



URANGAN STATE HIGH SCHOOL ICT TIPS AND TUTORIALS



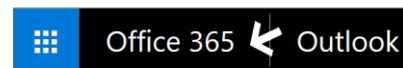
Lesson: How to install Microsoft Office 365 on a personal device

Duration: 30-60mins

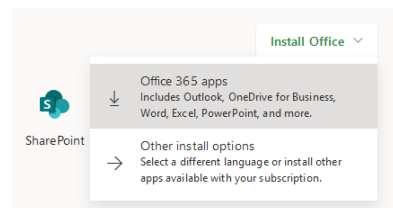
Requirements: Internet Connection at Home (will not work at school)



1. Login to the computer you want Microsoft Office 365 installed on
2. Make sure you have Administrator rights to install applications on the computer
3. Go to - <http://webmail.eq.edu.au/>
4. Click on Office 365 tab



5. Click on Install Office button (install Office 365 apps)



6. Save and run the setup file.
7. Follow the prompts to install office
8. When you first run an application you will be prompted for your email address
Use your School email address and password e.g.: ssmith0@eq.edu.au
9. You can only have 1 license with your EQ login.



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