

Installing Microsoft Office 2013 Suite from O365 portal on a home PC

To install Microsoft Office 2013 from Office 365 navigate to: <http://portal.office.com/OLS/MySoftware.aspx>



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	X
Password	

☐ Keep me signed in

Sign in

[Can't access your account?](#)

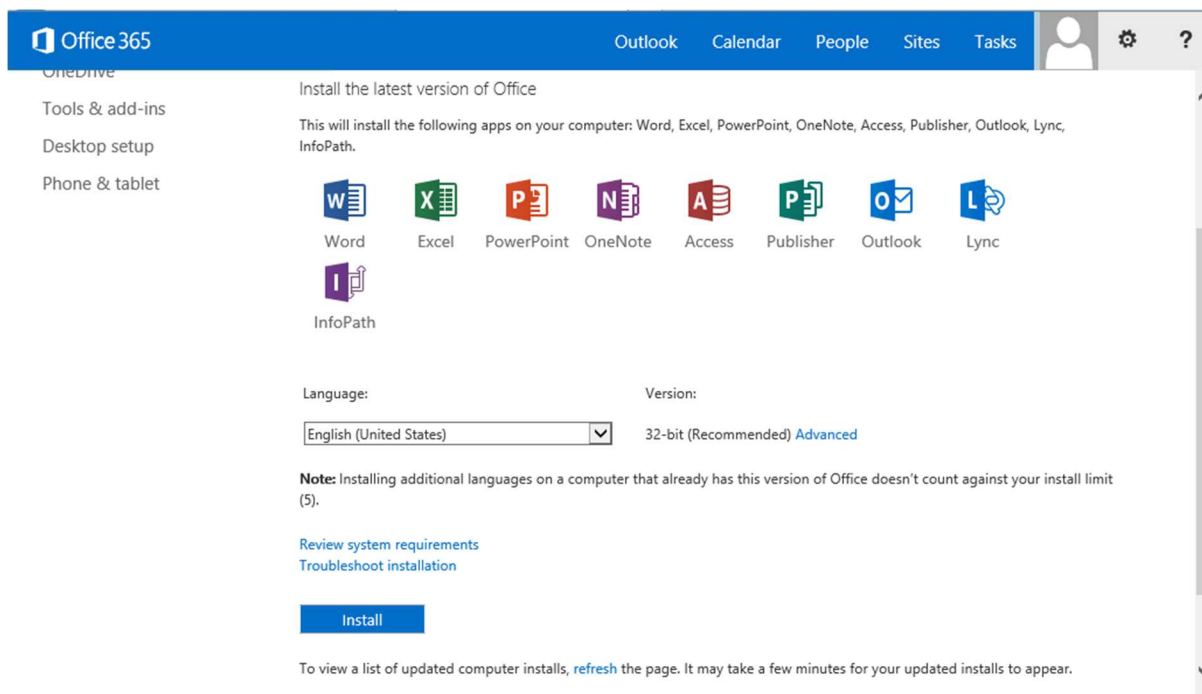
If presented with the below page, the same username and password used to log in to a school workstation should be used.



The image shows the login page of the Queensland Government's Department of Education, Training and Employment. At the top, there is a blue header with the Queensland Government logo on the left and the department name on the right. Below the header, there is a login form with two input fields: 'Lemon ID' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the page, there is a footer containing links for 'Copyright', 'Disclaimer', 'Privacy', 'Access keys', and 'Other languages', followed by a copyright notice for 2012 and the Queensland Government logo.

A new page will then load. A list of options on the left of the screen with Office highlighted.

