Burnside State High School
Smaller Smarter Safer
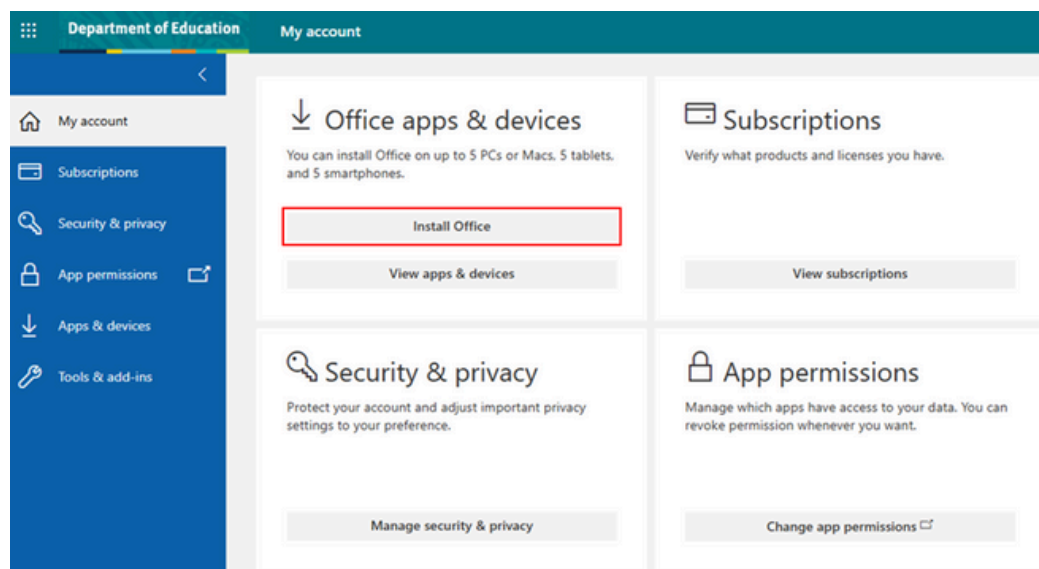
BYOx - Install Microsoft Office 365 - Windows

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'.

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

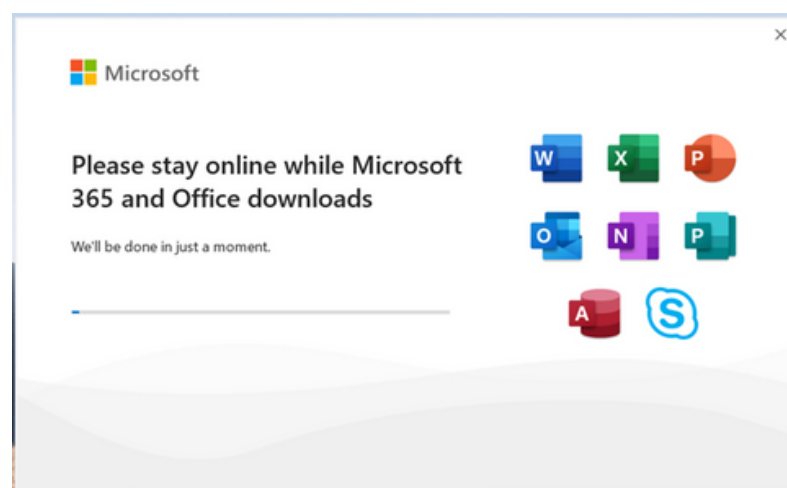5. A file will download titled **OfficeSetup.exe**
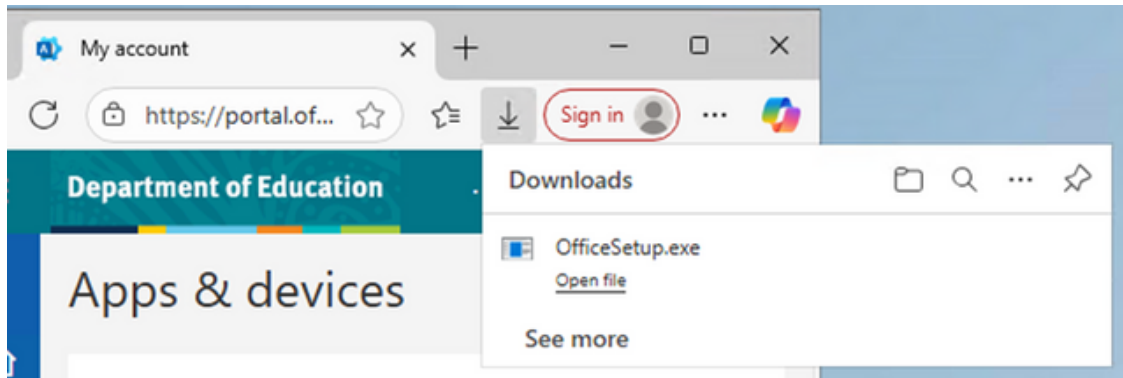
6. After the download completes, **open/run** the file

