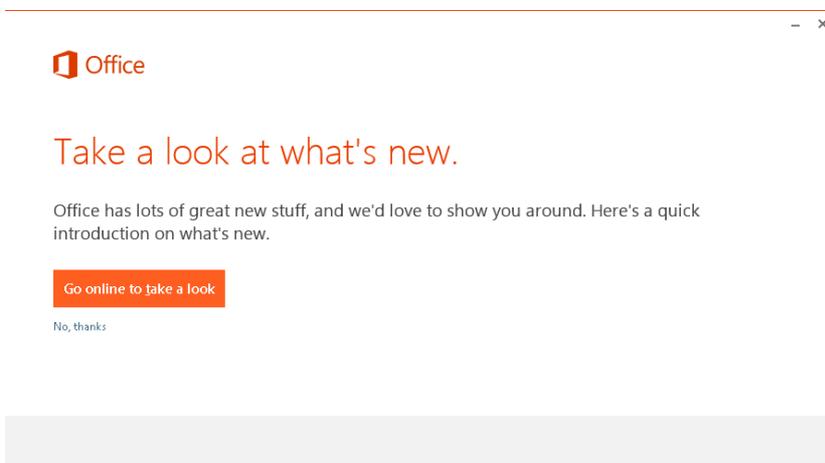
Select the settings preferred settings and click accept.



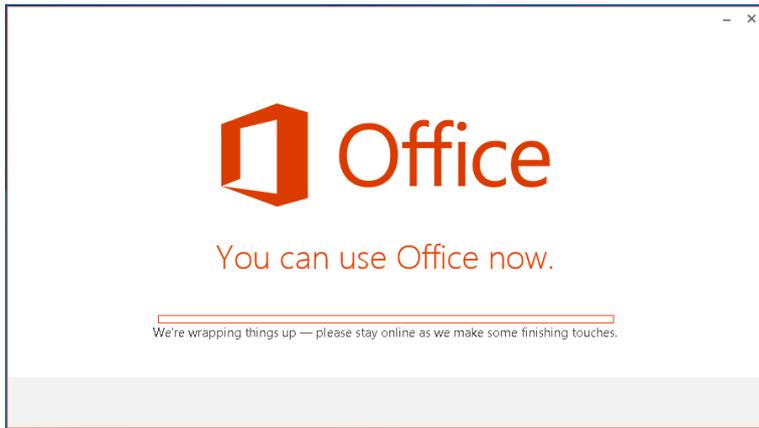
A OneDrive info page will appear next, click continue.



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.