Select the version of OS being used for Office (32bit or 64bit by clicking advanced and selecting in the drop down box)



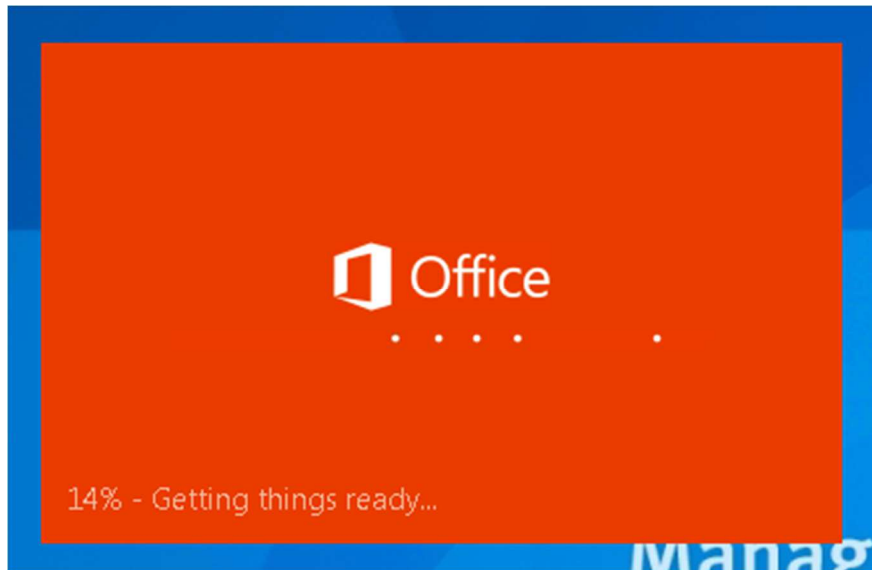
The image shows the Office 365 installation page. The top navigation bar includes 'Office 365' and links to 'Outlook', 'Calendar', 'People', 'Sites', 'Tasks', a user profile icon, a settings gear, and a help question mark. On the left, a sidebar lists 'OneDrive', 'Tools & add-ins', 'Desktop setup', and 'Phone & tablet', with 'Desktop setup' being the active section. The main content area is titled 'Install the latest version of Office' and lists the apps to be installed: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath. Below the app list, there are dropdown menus for 'Language' (set to 'English (United States)') and 'Version' (set to '32-bit (Recommended)' with an 'Advanced' link). A 'Note' states that installing additional languages doesn't count against the install limit. At the bottom, there are links for 'Review system requirements' and 'Troubleshoot installation', and a prominent blue 'Install' button. A footer note at the very bottom suggests refreshing the page to see updated computer installs.

Click install at the bottom of the page

A pop up may appear asking to save or run the installation file - click Save

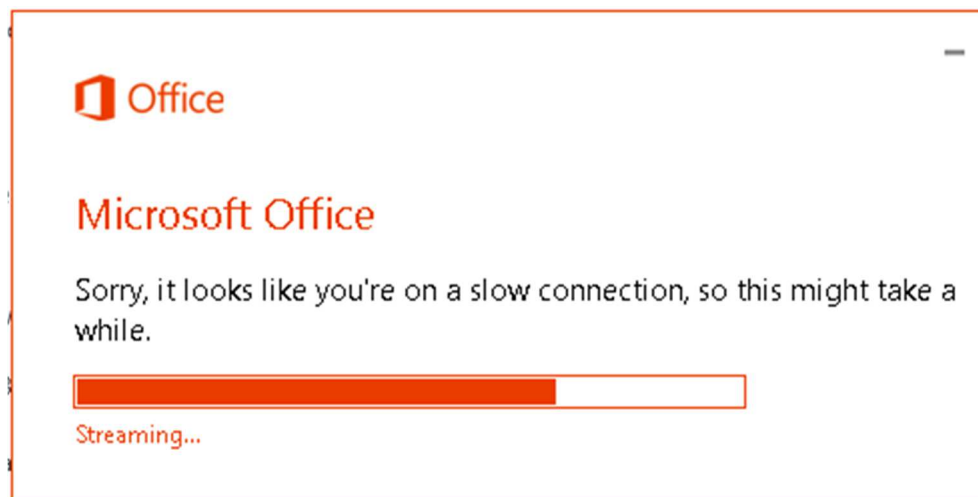
Then click run once completed

Wait for the office install to appear - this may take some time depending on the device.

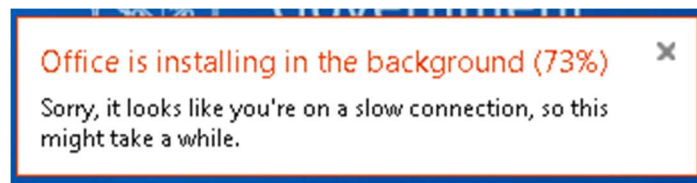


Minimize any windows in case it becomes hidden.

