

# MIS - Office 365 Applications: Microsoft Office 2016 for Windows personal devices

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## Problem / Question

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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

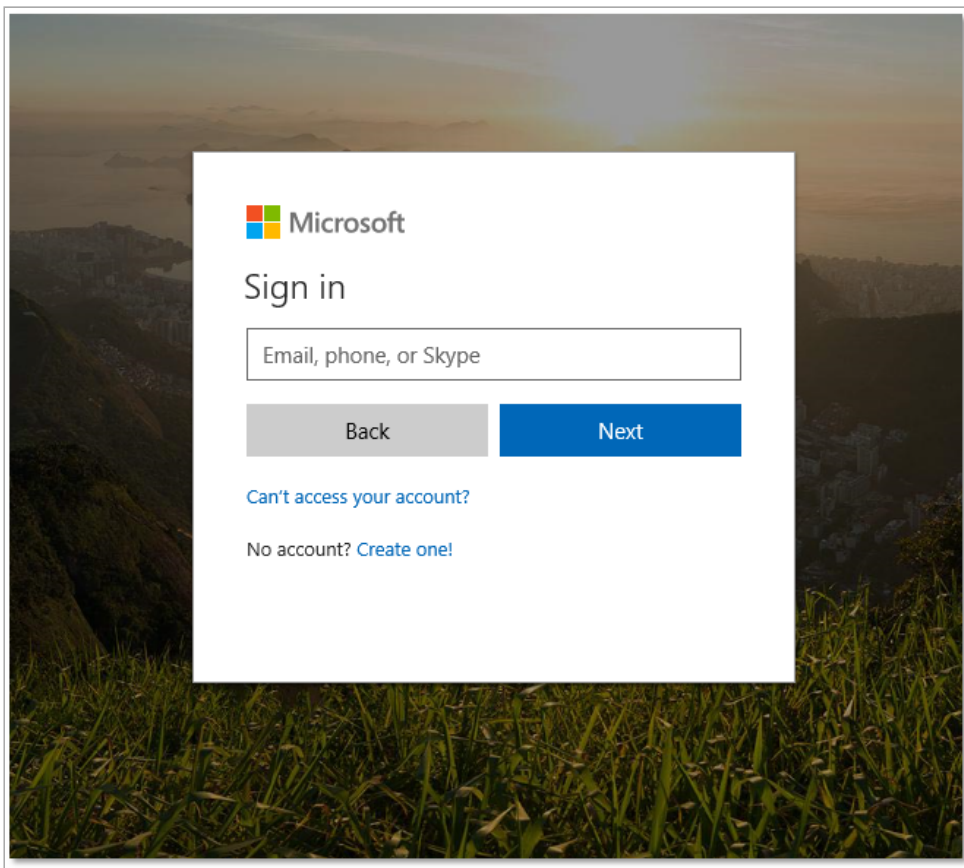
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All Queensland state school staff and students can now download multiple copies of the Microsoft Office 2016 to their personal home computers and mobile devices for free. You can choose to install Office 2016 or upgrade from Microsoft Office 2013. 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.

