

MIS - Office 365 Applications: Download and install Microsoft Office 2016 on my Mac personal device

Problem / Question

How can I download and install Microsoft Office 2016 on my Mac computer?

How can I upgrade Microsoft Office 2011 to Office 2016 on my Mac computer?

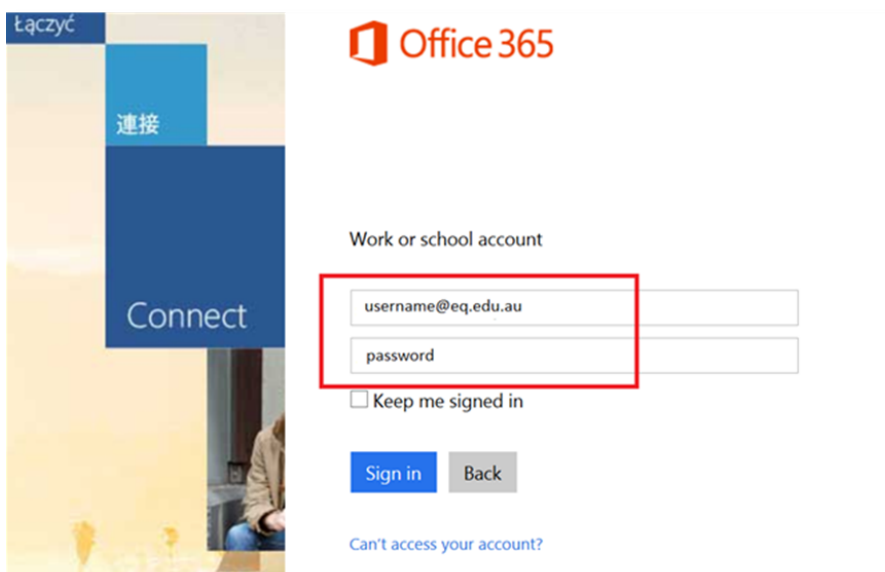
Solution

All Queensland state school students and staff can now download multiple free copies of the Microsoft Office 2016 suite to their personal home computers and mobile devices. Please ensure the following instructions are performed only on personal devices.

Please note: If you currently have Microsoft Office 2011 installed, you can update to Office 2016 by following the same process.

Download, update to or install Office 2016 on MAC.

1. **Open** internet browser and navigate to <http://portal.office.com/ols/mysoftware.aspx>.
2. You will need to log into the Office 365 home page using your EQ details. **Type** your username and password. Ensure you use your @eq.edu.au email address.
3. **Click** 'Sign in'.



The screenshot displays the Office 365 sign-in interface. On the left, there is a vertical navigation bar with buttons labeled 'Łączyć', '連接', and 'Connect'. The main content area features the Office 365 logo at the top. Below it, the text 'Work or school account' is displayed. There are two input fields: the first contains 'username@eq.edu.au' and the second contains 'password'. A red rectangular box highlights these two input fields. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the form, there are two buttons: a blue 'Sign in' button and a grey 'Back' button. Below the buttons, there is a link that says 'Can't access your account?'.

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,

Logon ID

Password

[Change my password](#)

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5. Click on 'Install' button.






Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 2016 for Mac (Recommended)

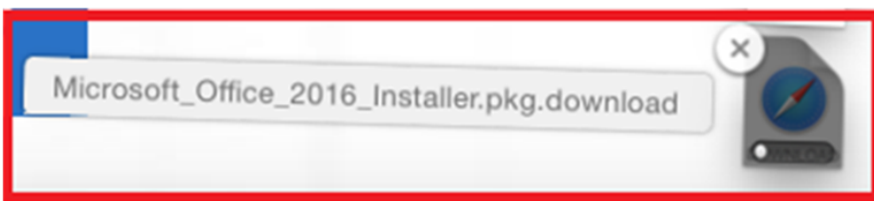
This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.