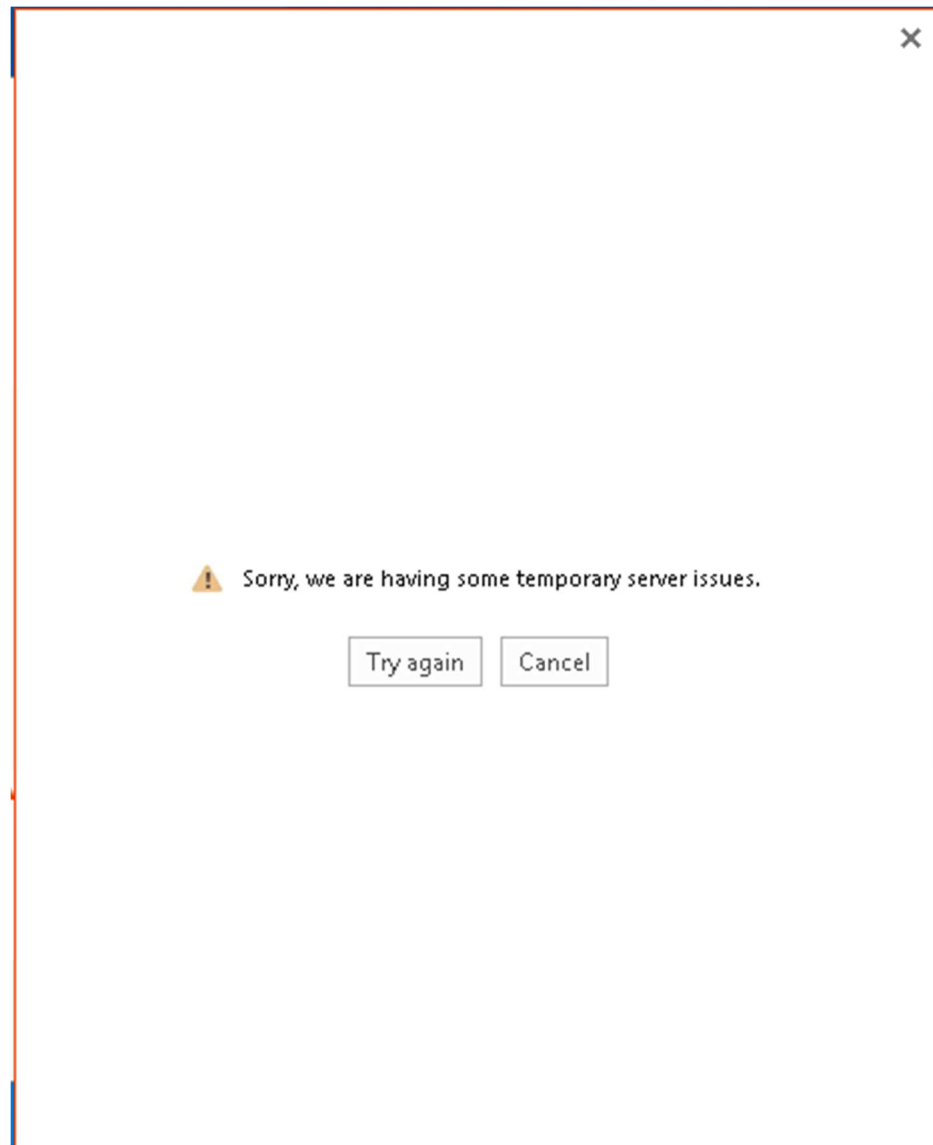
Depending on the schools connection they may receive a popup advising the install may take time as the connection is slow.



While office is installing, a notification will also appear advising the current install progress to the end user.