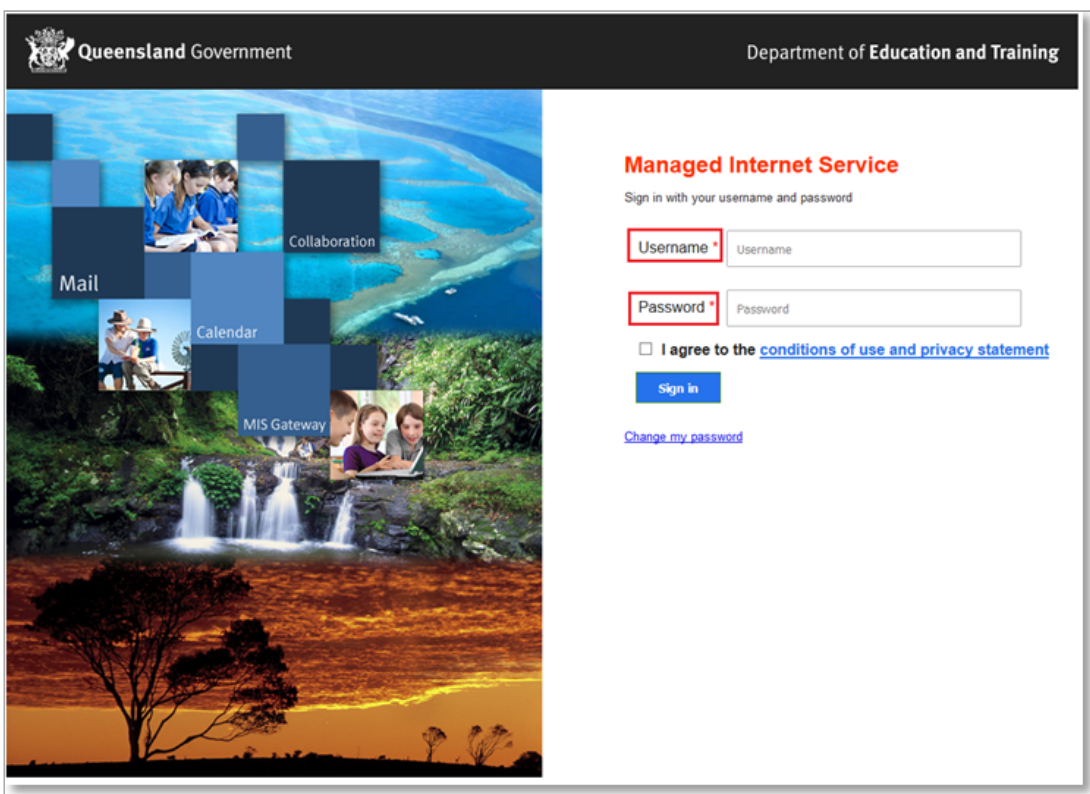
**Please note:** If you currently have version 2013 installed, you can update to Microsoft Office 2016 by following the same process.

## Download, update to and install Office 2016

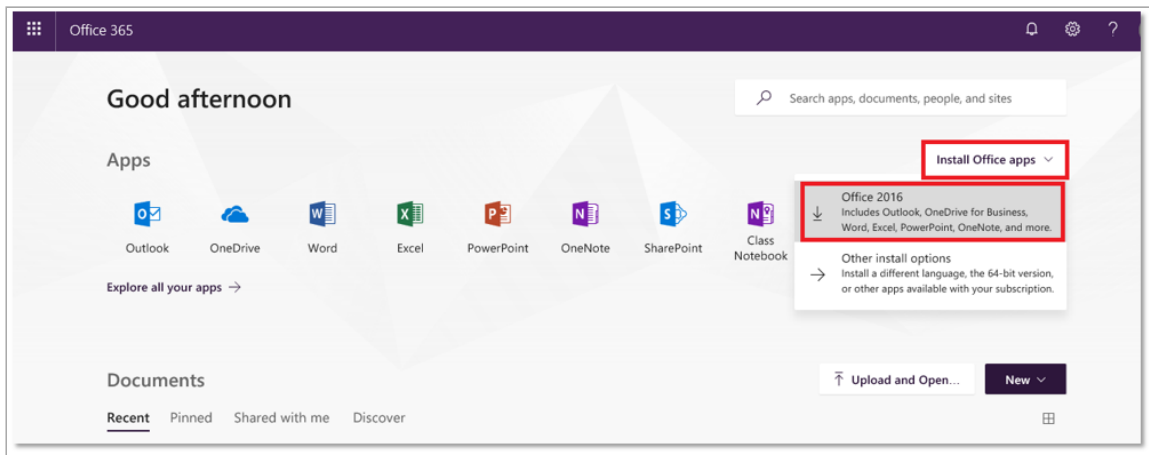
1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your EQ email address - e.g. [jsmith1@eq.edu.au](mailto:jsmith1@eq.edu.au) and **click** "next".



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



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

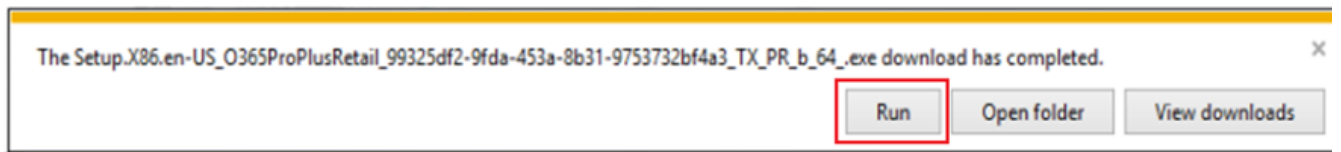


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - [c2rsetup.officeapps.live.com](http://c2rsetup.officeapps.live.com).