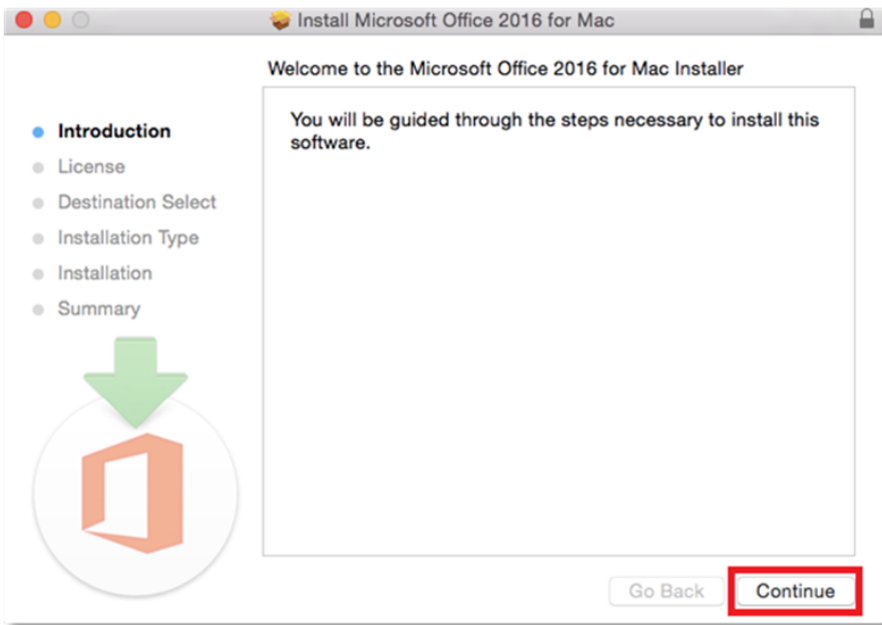
Word Excel PowerPoint Outlook OneNote

[Review system requirements](#)

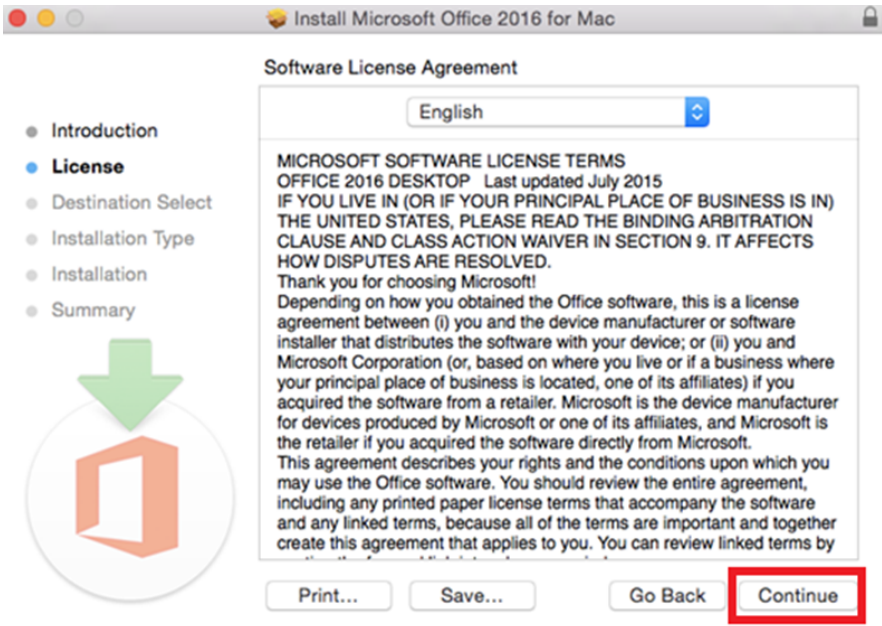
The download package will begin to download.



6. When the downloading finishes the file will be listed as '*Microsoft_Office_2016_Installer-.pkg*'. **Double click** the installer file. You can also access by going into your Downloads folder.