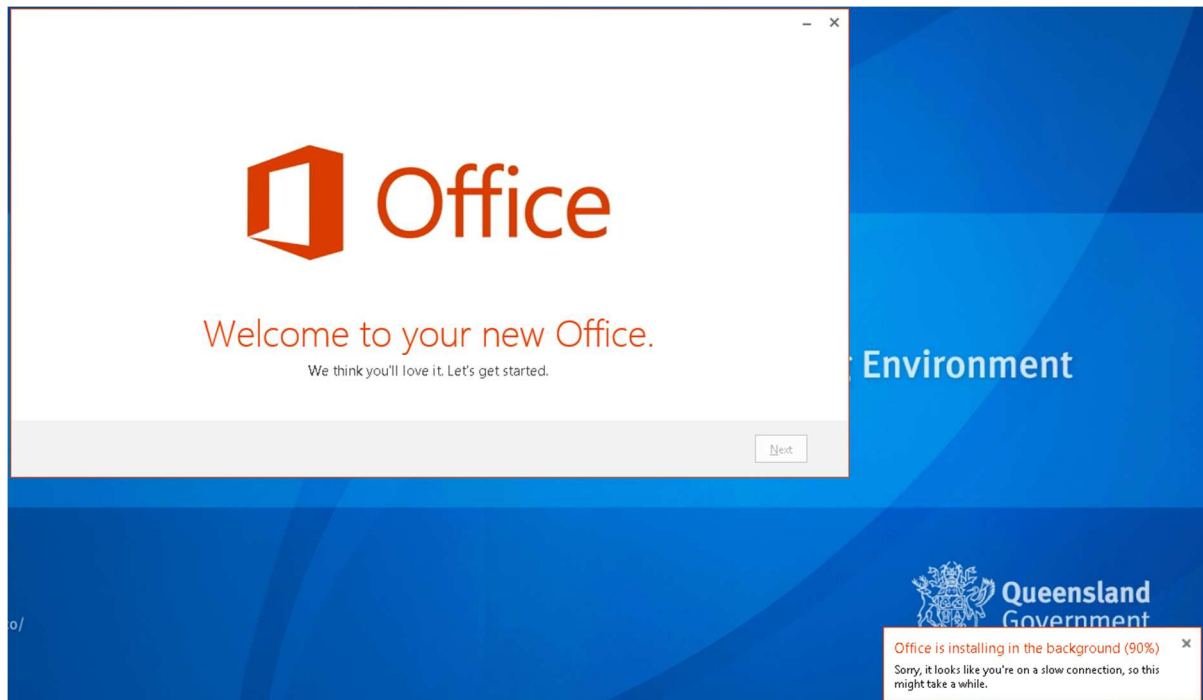


Once the installation has reach close to or at 90%, an error will appear advising an error occurred.



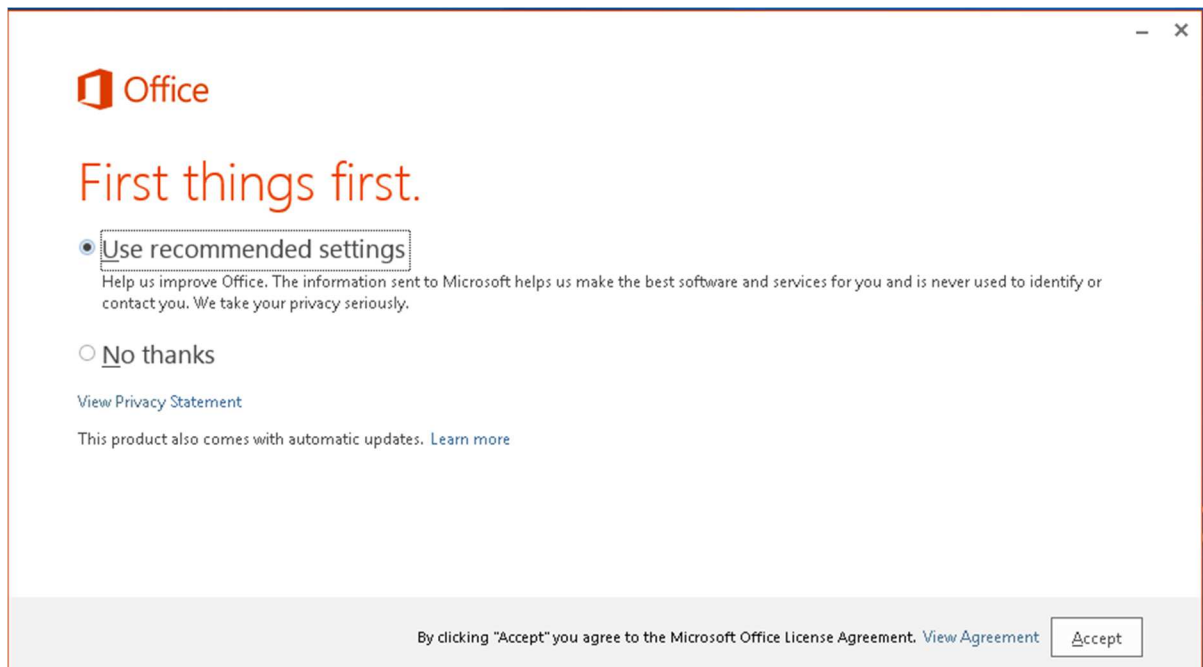
Click cancel as this part of the install is for the registration of the device.