7. You will be prompted to make changes to your computer. **Select** 'Yes'
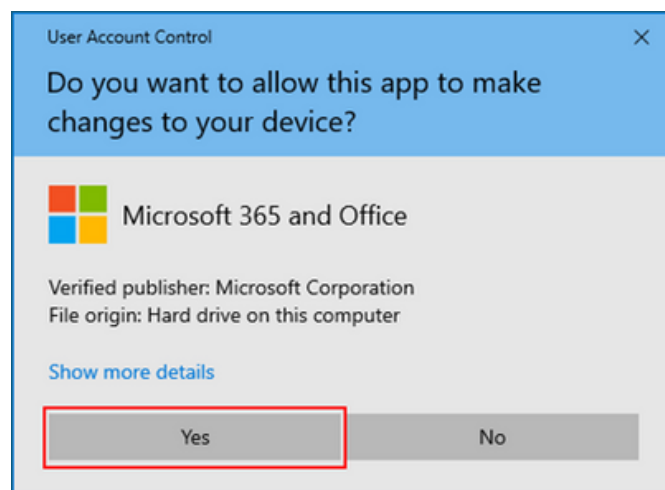
8. Office 365 will now start to download and install on your computer, wait for this to finish

Please note: The Microsoft Office 365 apps are approximately 4-6GB and may take some time to download depending on your network speeds
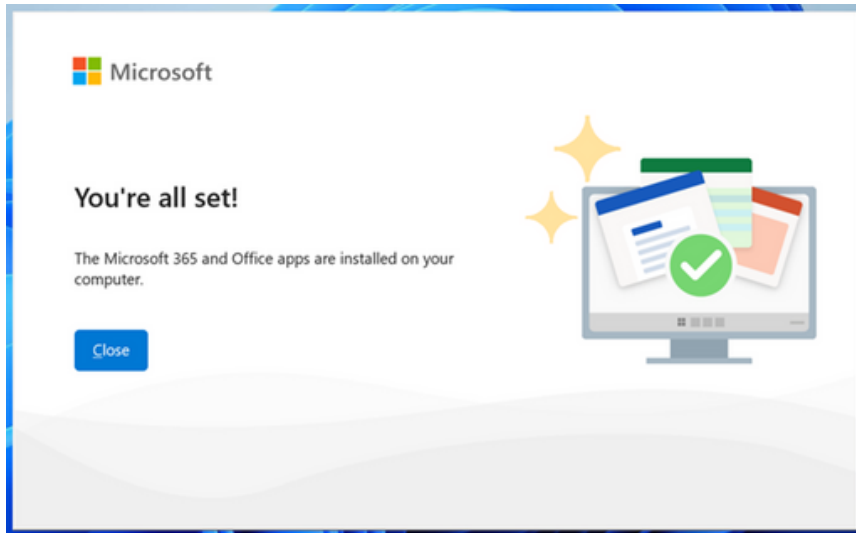
9. Once finished, **click** 'Close' and restart your computer to ensure all changes have applied successfully

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)**.