

How to download and install Microsoft Office 365 on your Mac Personal Device.

Install Office 365 on Mac.

1. Open the Mac App Store and search for Office 365
(See <https://www.apple.com/newsroom/2019/01/the-mac-app-store-welcomes-office-365/>)
2. Start the install as you normally would
3. Once installed, log into Office 365 with your EQ (e.g. jsmith1@eq.edu.au) email address and **click** 'Next'.



Sign in

username@eq.edu.au



[Can't access your account?](#)

No account? [Create one!](#)

Next

3. You will be redirected to the department's sign-in page.
 - I. **Type** your **username** and **password**.
 - II. **Tick** 'I agree to the conditions of use and privacy statement'.
 - III. **Click** 'Sign in'.

Managed Internet Service

Sign in with your username and password

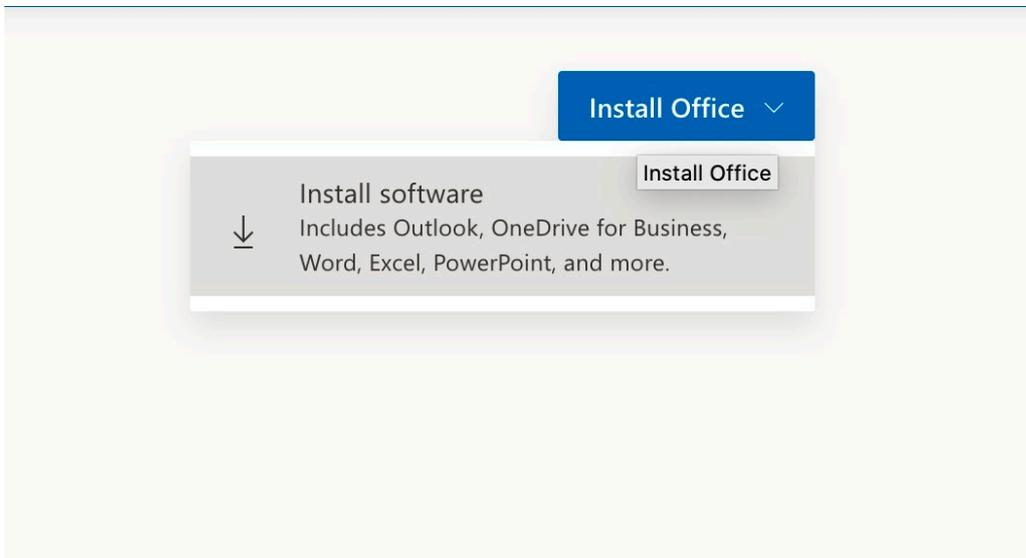
Username *

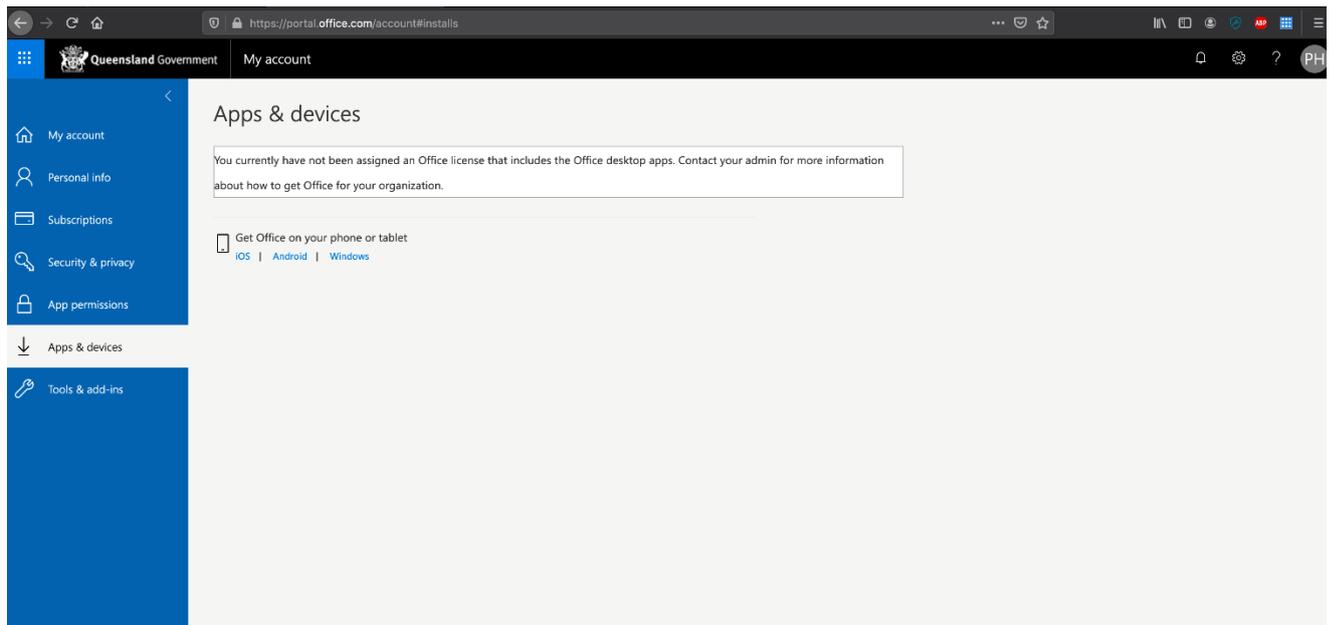
Password *

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

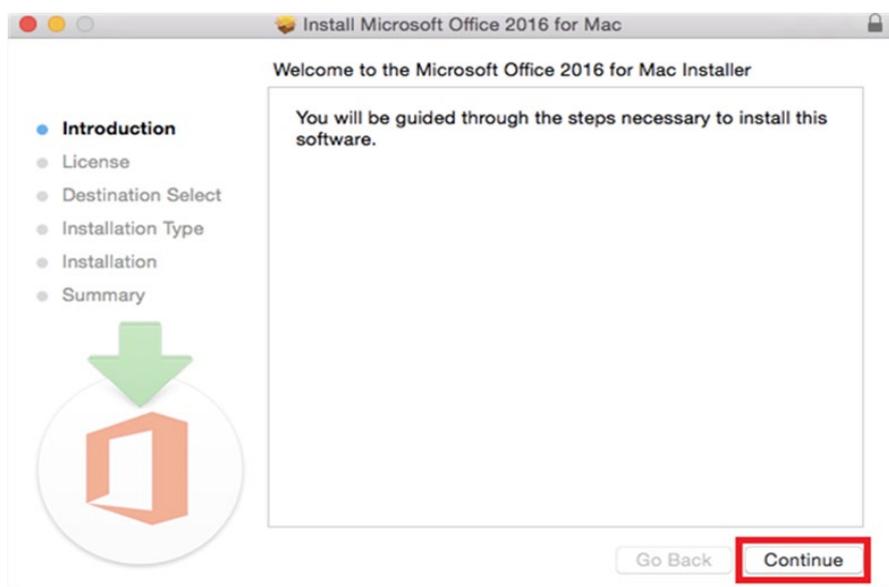
[Change my password](#)