Please wait while the installation continues and finalises.

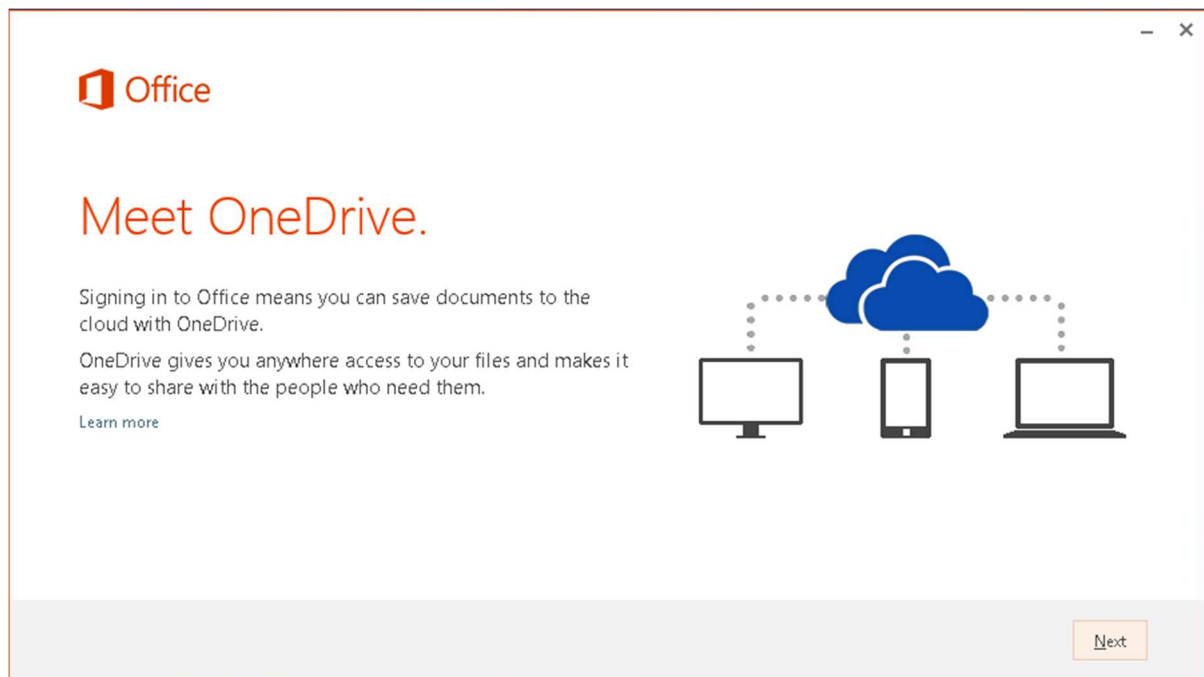


Once the installation is ready, the next button will become prominent and you can click to continue.

