Installing Microsoft Office 2011 from Office 365 portal on a $\ensuremath{\mathsf{MAC}}$

Login to the portal site at - http://portal.office.com/OLS/MySoftware.aspx

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Once the page loads, please have the student enter their username and password. This will be the same as the username and password used to log in to a school workstation.



Sign in with your organizational account

User@eq.edu.au	×
Password	

□ Keep me signed in

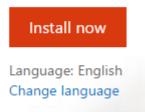


Can't access your account?

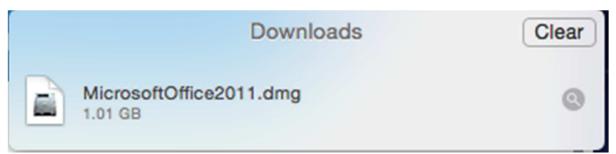
If presented with the below page, the same username and password used to log in to a school workstation should be used..

Queensland Government	Contraction (Contraction (Contraction) (Cont
Logon ID Password	Login
	Ind (Department of Education, Training and Employment) 2012. <u>Queensland Covernment</u>
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Select the Install Now button on the left side of the screen.



The installation will then begin to download the package into the Downloads folder on the Mac. Once completed double click the **DMG** file.



Double click the install file to start the installation process.



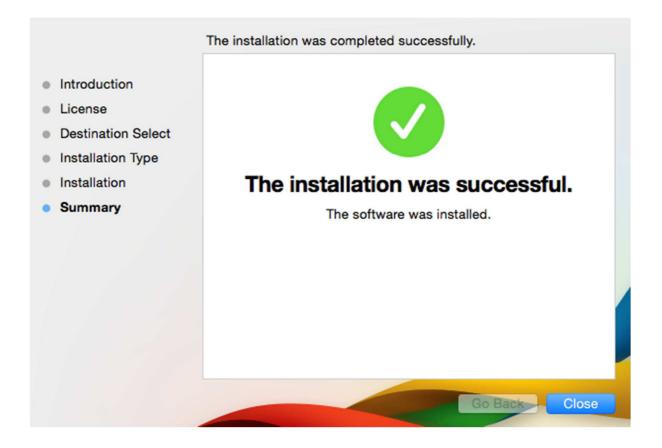
Click the usual next, agree and install buttons to continue.

		stalling the software you m cense agreement.	ust agree to the t	terms of	
Inti	Click Agree to a	ontinue or click Disagree to	cancel the installa	tion and	
Lic	quit the Installe				
De					nent
Ins	Read License		Disagree	Agree	vice
Ins		may apply to you; Section 5 may			:0 4
		Section 1: If you license Microsoft C 1, License Terms apply. Section 2: If you license Microsoft C Pack 3, the Section 2 License Terms a	Office for Mac Home and E apply.	Business 2011, Ser	rvice
		1, License Terms apply. Section 2: If you license Microsoft C	Office for Mac Home and E apply. Office for Mac Home and S	Business 2011, Ser	rvice
		License Terms apply. Section 2: If you license Microsoft C Pack 3, the Section 2 License Terms Section 3: If you license Microsoft C	Office for Mac Home and E apply. Office for Mac Home and S	Business 2011, Ser	rvice vice Pack

Once the install button is clicked, a prompt may appear requesting authentication to proceed with the installation. Enter the username and password of an Administrator account on the Mac.

ation Select ation Type	Standard Install on "OS" This will take 1.61 GB of space on your computer. Click Install to perform a standard installation of this software on the disk "OS".
	Change Install Location
	Customize Go Back Install

Once the installation is complete a large green tick will appear. Click finish.



On first run of the software you will need to register. From the below Screen click **Sign into an Existing Office 365 subscription.**

	Get Started with Office 2011
	Welcome to Office: Mac ²⁰¹¹
	How would you like to get started?
هر	Enter your purchased product key
	Sign in to an existing Office 365 subscription
\bigcirc	Try Office 365, including Office for Mac
	Use Office to view your files for free ->

Enter your student email address and click Next.

	What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).	
	studentid@eq.edu.au	
View Privacy Statement		

The next screen may differ if you have previously registered on another MAC you will be asked to enter a password.

If this is your first time, you will required to Create a password.

Once complete, click Sign In

	Activate Office	
	Sign in to activate Office for Mac on your com	puter.
	User ID:	
	studentid@eq.edu.au	
	Password:	
	Required	
View Privacy Stater	ment •	
Back		Sign In

You will now see the installation is complete. Click Done.



All Office icons will now appear in the Dock ready for use.