4. **Click 'Install'.**
The download package will begin to download

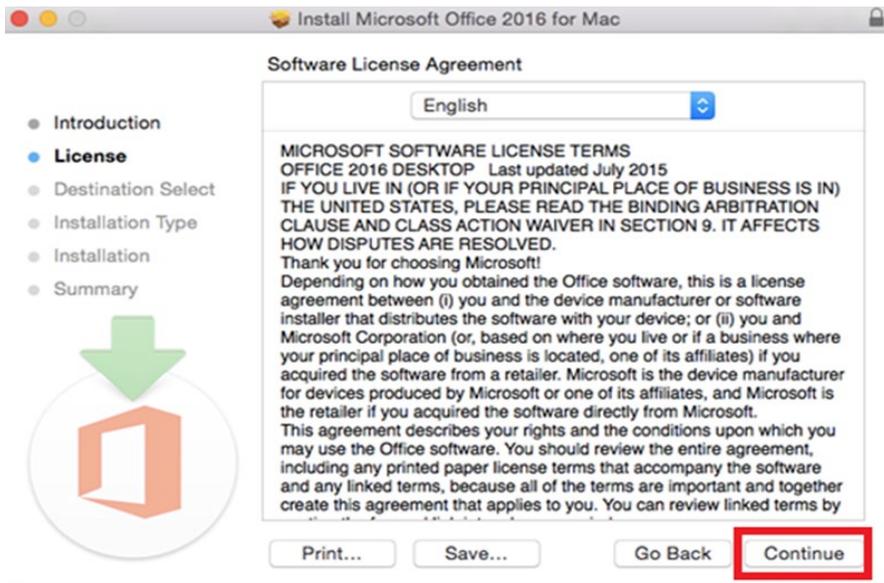




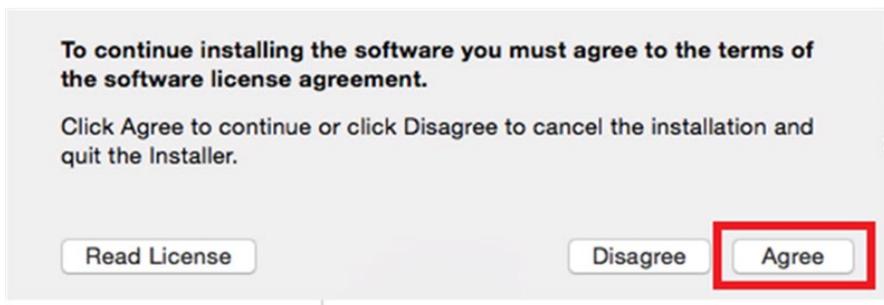
5. **Run** the installation file when the download has completed.
You can simply **Double click** the installer file and **click 'Continue'**



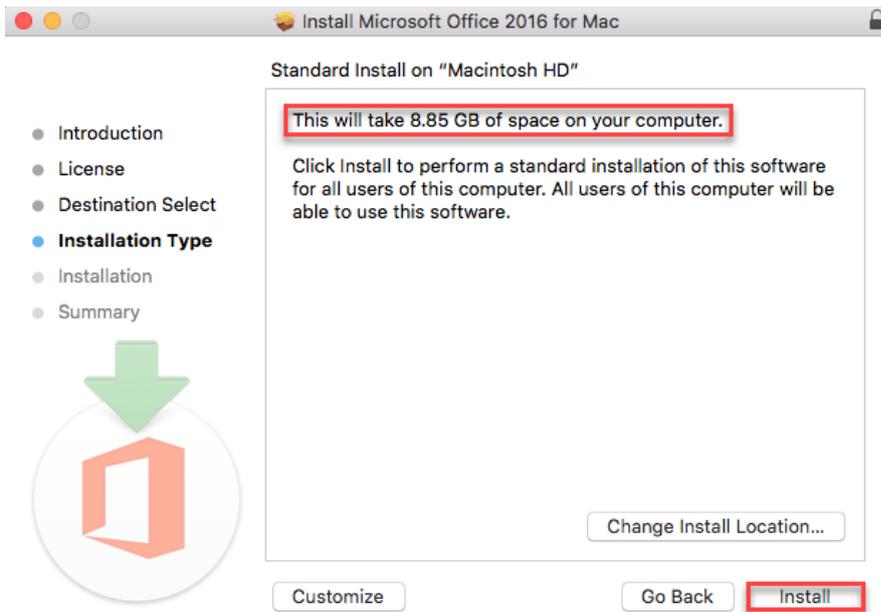
6. **Read** the Software License Agreement and **click 'Continue'**.



