

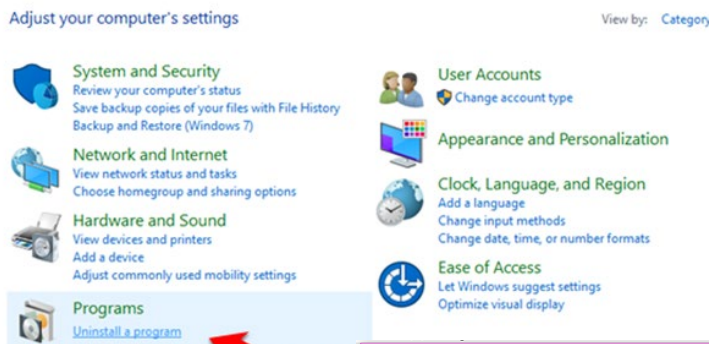
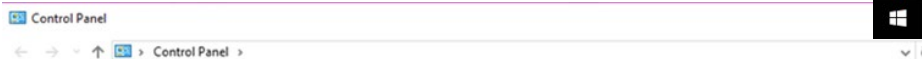
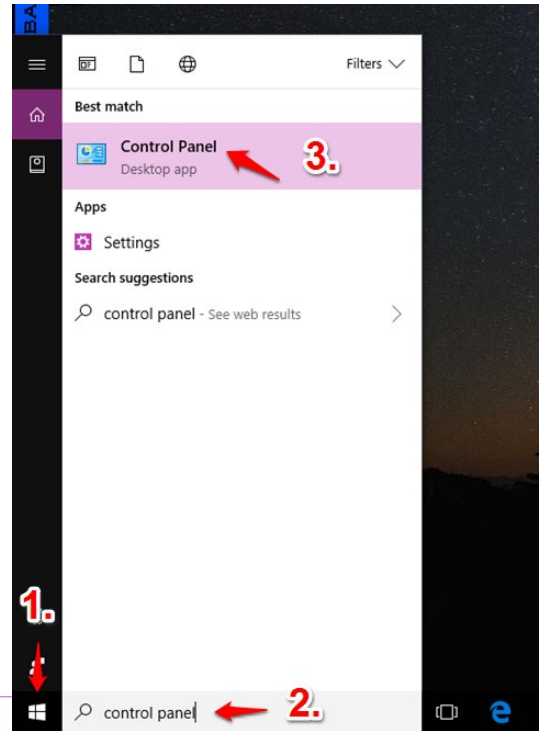
Microsoft Office 2016 Installation Guide

1. Uninstall trial version of Office

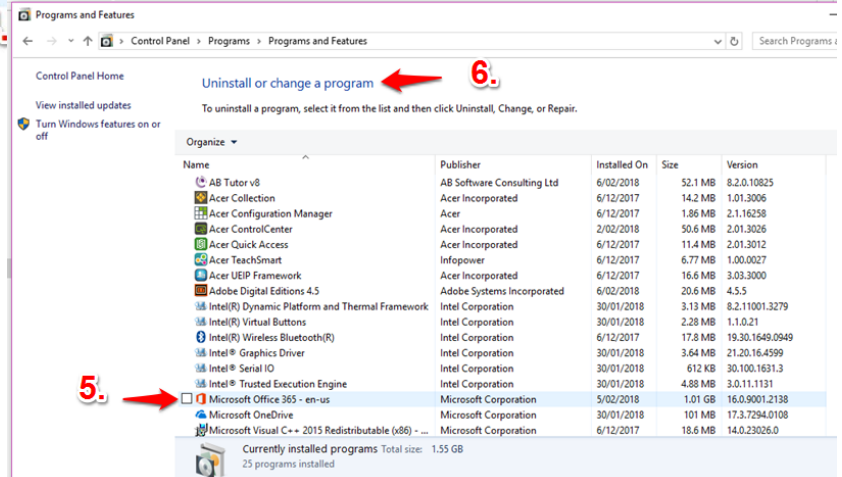
Most new devices come with a trial version of Microsoft Office 365 on them. This should be removed before installing the free full version of MS Office 2016.

#NOTE: If you have already installed the full version of Office 2016, you still need to complete this step and remove the trial version.

1. Click on the Window icon to open the search panel.
2. Type: Control Panel into the search box.
3. Click on Control Panel at the top to open it.
4. When the Control Panel opens, click on Programs\Uninstall a program.



5. Click to select the Microsoft Office 365 program. (If you can't see it, you don't have the trial version. Go to the next page to install the full version.)

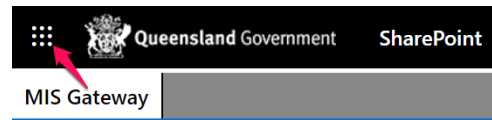
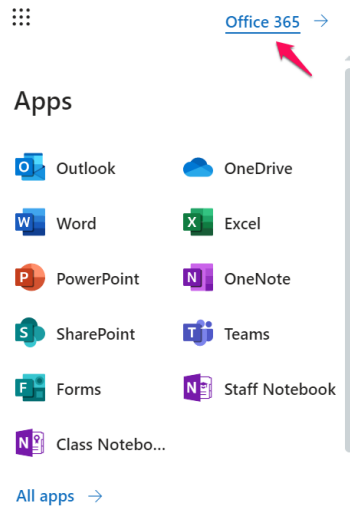


6. Click the Uninstall option.

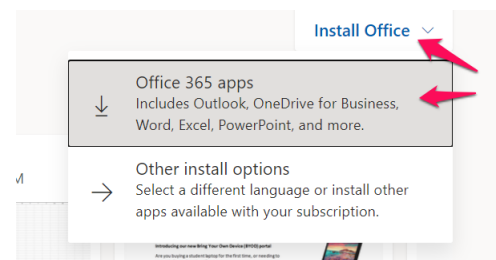
2. Install MS Office 2016

The full version of Microsoft Office 2016 is provided free to students. The licence allows students to install this on up to five devices. **This must be done on your home internet** as it will not work at school. The download is approximately 3 GB.

1. Click on this link [FREE STUDENT MICROSOFT OFFICE DOWNLOAD](#) or go to <https://mis.eq.edu.au>
2. Enter the student's school username and password, tick Agree and click Sign In.
3. Click on the tiles at the left of the screen to open the apps.
4. Click on the Office 365 link.



5. Click on the 'Install Office' link, then click on Office 365 apps.
6. Follow the onscreen instructions to complete the installation.



3. Run MS Office 2016 at home

To complete the installation, it is important to run Office and sign in to the student's account. This needs to be done at home as well.

1. Open up a Word 2016 document. Search for Word 2016 the same way you did for Control Panel in step 1 on the first page.
2. The student will be asked to sign in to their Microsoft account. They **must** enter their school email address on the first window - username@eq.edu.au and click Next.
3. On the next screen, they enter their school username and password, tick the Agree box and click Sign In. Once the authentication process is complete, the software may run some updates. Please stay connected to the internet during this period.

#NOTE: entering the details for a personal Microsoft Account will mean the Microsoft Office program will not work at school.