

# Install Microsoft Office 2016 on a personal Windows device

All state school staff and students can download multiple free copies of the Microsoft Office 2016 suite to their personal home and mobile computer equipment.

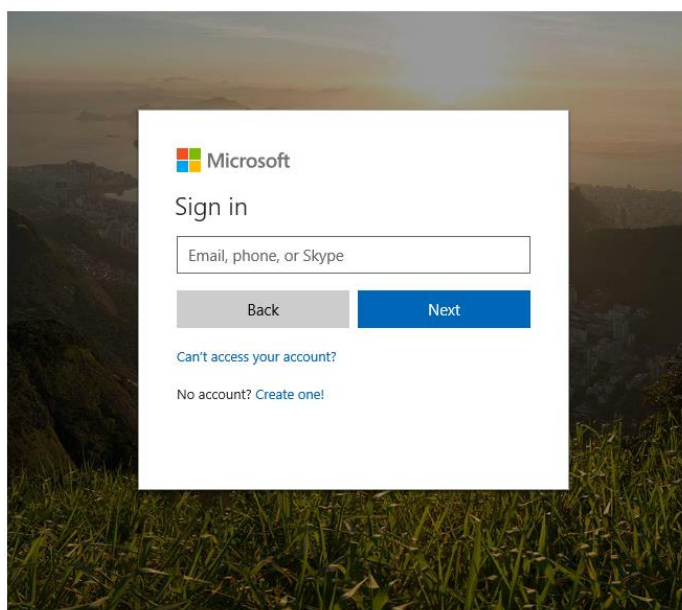
To download the free software, staff and students require an active Managed Internet Service (MIS) login, school email account and password - those who don't have these should contact their school's MIS Administrator. The administrator will help students activate their MIS login.

Please ensure the following instructions are performed on personal devices only. They are not to be used on department or school owned devices which have the Managed Operating Environment (MOE) build installed.

If you experience issues during the download, speak to your school's MIS Administrator.

## How to download

1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your EQ email address - e.g. [jsmith1@eq.edu.au](mailto:jsmith1@eq.edu.au) and **click** "next".



4. You will be prompted for your EQ username and password on the online authentication page. Type your username and password.
5. **Click Login**

Queensland Government Department of Education and Training

### Managed Internet Service

Sign in with your username and password

**Username \***

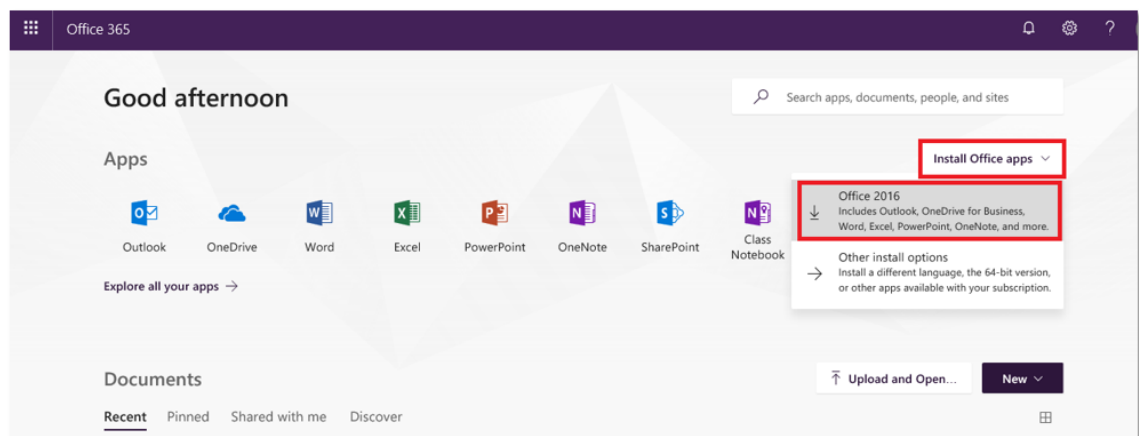
**Password \***

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

**Sign in**

[Change my password](#)

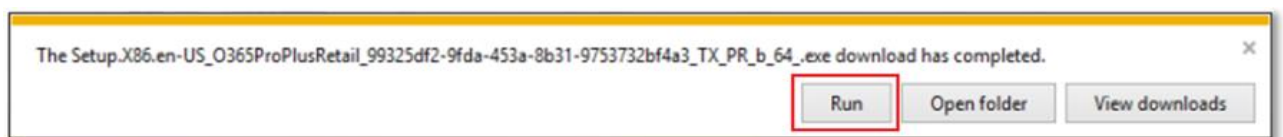
6. In the top right corner, click on the "Install office apps" then "Office 2016".