7. The software Licence Agreement will display. **Read** and **click** 'Continue'.

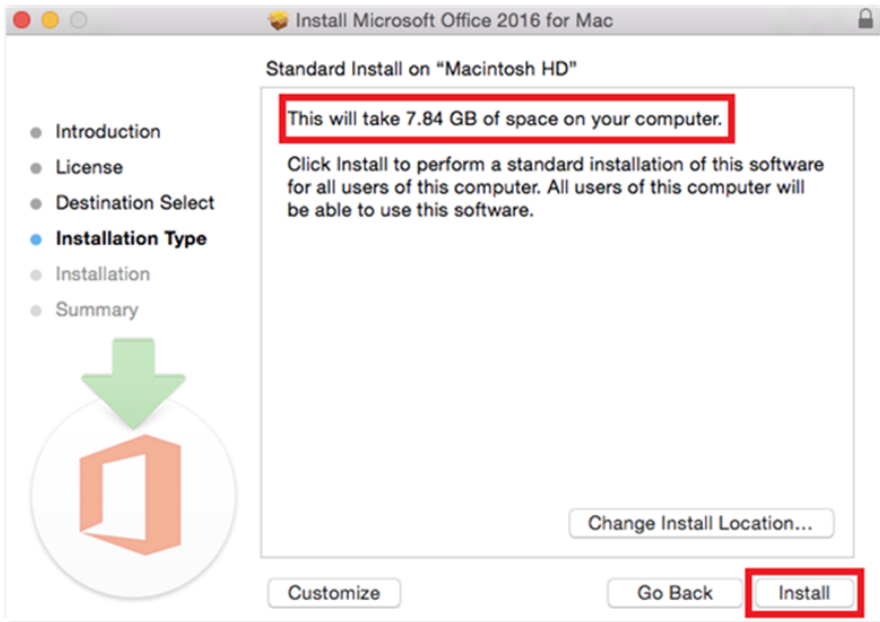


8. You will be prompted to 'Agree' or 'Disagree' to the installation and the licence. **Click** 'Agree'.

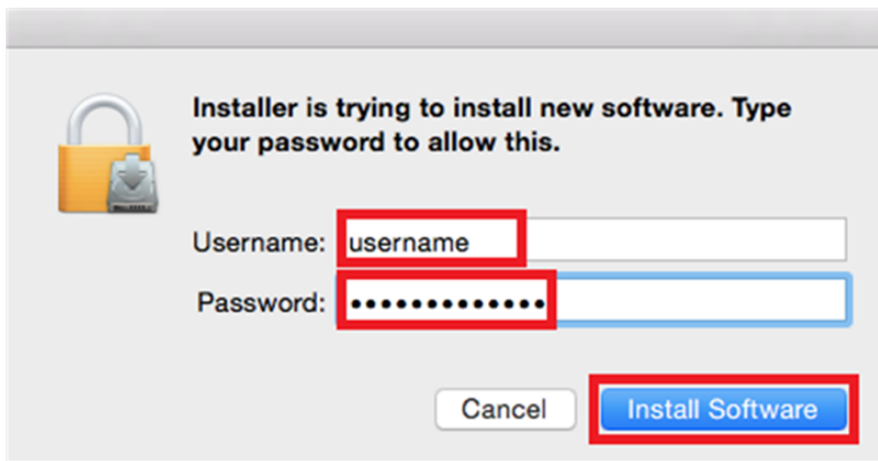


Note: The installation will take 7.84GB of your space on your computer.