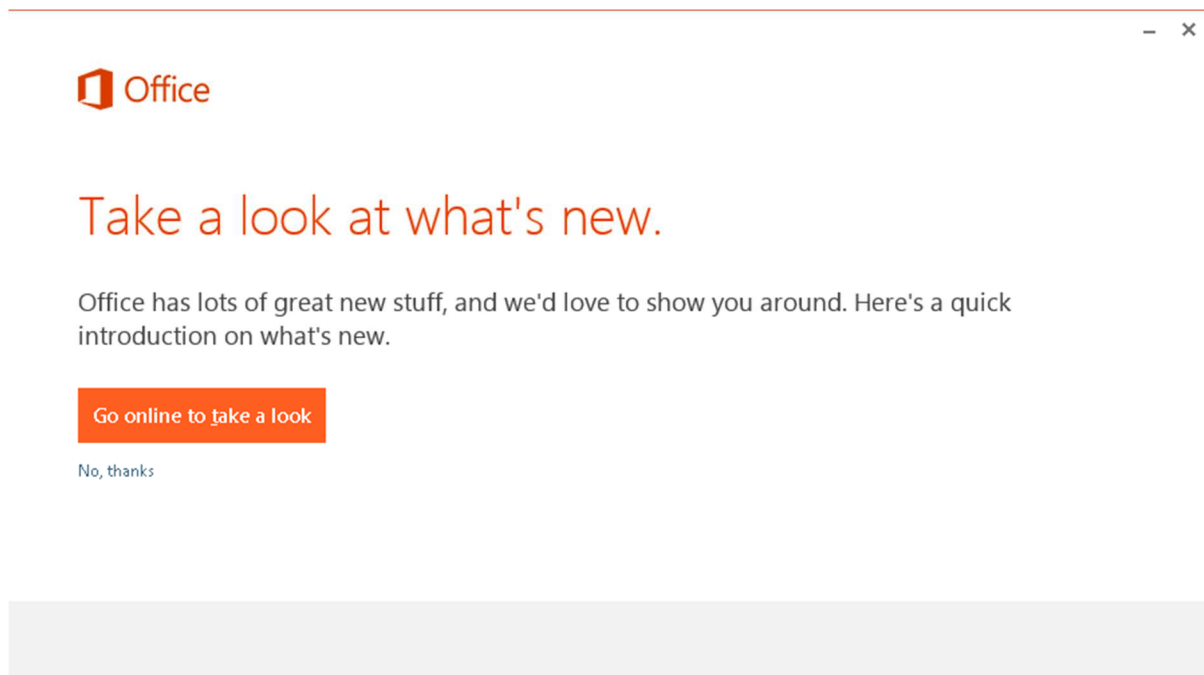
Select the settings preferred settings and click accept.



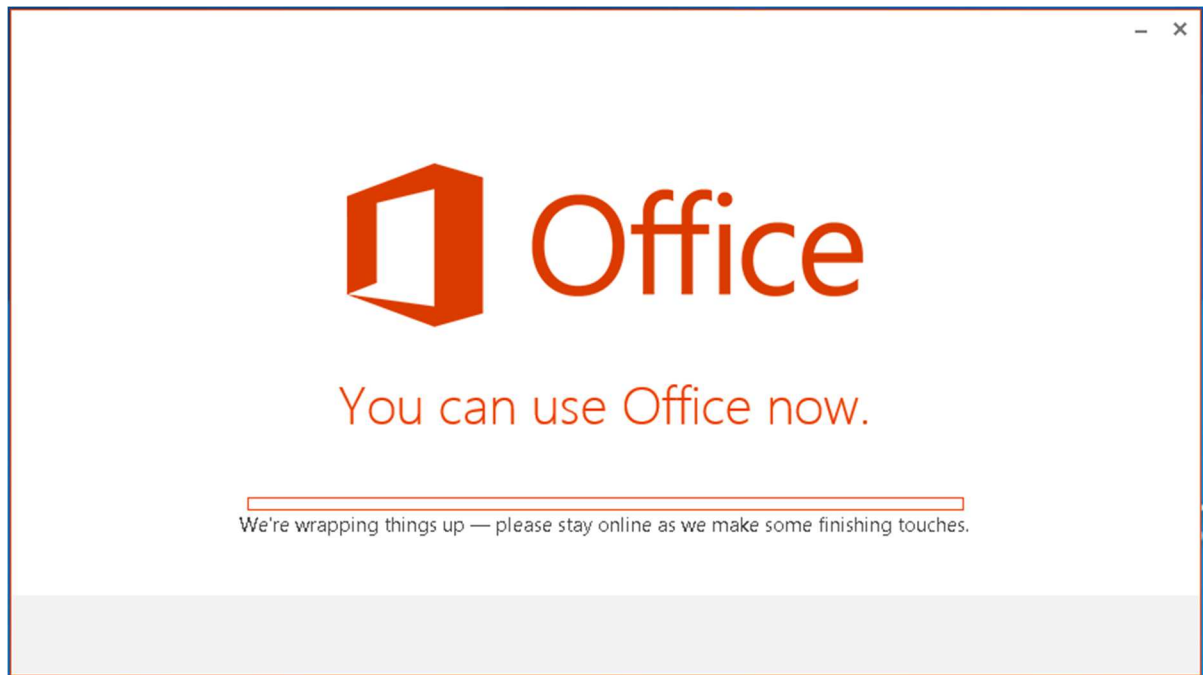
A OneDrive info page will appear next, click continue.



