



# Burnside State High School

## Smaller Smarter Safer

### BYOx - Install Microsoft Office 365 - MacOS

There are two methods to install Office 365 onto a MacOS device. Click the relevant link to navigate to the appropriate guide.

**[Apple App Store](#) - Recommended**

**[Office Portal](#)**



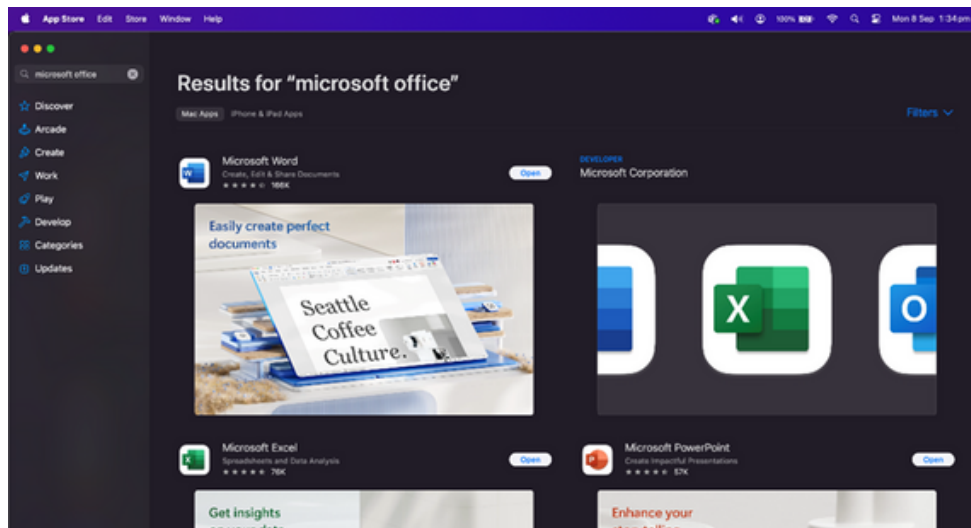
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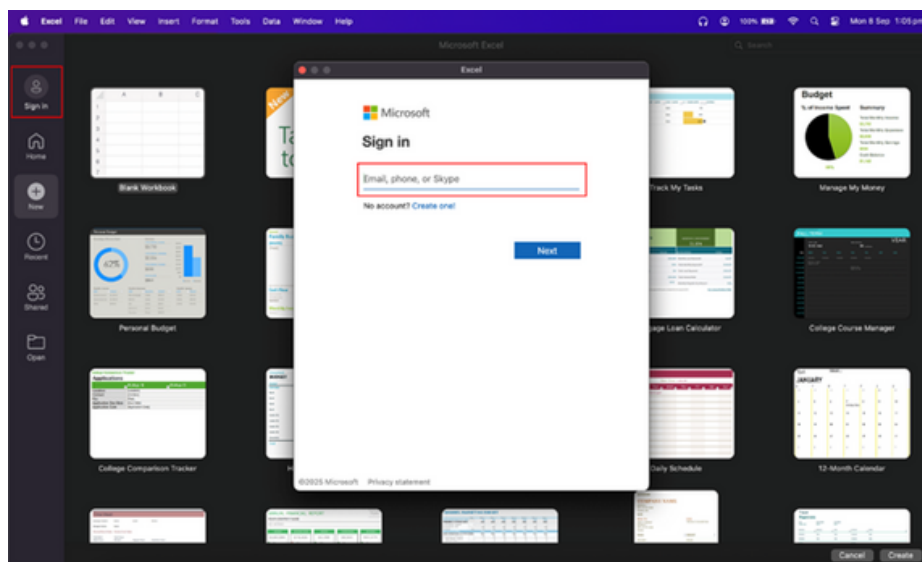
### BYOx - Install Microsoft Office 365 - Apple App Store

**Please note:** You are required to have an Apple ID to download applications from the Apple App Store. Information about creating an Apple ID can be found [here](#). If you do not have an Apple ID and do not wish to create one, please follow the [Office Portal Guide](#)

1. **Open** the App Store application within macOS
2. Search for the Microsoft Office 365 Apps
3. **Click** 'Get' on the product you wish to install



4. You will be prompted to sign in with your AppleID if not already. Sign in as necessary
5. Once it has finished downloading, **click** Open
6. **Click** on the 'Sign in' button in the top left to sign into your DoE account