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

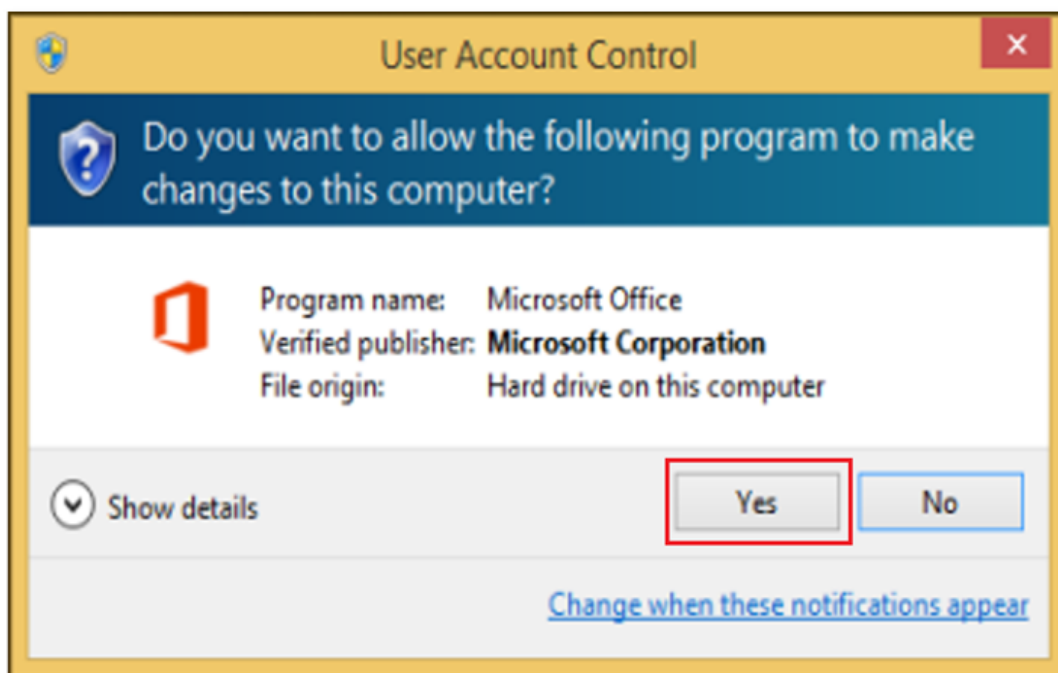


9. When the file has completed downloading, **click** on 'Run'.

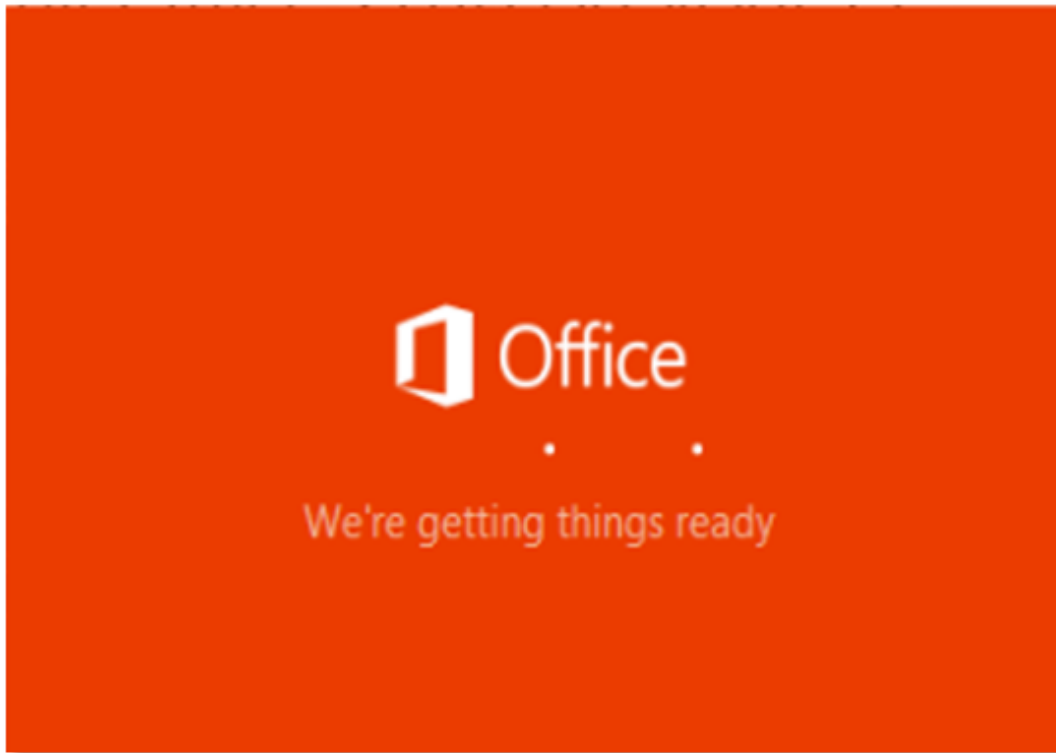


