

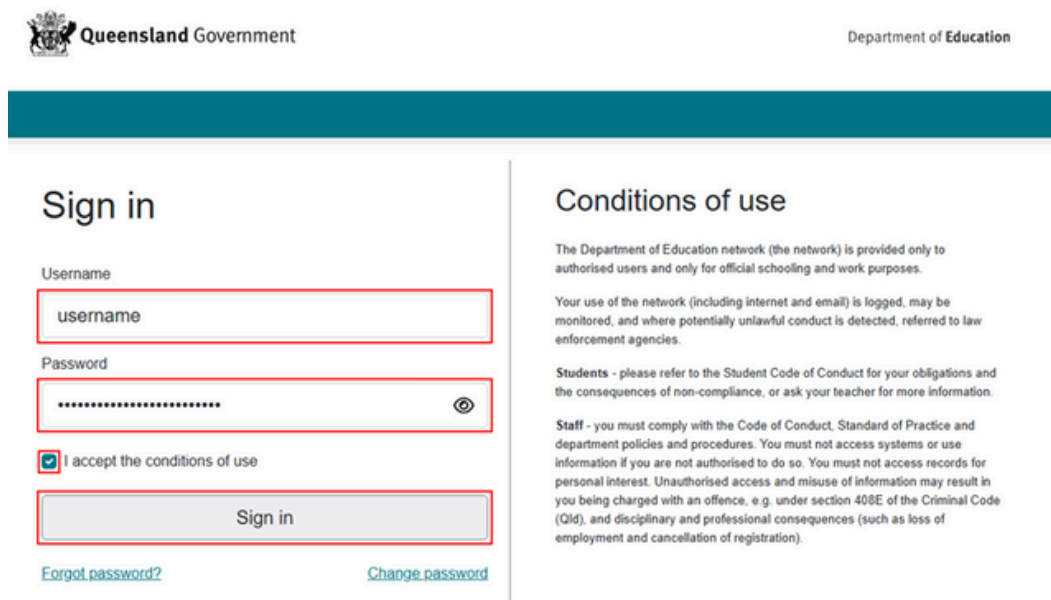


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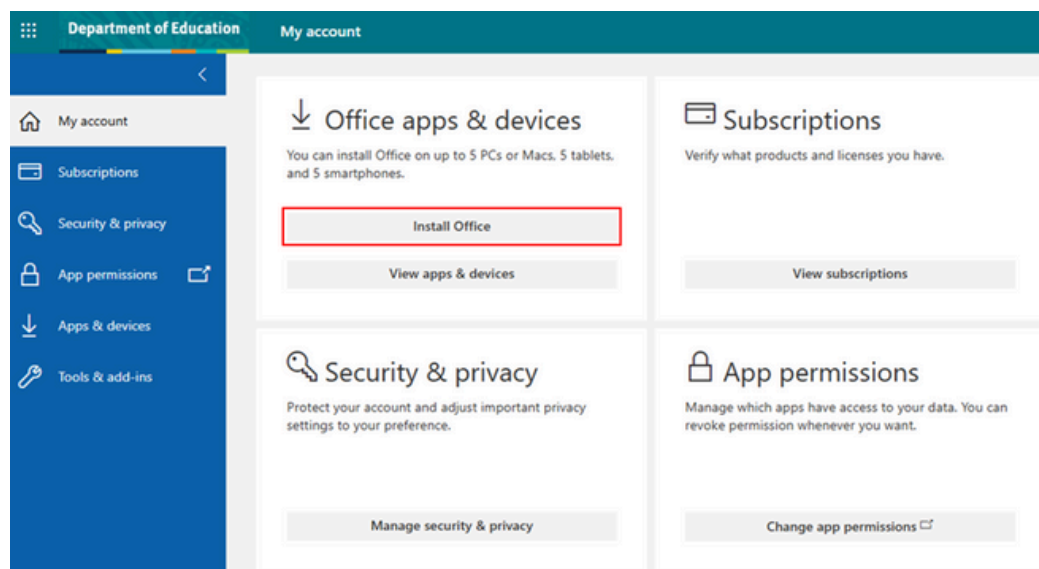
BYOx - Install Microsoft Office 365 - Windows

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'.



The screenshot shows the 'Sign in' page for the Queensland Government. It features a 'Username' field with the text 'username', a 'Password' field with masked characters, and a checkbox labeled 'I accept the conditions of use' which is checked. A 'Sign in' button is at the bottom. To the right, under 'Conditions of use', there is text about network usage and links for 'Students' and 'Staff'. At the bottom left are links for 'Forgot password?' and 'Change password'.

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



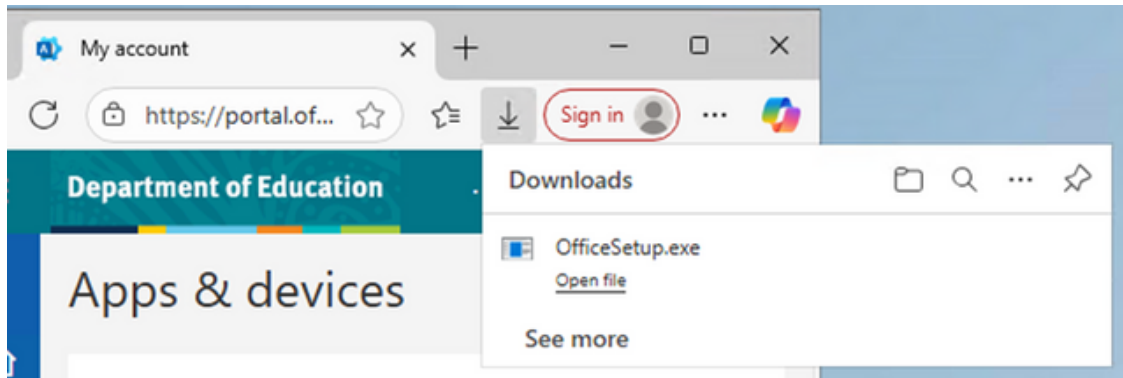
The screenshot shows the 'My account' page in the Microsoft Office 365 portal. The left sidebar contains links for 'My account', 'Subscriptions', 'Security & privacy', 'App permissions', 'Apps & devices', and 'Tools & add-ins'. The main content area has four tiles: 'Office apps & devices' (with an 'Install Office' button highlighted), 'Subscriptions' (with a 'View subscriptions' button), 'Security & privacy' (with a 'Manage security & privacy' button), and 'App permissions' (with a 'Change app permissions' button).