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7. Sign in using your DoE email account:

- **SCHOOLS (EQ)** account: username@eq.edu.au

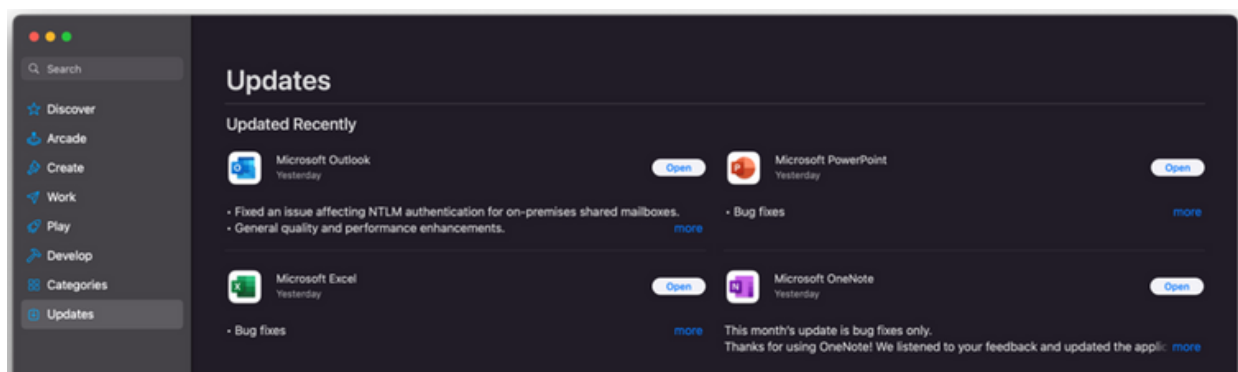
8. You will be prompted for your username and password on the online authentication page.

**Type** your username and password, **tick** the box to agree to the conditions of use, and click 'Sign in'

The screenshot shows the Queensland Government Department of Education sign-in interface. On the left, under the 'Sign in' heading, there are fields for 'Username' (containing 'username') and 'Password' (masked with dots). Below these is a checkbox labeled 'I accept the conditions of use' which is checked. A 'Sign in' button is at the bottom of the form. Links for 'Forgot password?' and 'Change password' are at the bottom. On the right, under 'Conditions of use', there is text stating the network is for official schooling and work purposes, and a disclaimer about monitoring. It also lists conditions for 'Students' and 'Staff'.

9. Your Microsoft Office 365 application(s) is now ready to be used

**Additional Information:** If you installed the Microsoft Office 365 app from the Apple App Store, updates will be delivered via the App Store





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### BYOx - Install Microsoft Office 365 - Office Portal

1. Navigate to <https://portal.office.com/account>
2. Sign in using your DoE email account:
  - **SCHOOLS (EQ)** account: username@eq.edu.au
3. You will be prompted for your username and password on the online authentication page.  
**Type** your username and password, **tick** the box to agree to the conditions of use, and click 'Sign in'.

Queensland Government Department of Education

### Sign in

Username  
username

Password  
.....

☒ I accept the conditions of use

Sign in

[Forgot password?](#) [Change password](#)

### Conditions of use

The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.

Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies.

**Students** - please refer to the Student Code of Conduct for your obligations and the consequences of non-compliance, or ask your teacher for more information.

**Staff** - you must comply with the Code of Conduct, Standard of Practice and department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in you being charged with an offence, e.g. under section 408E of the Criminal Code (Qld), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).

4. Under 'Office apps & devices' click 'Install Office'

Department of Education My account

My account

Subscriptions

Security & privacy

App permissions

Apps & devices

Tools & add-ins

### Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

### Subscriptions

Verify what products and licenses you have.

View subscriptions

### Security & privacy

Protect your account and adjust important privacy settings to your preference.

Manage security & privacy

### App permissions

Manage which apps have access to your data. You can revoke permission whenever you want.

Change app permissions



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5. A file will download titled **Microsoft\_365\_and\_Office\_xx.xx\_BusinessPro\_Installer.pkg**
6. After the download completes, **open/run** the .pkg file
7. Follow the installation prompts
8. Once installed, open any Office app (e.g. Word, Excel) and sign in with your DoE credentials to activate the license

**Additional Information:** If you installed the Microsoft Office 365 apps from the Office Account Portal, updates will be delivered via the AutoUpdate software