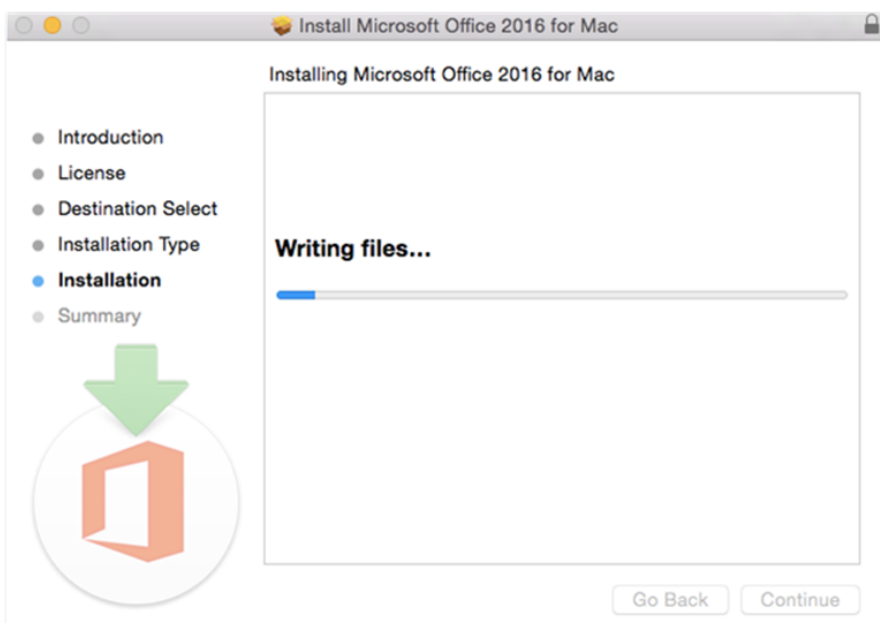
9. **Click** 'Install'.



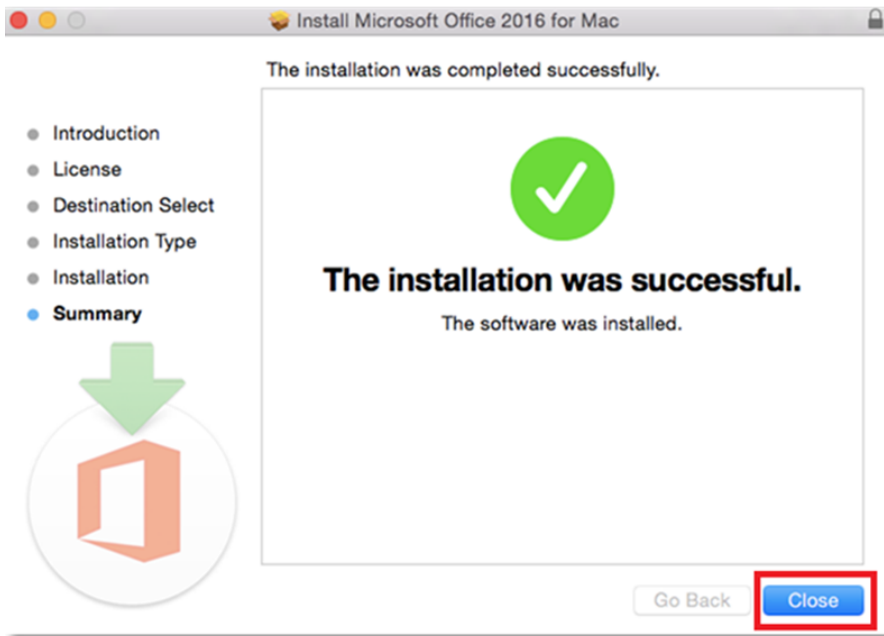
10. You will be prompted by the installer software on your computer. **Enter** your username and password and **click** 'Install Software'.