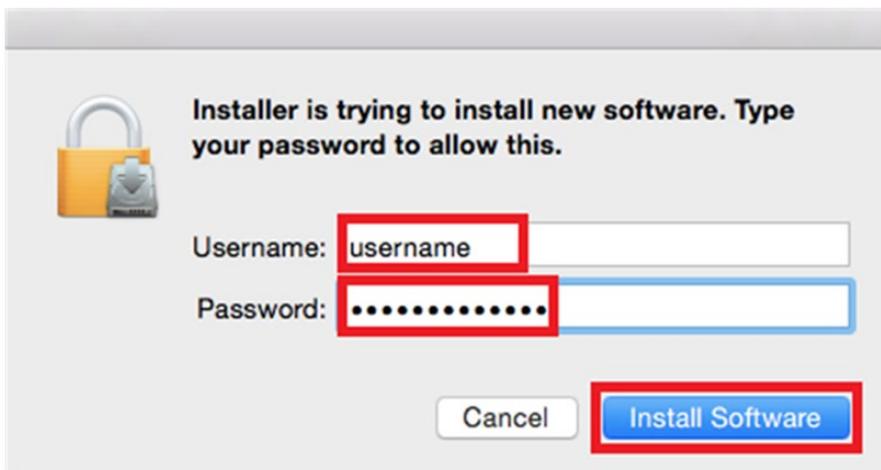
7. You will be prompted to agree to the terms of the software license agreement. **Click 'Agree'**.



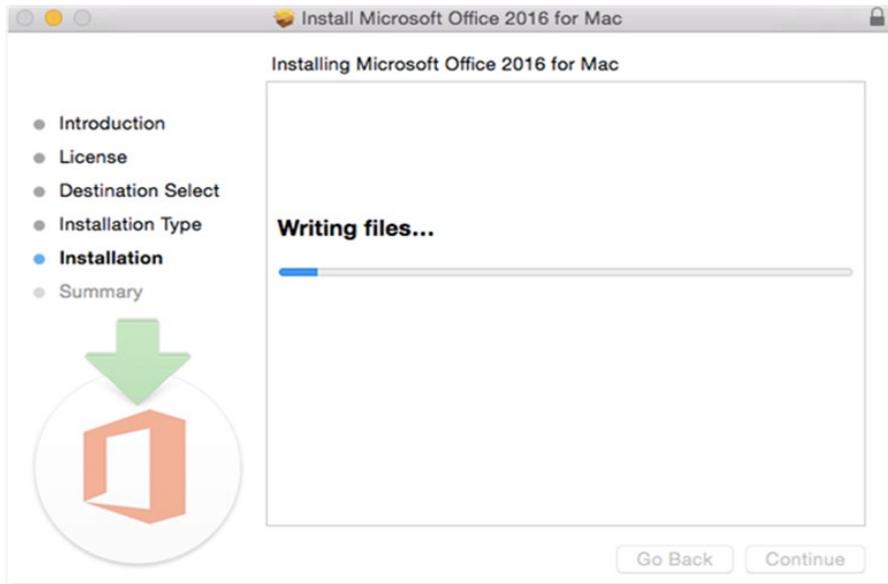
8. **Click 'Install'**.
Note: The installation will take 8.85GB of your space on your computer.



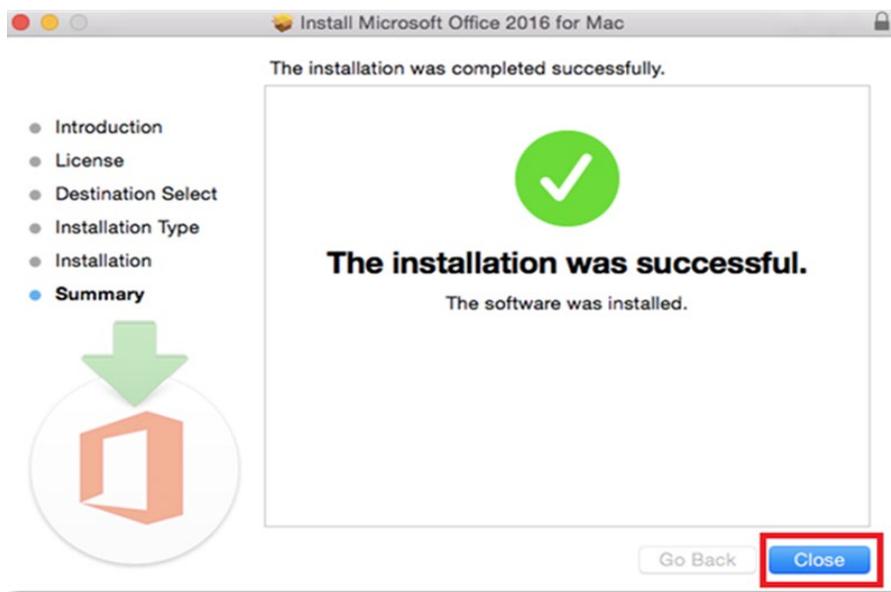
9. You may be prompted for permission for the installation to continue. **Enter** the local computer credentials and **click** 'Install Software'.



