



# URANGAN STATE HIGH SCHOOL ICT TIPS AND TUTORIALS

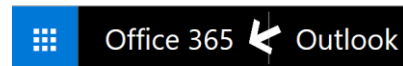


**Lesson:** How to install Microsoft Office 2016 on a personal device **Duration:** 30-60mins

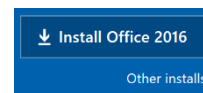
**Requirements:** Internet Connection at Home ( will not work at school )

## Office 2016

1. Login to the computer you want Microsoft Office 2016 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 2016 button



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](mailto:ssmith0@eq.edu.au)
9. You can only have 1 license with your EQ login.



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