



Microsoft Office 365 Installation & Activation Guide for EQ Students

Microsoft Office 365 is provided for free to students from Prep to Year 12. Each student is able to install & activate MS Office 365 for free on their personal devices.

Step 1:

Does the student know their EQ Username & Password? They can check by signing in [here](#). Otherwise the student will be given their login from their teachers.

<https://office.com/>

Example login:

Username: jsmit123(@eq.edu.au)

Password: password.1



Sign in

No account? [Create one!](#)

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

Back

Next

Step 2:

You will be redirected to this page, enter your password and agree to the conditions of use.

If it says failed, you may need a teacher to reset the password. Here you use the username (not email) e.g.: jsmit123

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use](#)

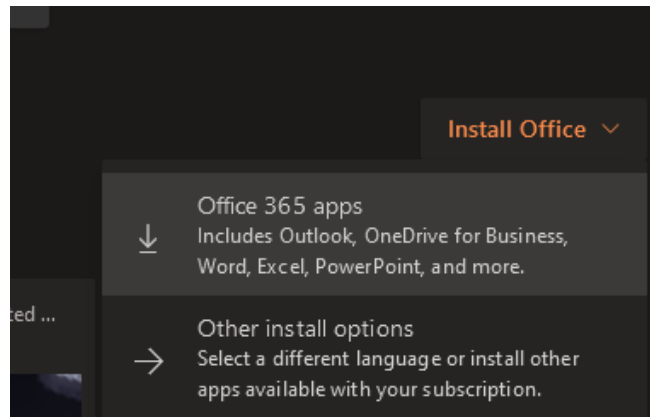
Sign in

[Change my password](#)



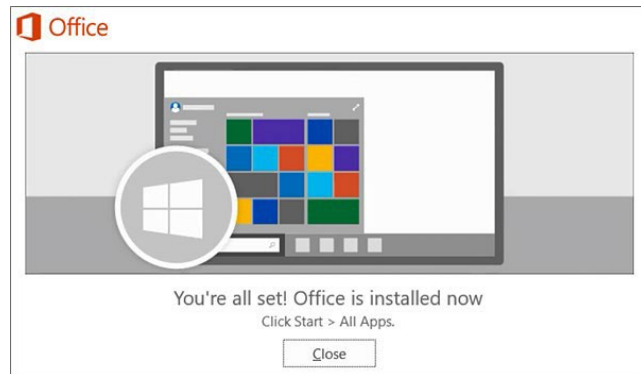
Step 5:

Once the page loads, click 'Install Office' located on the right-hand side of the screen. The click 'Office 365 Apps'



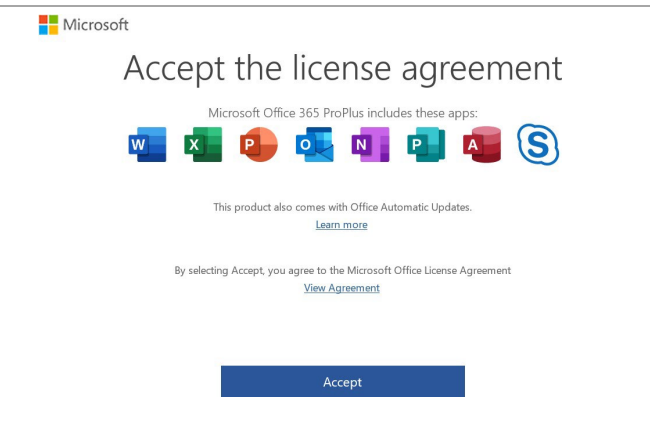
Step 4:

Open the installer and let it run, when it reaches this screen. Open up Word or any Office app to activate.



Step 5:

After opening it, you will be greeted with this message. Just click accept to move on.





Step 6:

If you have already connected to the school Wi-Fi it will already have activated office for you.

To confirm activation status, click on 'Account' in the bottom left-hand side. If it doesn't have your EQ details there, please either logout or switch account and login with your EQ Account. This will activate Microsoft Office 365.

A screenshot of the Microsoft Office 365 user interface. On the left is a blue navigation pane with icons and labels for 'Home', 'New', 'Open', 'Account', and 'Feedback'. The 'Account' option is highlighted. The main content area is titled 'User Information' and shows a user profile with a yellow circular icon. Below the profile are links for 'Change photo', 'About me', 'Sign out', and 'Switch account'. Underneath is the 'Account Privacy' section with a 'Manage Settings' button. There are two dropdown menus: 'Office Background' set to 'No Background' and 'Office Theme' set to 'Colorful'. The 'Connected Services' section lists 'OneDrive - Department of Education and Training' and 'Sites - Department of Education and Training', with an 'Add a service' button at the bottom.