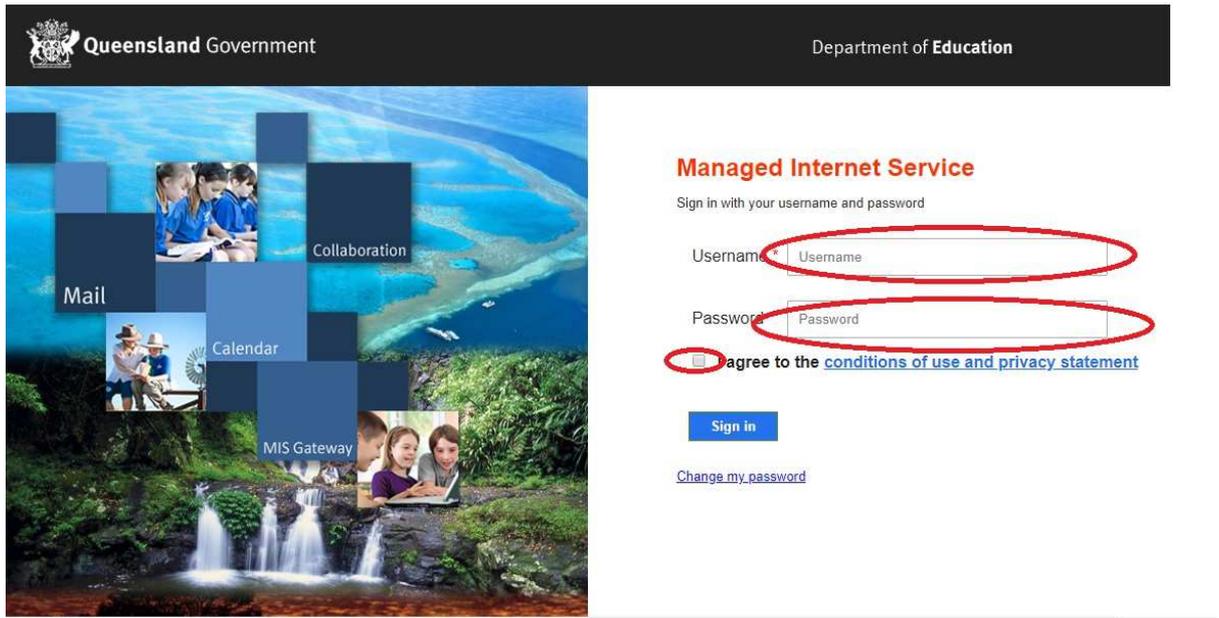
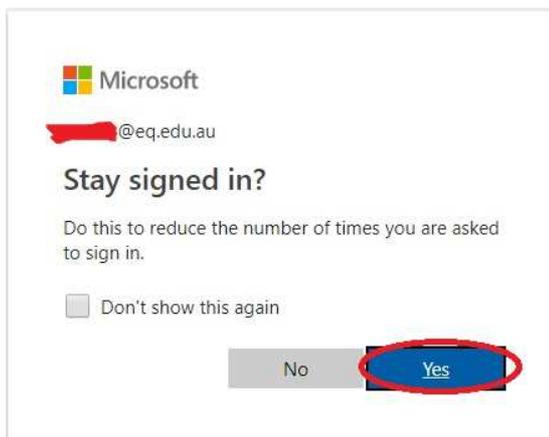


For Students and Staff of Education Queensland Office 365 package is available at no cost on their personal computers. Follow the instructions below for installation from home. For help installing at school please contact the Technical Officer.

1. Navigate your web browser to the [MIS login](http://mis.eq.edu.au) by clicking the link to the left or typing <http://mis.eq.edu.au> in your web browser.
2. Provide your login details that you use at school, check the box to agree to the “terms and conditions” and click the sign in button.



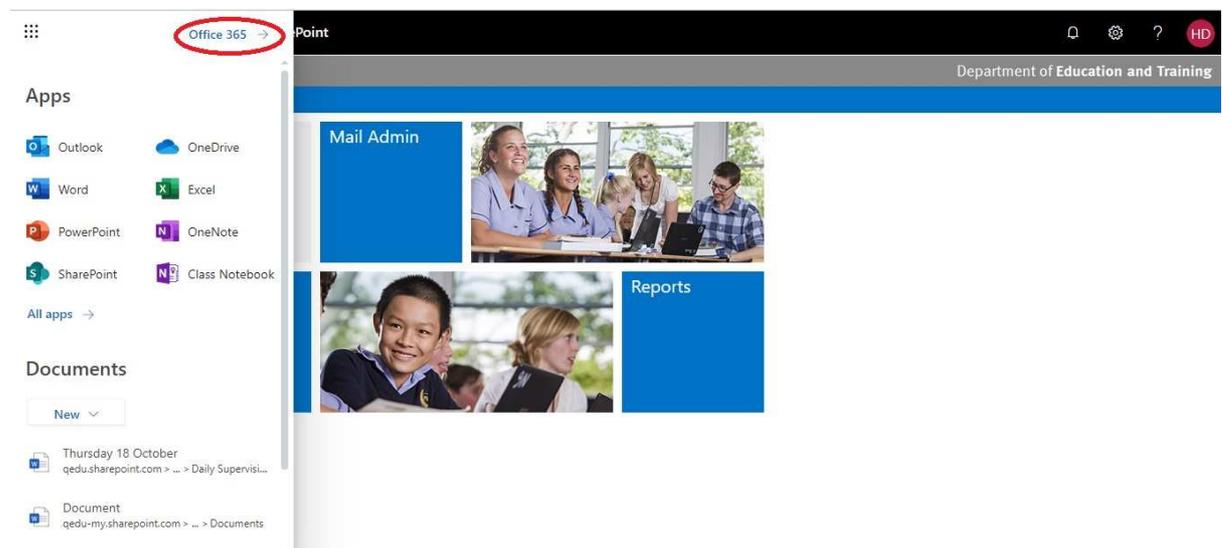
3. Click yes to the confirmation to remain signed in.