7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.
8. **Click** on 'Save'. The file will automatically begin to download.

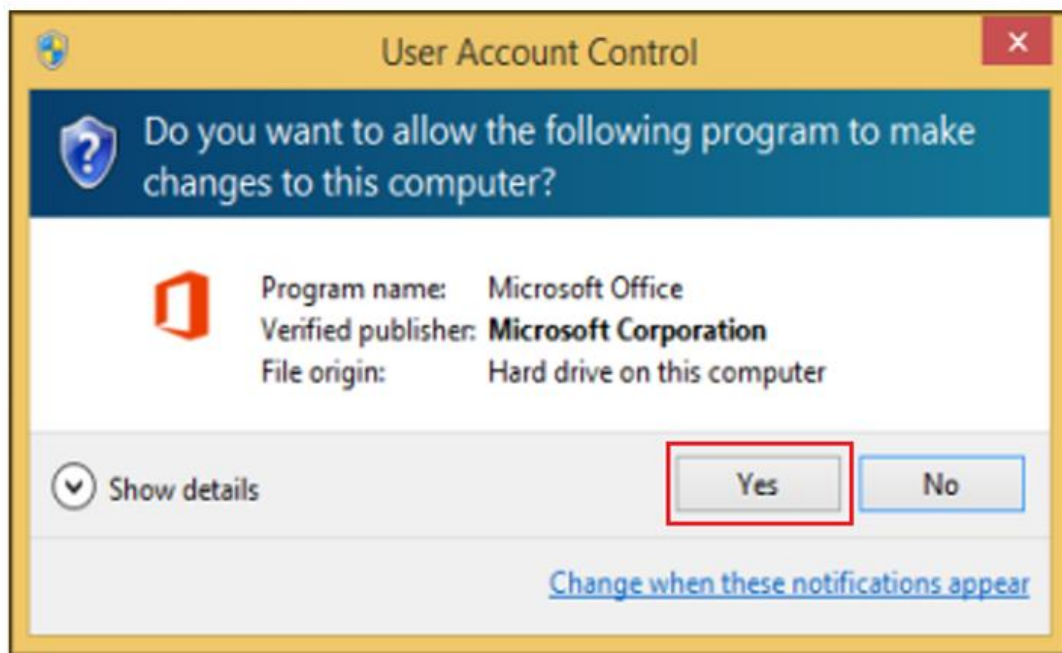


9. When the file has completed downloading, **click** on 'Run'.



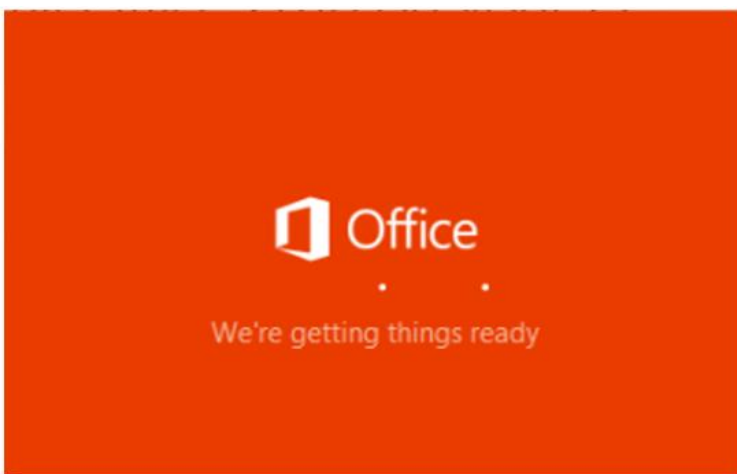
Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.