11. The installation of Office 2016 will commence. Wait for the installation to finish.

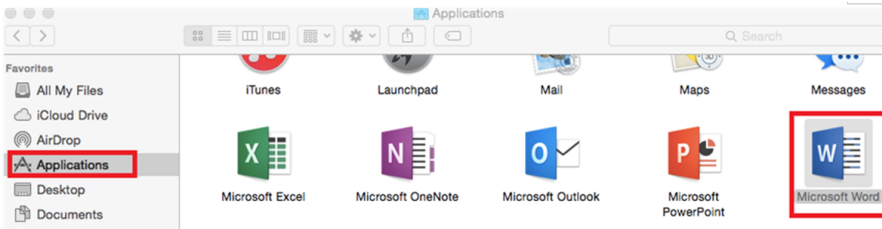


12. A message will appear to say that your software has been successfully installed. **Click** 'Close'.

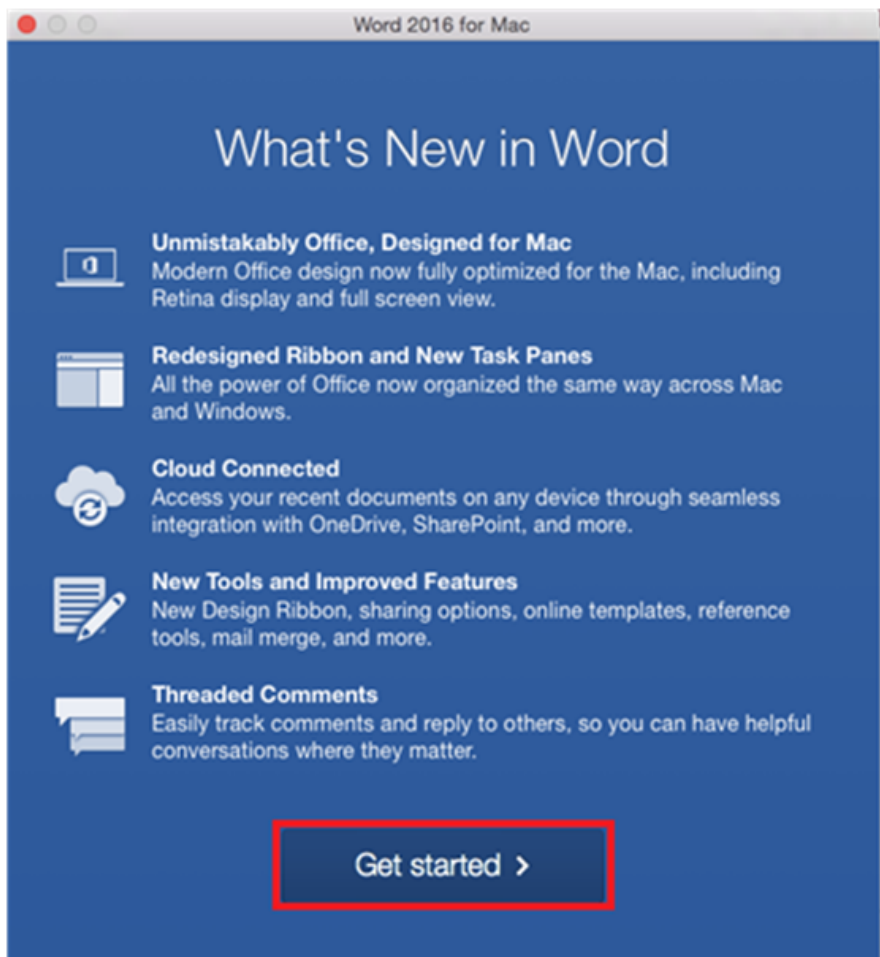


The software installation will close.