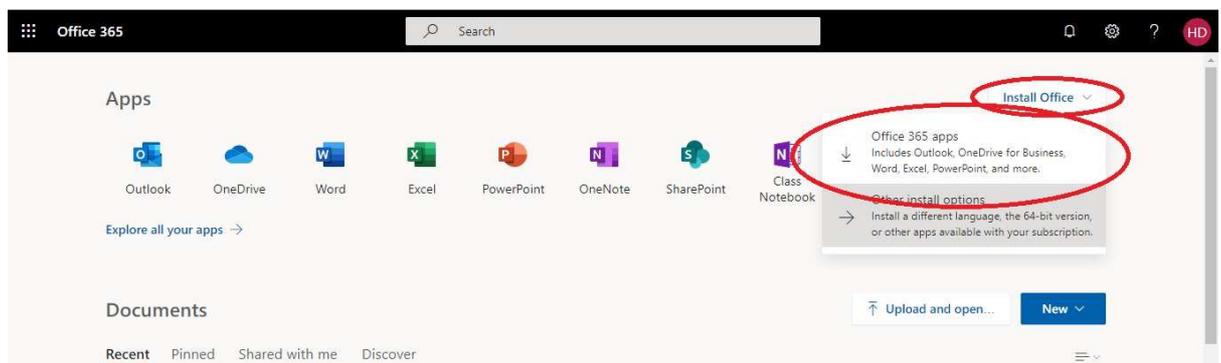
- Click the dots in the left top of the screen.



- Click the Office 365 -> in the upper right of the menu that appears.

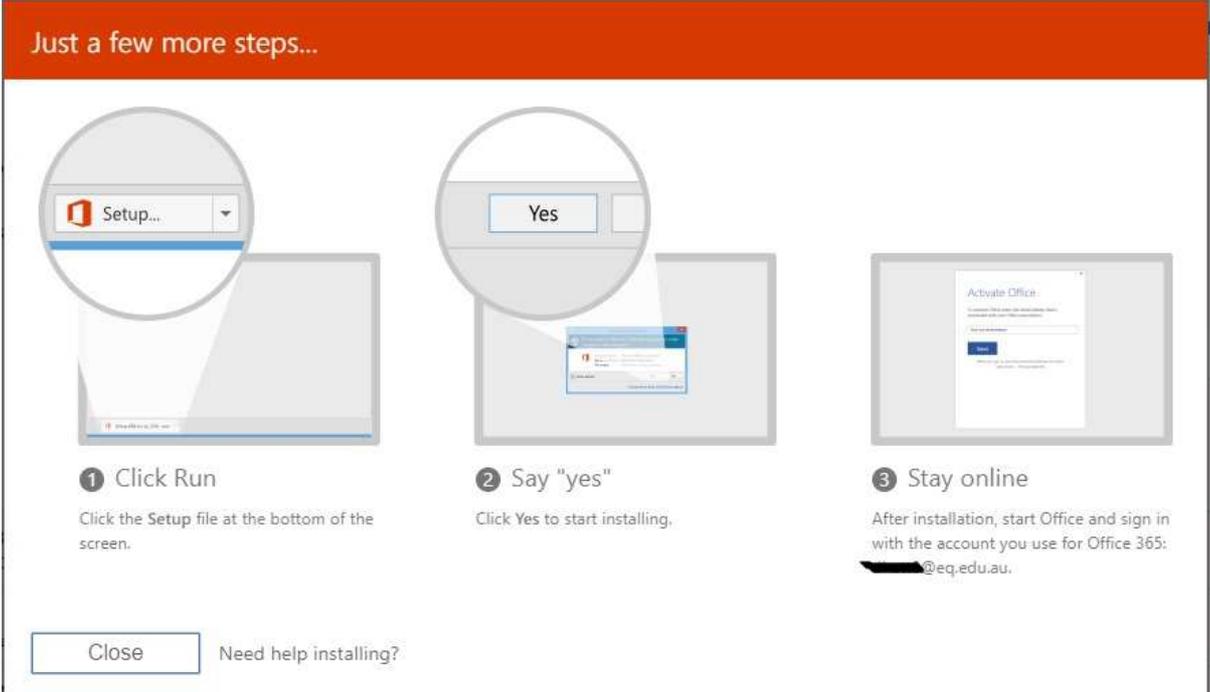


- Click on the Install Office button on the top right hand side of the screen and select Office 365 apps.



7. Follow the remaining steps that appear on the screen and you will have Office up and running in no time.

Just a few more steps...



The image shows three sequential steps for installing Office. Step 1: A computer screen with a 'Setup...' file icon at the bottom, circled with a magnifying glass. Step 2: A 'Yes' button on a dialog box, circled with a magnifying glass. Step 3: An 'Activate Office' screen with a 'Next' button.

- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: ██████████@eq.edu.au.

[Need help installing?](#)

Darran Hatten - Technical Officer.