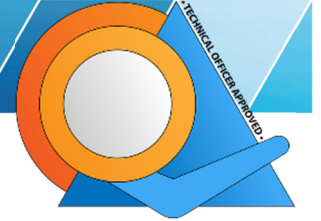




## IT Policies & Procedures KB2093OFF002 – Microsoft Office



### How to Install at Home for Students (Windows)

#### Purpose

Microsoft Office is available to all DET students for home use on personal computers. You install the product at home, making use of your DET network credentials. Perform this procedure at home on a personal internet connection. You will require roughly 4Gb of data to perform the download and installation.

#### Procedure

1. Ensure that you know what your school Username and Password is. If you do not know what either of these is, please contact a teacher for assistance.
2. Sign into (log onto) your computer and close all applications that may be open
3. Open your default Internet browser (preferably Chrome, Firefox, Edge or Internet Explorer)
4. Type <http://owa.eq.edu.au> in the address bar (at the very top, not in Google search) then press **Enter** on the keyboard
5. Type in your **Username** and **Password**, then tick the **I agree** box followed by clicking **Sign in** to continue

Department of Education

### Managed Internet Service

Sign in with your username and password

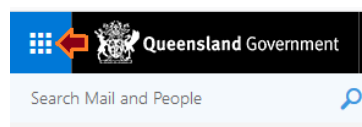
Username \*

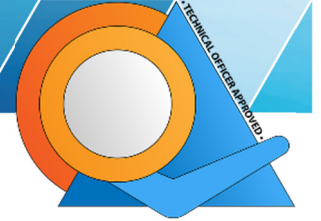
Password \*

I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

6. Once logged in, click on the small grid of nine white squares in the top left hand corner



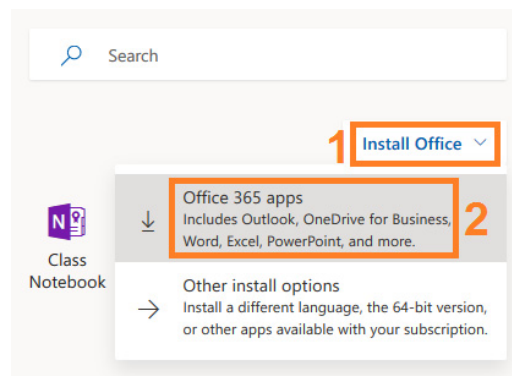


7. Select **Office 365** ->

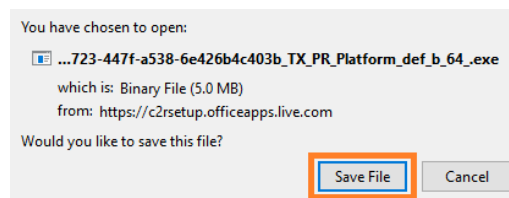


Office 365 →

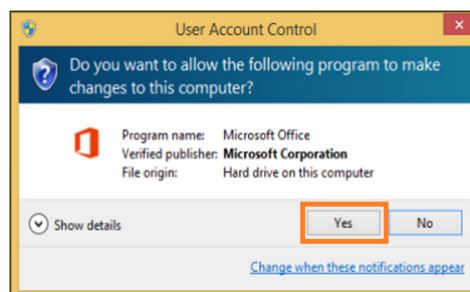
8. Wait for the new Internet tab to finish loading, select **Install Office** on the right side then **Office 365 apps**

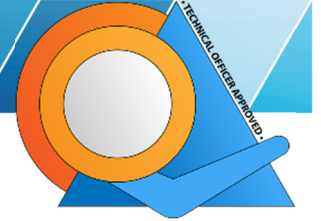


9. An 'installer' file will attempt to download (something like the following image depending on your browser), **Save** the file



10. Open the file (double click) from where it has been downloaded or if the option is available in the Internet browser select 'Run', you should then be prompted with a warning that looks similar to the image below, select **Yes**

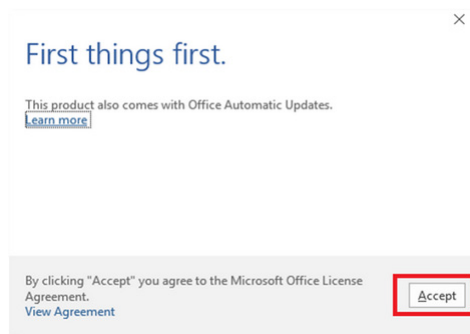




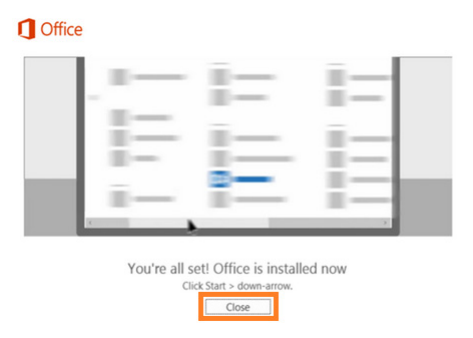
11. Office will download and install, the time this takes dependent on your Internet connection



12. You will be prompted with the Microsoft Office License Agreement, select **Accept**



13. A message will then pop up to inform you the installation is complete, select **Close**



14. Restart your computer then sign in (log in)

15. Open Microsoft Word from the Start menu or search for 'word' in Cortana (magnifying glass in the taskbar)

16. Once Microsoft Word is open, it will prompt you to activate the product – you will not be able to proceed until you finalise the activation, ensure that you sign in with your school account credentials – Username with @eq.edu.au and your Password (e.g. [jb123@eq.edu.au](mailto:jb123@eq.edu.au))

**NOTE: This software is only for personal devices and will remain available as long as you're a QLD state school student**