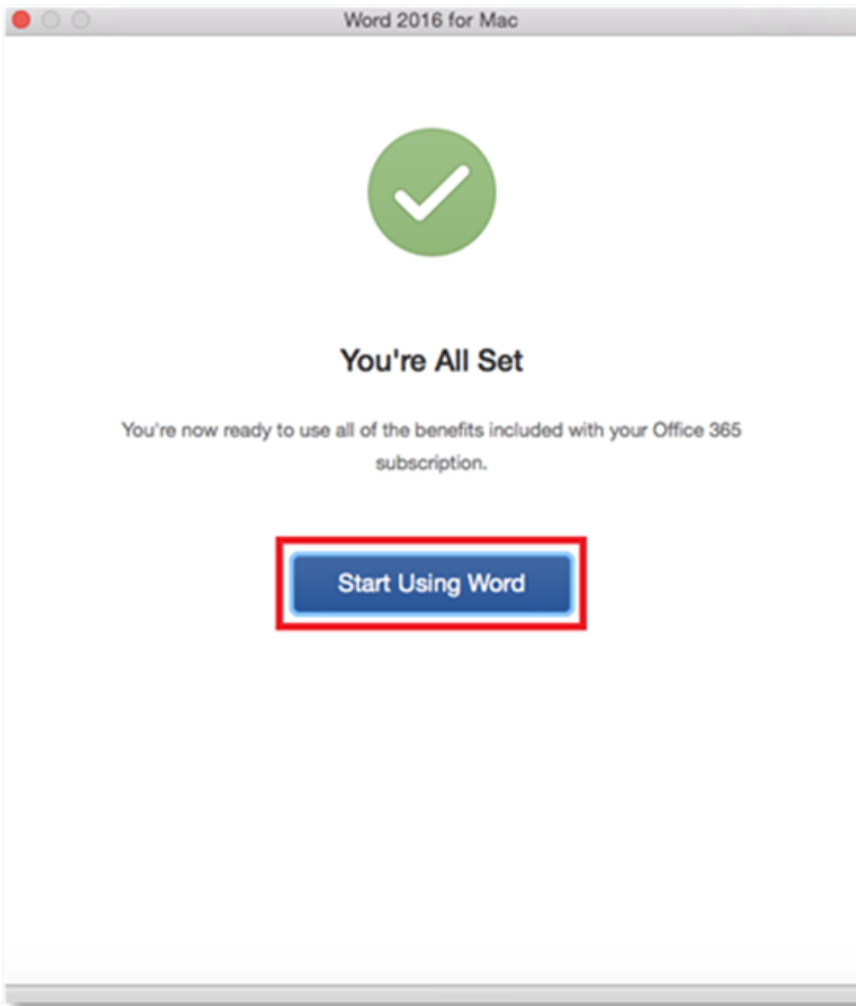
13. To access your newly installed applications, go to your Applications folder (**Command + Shift + A**).



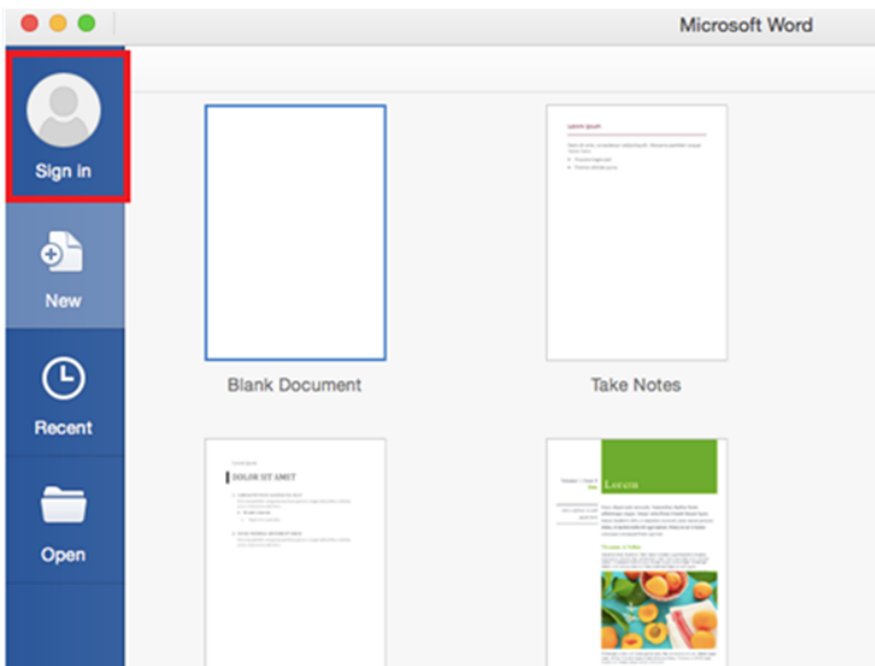
14. **Double click** on the application you want to use. For example, you want to open Microsoft Word. You will be prompted with a window to show what is new in Word. **Click** on 'Get started >'.



