All Queensland state school staff and students can now download multiple copies of the Microsoft Office 2016 to their personal home computers and mobile devices for free. You can choose to install Office 2016 or upgrade from Microsoft Office 2013.

Please note:

- If your child is between Prep and Grade 3 you may need to manually request your child's email by emailing ITDepartment@broadbeachss.eq.edu.au
- All student email addresses consist of their **Username** followed by **@eq.edu.au**
- If you child is Grade 4 and above please refer to the login sheet sent home at the start of the year for the appropriate information
- If you currently have version 2013 installed, you can update to Microsoft Office 2016 by following the same process.

Download, update to and install Office 2016

1. **Open** internet browser and **navigate to** http://office.com
2. In the top right corner **click** on "Sign in"
3. Type in the appropriate **EQ email address**, this is your child's username with *@eq.edu.au* at the end.
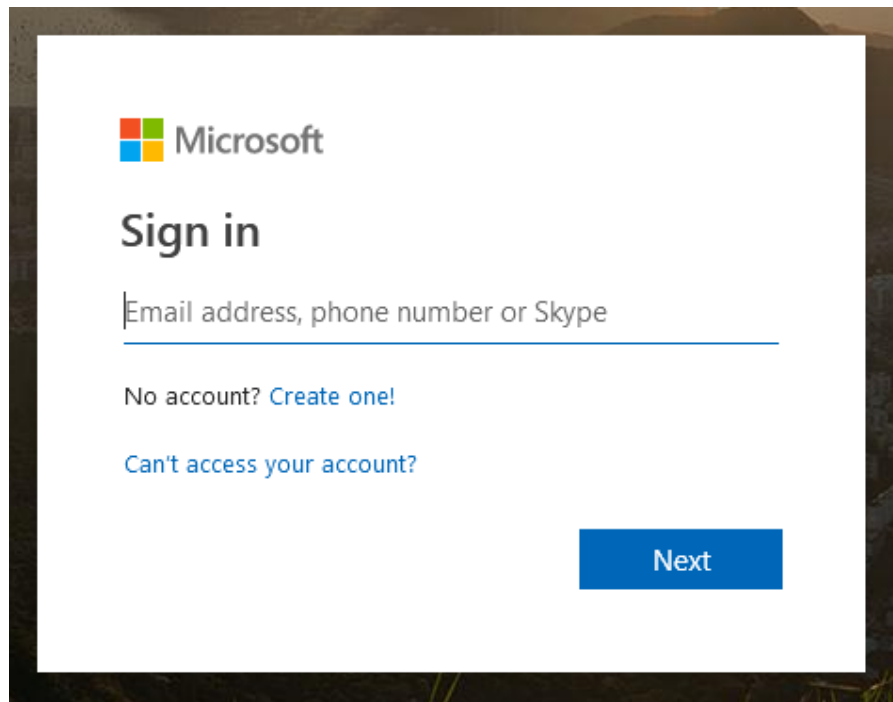
4. You will be prompted for an **EQ username** and **password** at the online *authentication page. Enter the username and password, your child will need* to enter their account password.
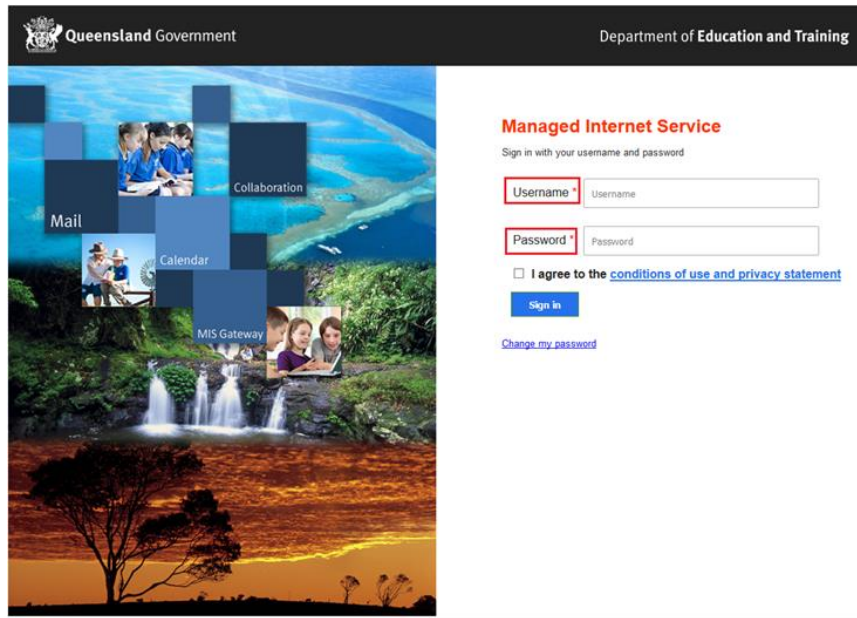
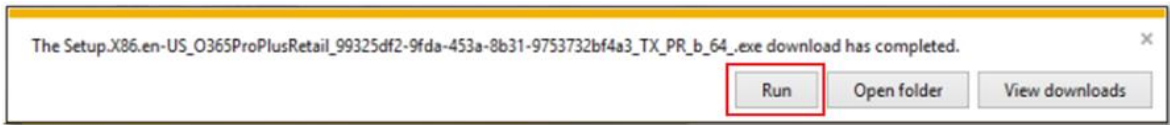5. In the top right corner, click on the "***Install Office 2016***" button
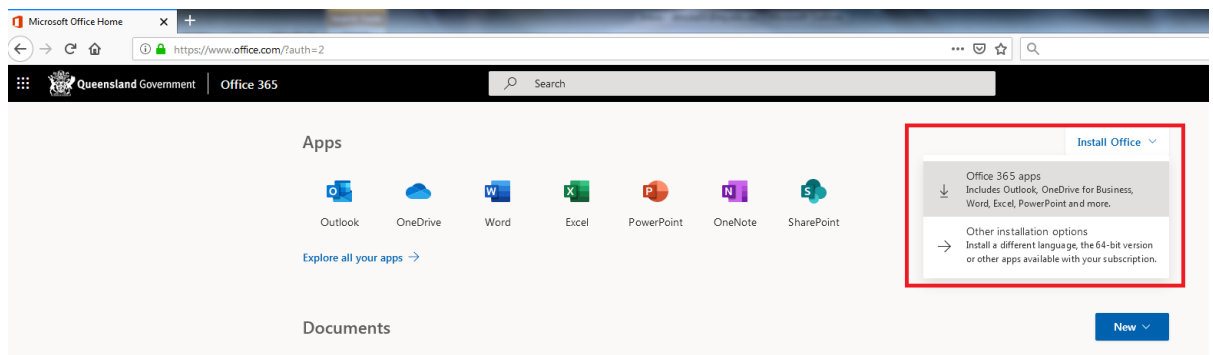
7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

