Problem / Question

How do I download and install Microsoft Office 2016 onto my personal device?

How do I upgrade my Microsoft Office 2013 to Office 2016 suite?

Solution

All Queensland state school staff and students can now download multiple copies of the Microsoft Office 2016 to their personal home computers and mobile devices for free. You can choose to install Office 2016 or upgrade from Microsoft Offi 2013. The below installation method is only to be used on devices which do not have the MOE build installed. Do not follow these directions to install Office on a MOE device.

Please note: If you currently have version 2013 installed, you can update to Microsoft Office 2016 by following the same process.

Download, update to and install Office 2016

- 1. **Open** internet browser and **navigate to** http://office.com
- 2. In the top right corner **click** on "Sign in"
- 3. In the Username field, type in your EQ email address e.g. jsmith1@eq.edu.au and click "next".

Microsoft Sign in		
Email, phone, or Skype Back	Next	
Can't access your account? No account? Create one!		

4. You will be prompted for your EQ username and password on the online authentication page. Type your username and password.

Queensland Government	Department of Education and Training
	Managed Internet Service Sign in with your username and password Username Username Password Password I agree to the conditions of use and privacy statement Sign in Change my password

5. Click Login

6. In the top right corner, click on the "Install office apps" then "Office 2016".

Apps								_	Install Office apps 🗸
o ⊠	4	w	x	P	N	S	N	$\overline{\uparrow}$	Office 2016 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	<u> </u>	Other install options
Explore all your	$_{\rm apps} \rightarrow$							7	or other apps available with your subscription

7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

8. Click on 'Save'. The file will automatically begin to download.

Do you want to run or save Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from c2r	setup.officeap	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save 🔻	Cancel

9. When the file has completed downloading, **click** on 'Run'.

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64	exe downlo	ad has completed.	×
	Run	Open folder	View downloads

Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. Select 'Yes'.

3	User Account Control
👔 Do y chan	you want to allow the following program to make nges to this computer?
0	Program name: Microsoft Office Verified publisher: Microsoft Corporation File origin: Hard drive on this computer
Show de	tails Yes No

11. Office will start downloading.



You will also see the office icon pop up on the task bar.



12. Office 2016 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. Y may be prompted to close all Microsoft applications if they are still open.





14. After Office 2016 finishes installing, a message will appear to inform it has completed. Click 'Close'.

Coffice	
	You're all set! Office is installed now Click Start > down-arrow.

After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsc Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as lor as you're a Queensland state school student, or employed by the department.

For staff, contact the Service Centre by logging a job or calling 1800 680 445 if you have any issues with downloading or installing Office 2016. For students, contact your school technician or MIS administrator.