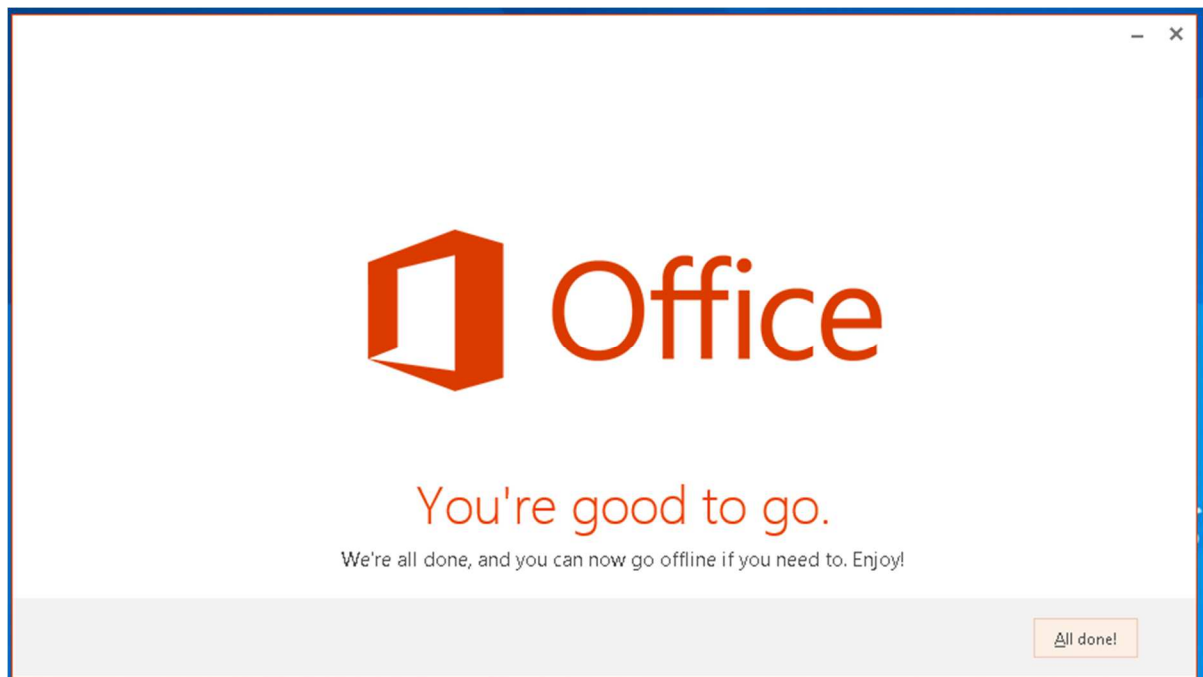
Next is an options to view the new features in Office 365 – Click No Thanks and continue.



Office will now finalise the installation if required. This step may not appear depending on the connection speed.



Once the installation is completed you will see the following screen



To verify the installation being successful, navigate to the Office 2013 location in the start menu and open one of the applications.