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

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



11. Office will start downloading.

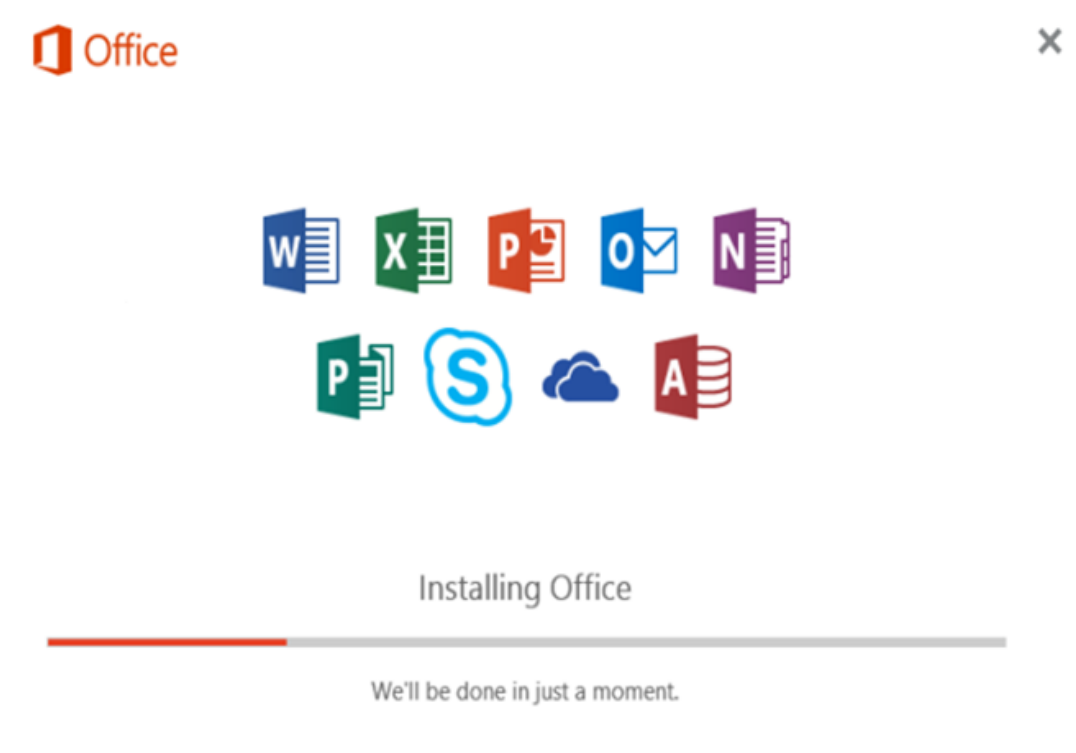


You will also see the office icon pop up on the task bar.