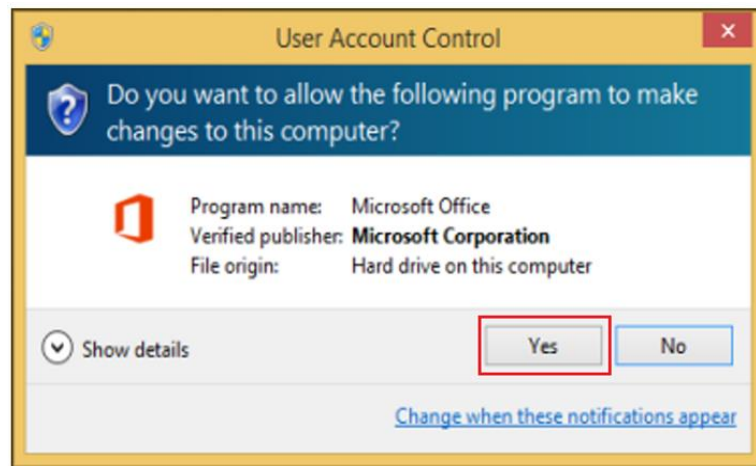8. **Click** on 'Save'. The file will automatically begin to download.

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

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64_.exe download has completed. ×
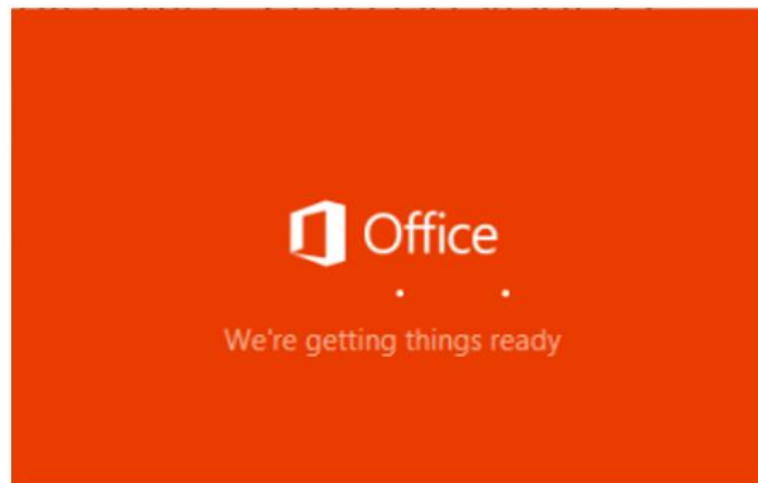
| Run | Open folder | View downloads |

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

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

User Account Control ×

Do you want to allow the following program to make changes to this computer?

Program name: Microsoft Office
Verified publisher: **Microsoft Corporation**
File origin: Hard drive on this computer