10. The installation of Office 365 will commence.



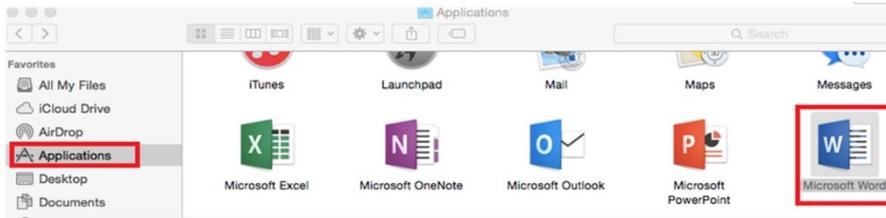
11. A message will appear to say that the installation was successful. Click 'Close'.



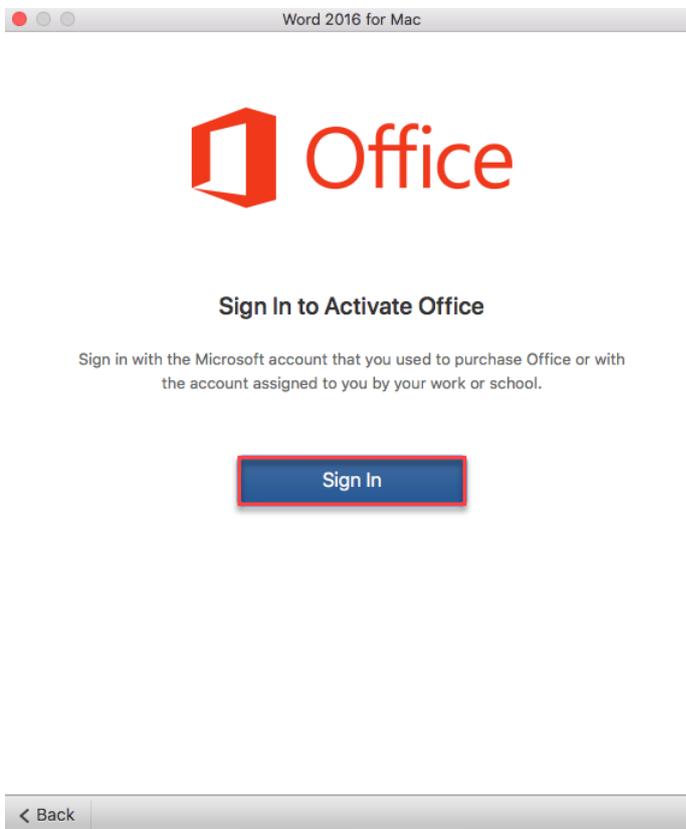
Activate Office 365

Please follow the steps below to activate your Office 365 installation:

1. **Launch** an Office application (such as Microsoft Word)



2. **Click 'Sign In'** to Activate Office



3. **Enter** your EQ (e.g. jsmith1@eq.edu.au) and **click 'Next'**.