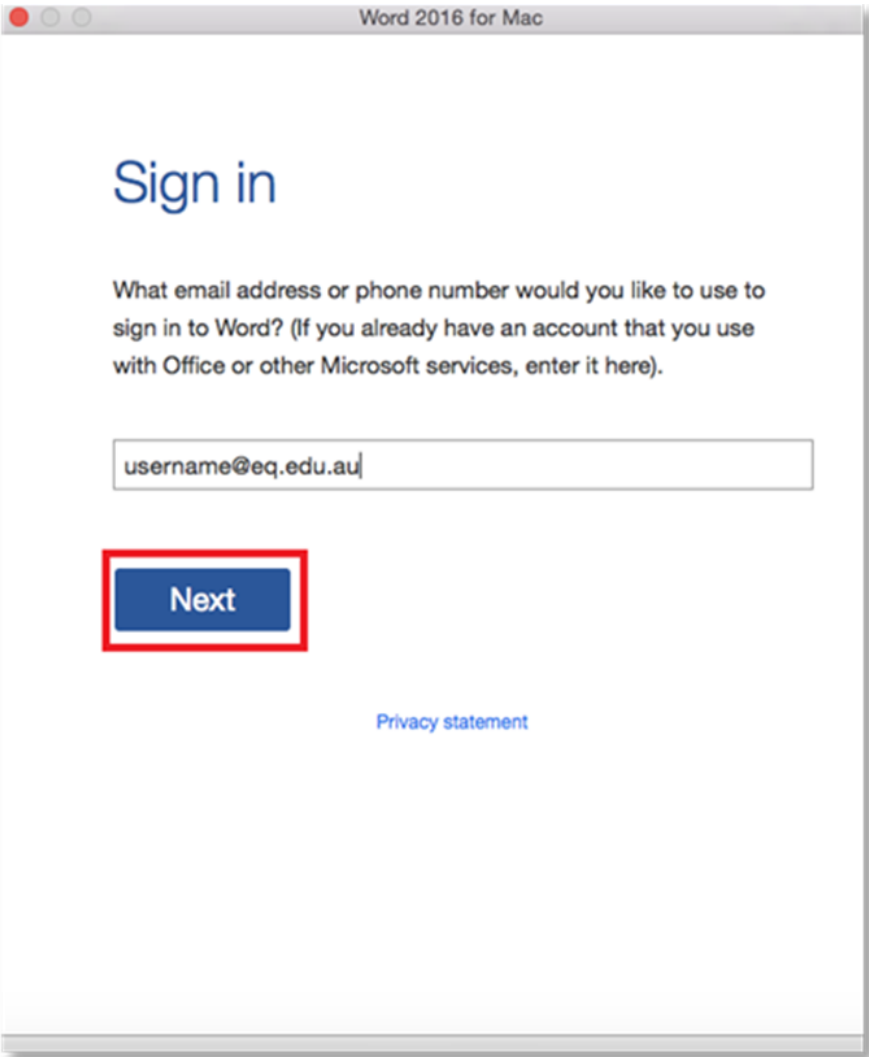
15. You are now ready to use all the benefits included with your Office 365 subscription. **Click** 'Start Using Word'.



16. On the main page of your Microsoft application, **click** 'Sign in'.



17. You will be prompted to enter your email address (username@eq.edu.au). **Press** 'Next'.



18. You will need to log in to the online authentication page again. **Enter** your username and password and click 'Login'.



After successfully logging in, you will be taken back to the application.

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 are 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 Managed Internet Service (MIS) administrator.