⌄ Show details   Yes   No

Change when these notifications appear

11. Office will begin downloading. You will also see the office icon pop up on the task bar.

Office
· · ·
We're getting things ready

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.
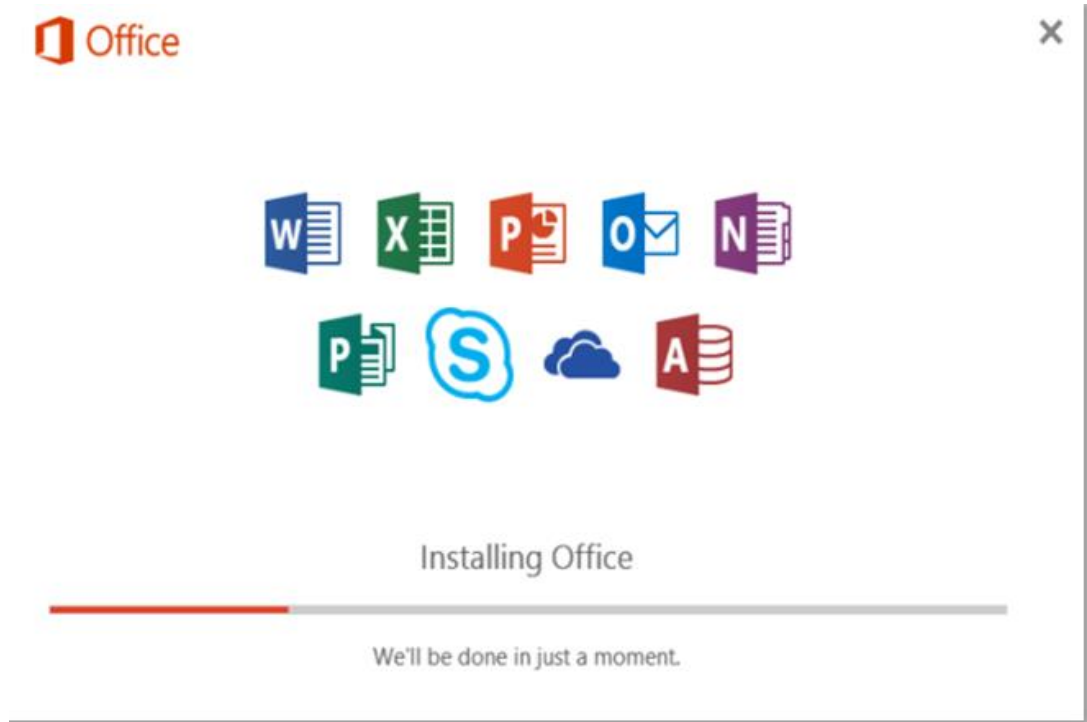
13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept
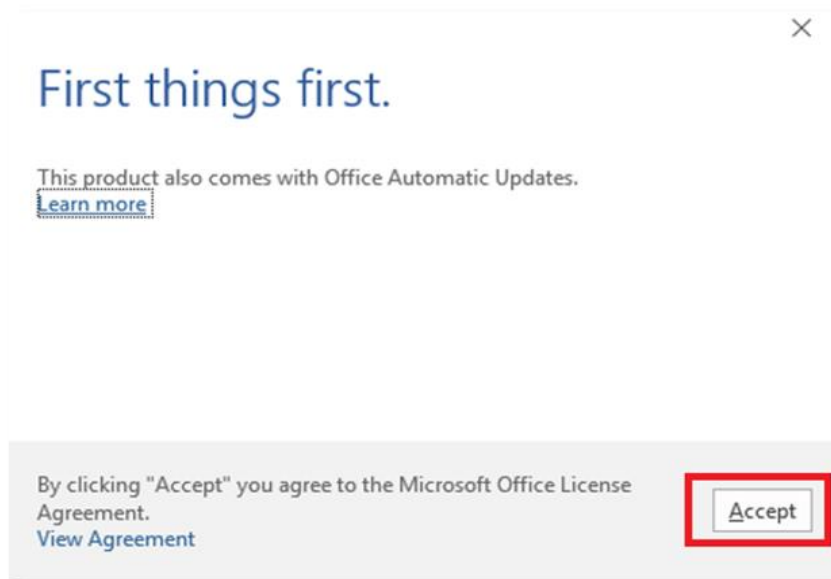
14. After Office 2016 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
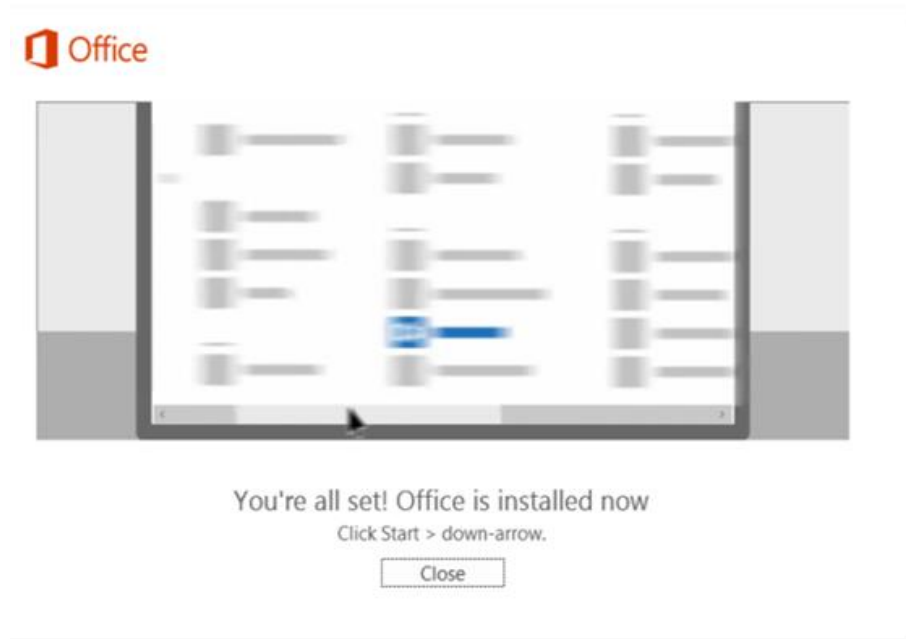
After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsoft Office 2016 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school student, or employed by the department.