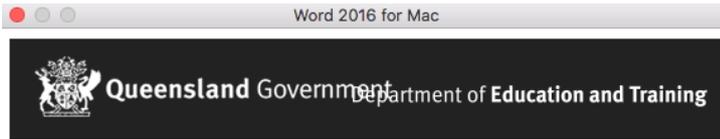
Sign in

username@eq.edu.au

No account? [Create one!](#)

Next

4. Enter your **username** and **password**.
Tick "I agree to the conditions of use and privacy statement".
Click 'Sign in'



Managed Internet Service

Sign in with your username and password

Username *

Password *

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

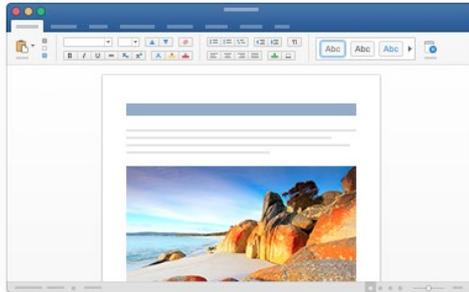
[Change my password](#)



5. Choose your Office theme and click 'Continue'.

How would you like Office to look?

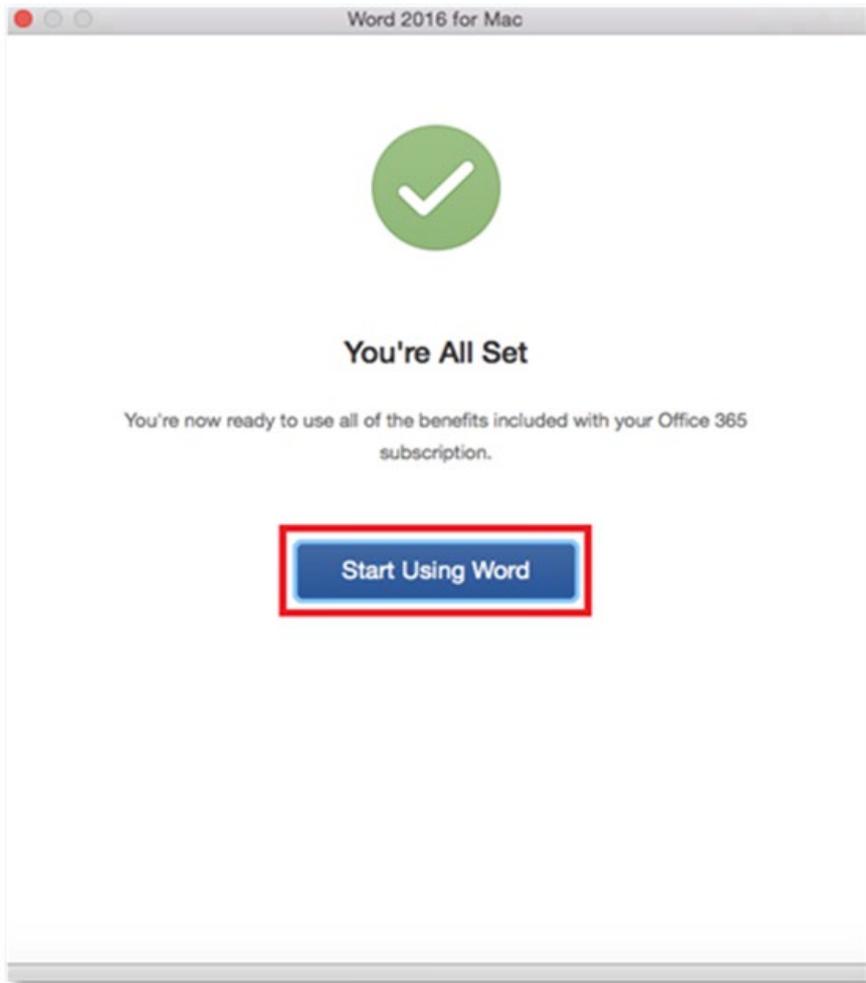
You can always change the theme later on under Preferences > General.



Choose your theme: Colorful
 Classic

Continue >

6. You are now ready to use all the benefits included with your Office 365 subscription. **Click 'Start Using Word'.**



Your Microsoft Office 365 software is now ready for you to use.