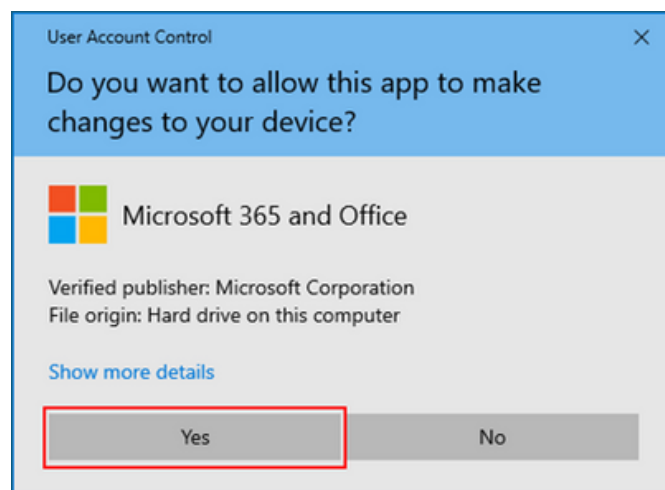
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5. A file will download titled **OfficeSetup.exe**

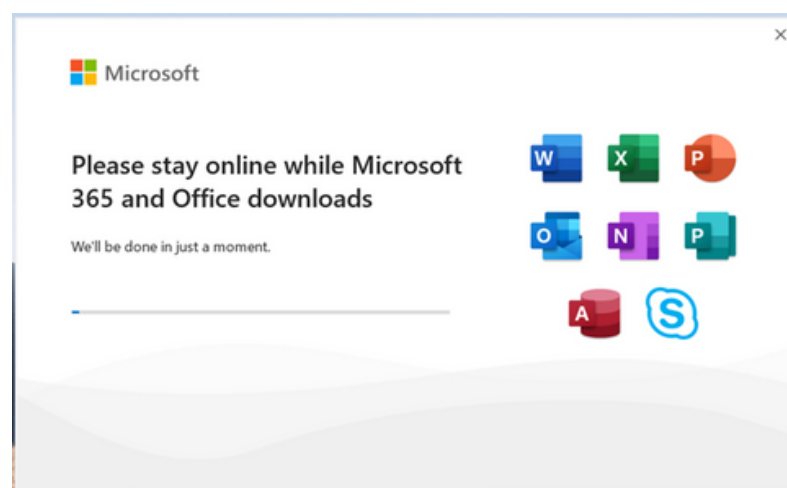


6. After the download completes, **open/run** the file
7. You will be prompted to make changes to your computer. **Select 'Yes'**



8. Office 365 will now start to download and install on your computer, wait for this to finish

Please note: The Microsoft Office 365 apps are approximately 4-6GB and may take some time to download depending on your network speeds

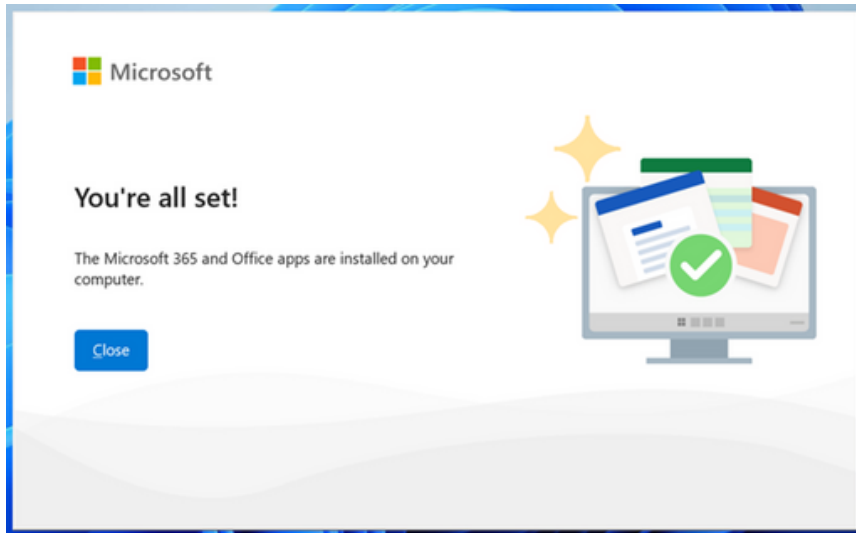




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9. Once finished, **click** 'Close' and restart your computer to ensure all changes have applied successfully



Additional information:

- Your Microsoft Office 365 apps are now ready for you to use. This software is only for personal devices and will remain available as long as you're an active Queensland Department of Education student.
- When you start an Office app that is not activated, you will be prompted to sign in to Microsoft 365. Be sure to sign in using your **@eq (school account)**.