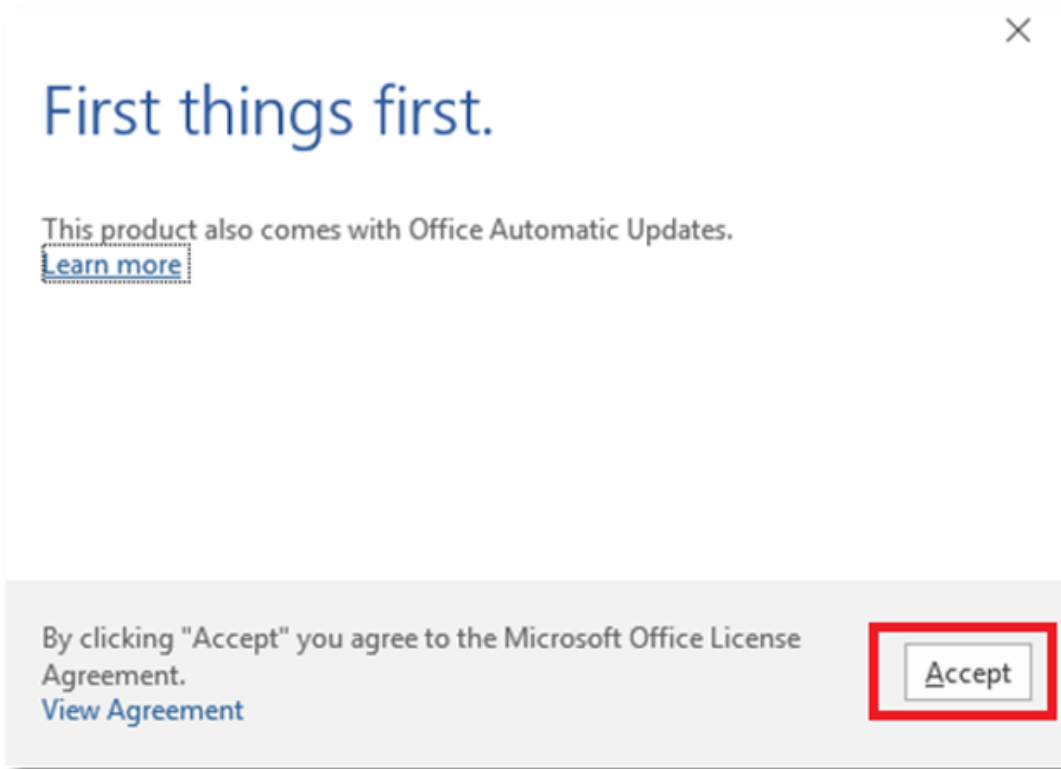


12. Office 2016 will start to install onto your computer, wait for this to finish.

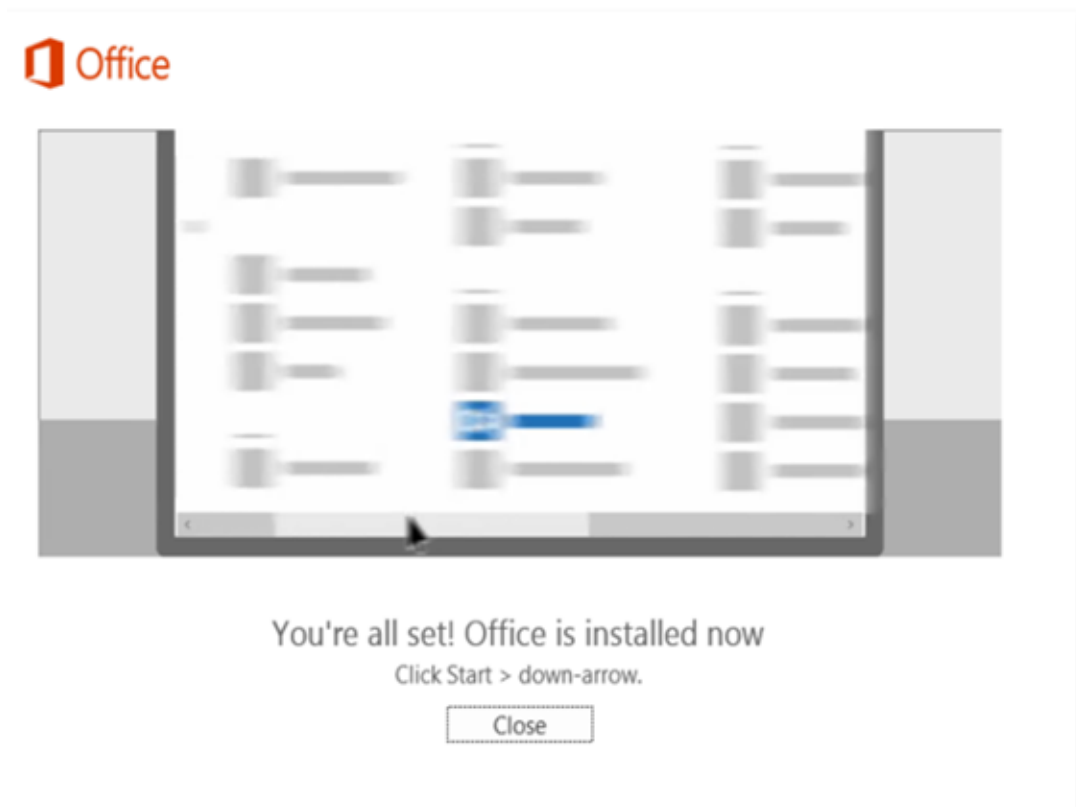
**Note:** If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



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



After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long 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.