11. Office will start downloading.

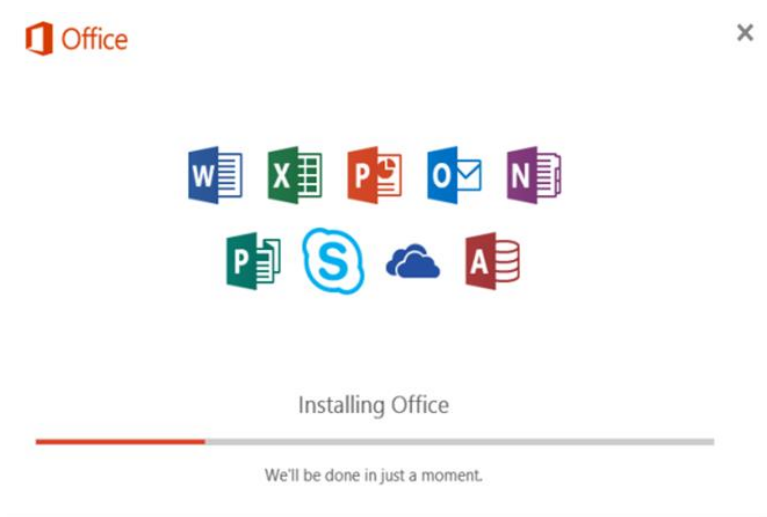


You will also see the office icon pop up on the task bar.



12. Office 2016 will start to install onto your computer, wait for this to finish.

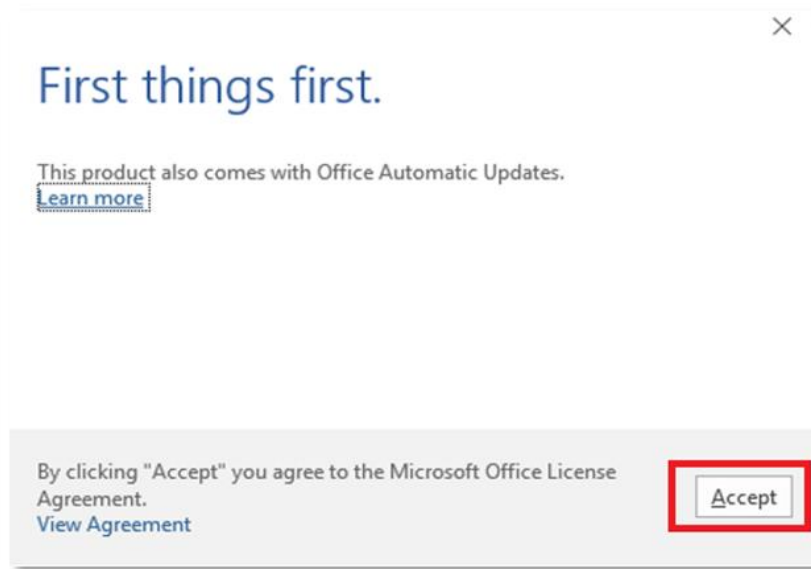
**Note:** If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



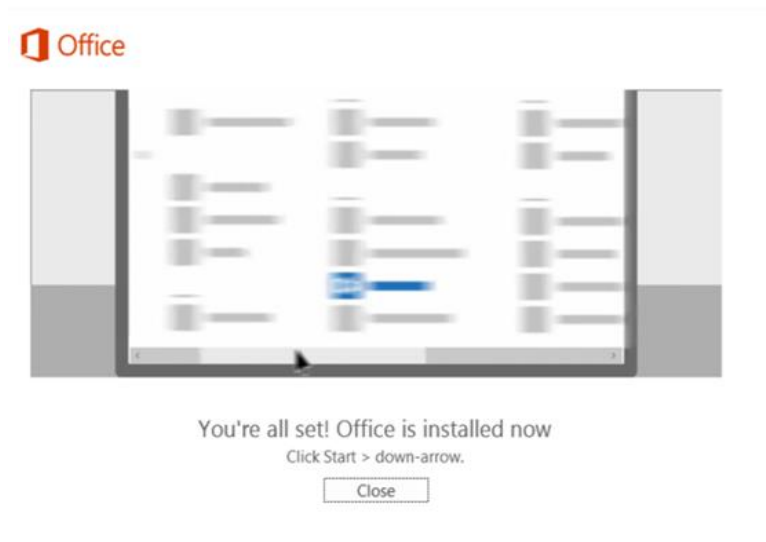




13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept



14. After Office 2016 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.



After you click close, we recommend restarting your computer to ensure all changes have applied successfully. 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're a Queensland state school student, or employed by the department.

