

# Student Advantage

## Office 365

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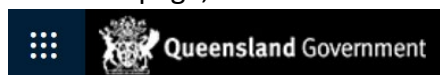


All Queensland State School students from Prep– Year 12 can now get multiple free copies of the Microsoft Office 365 Suite. The Microsoft Office 365 Suite can now be downloaded by all students on to their personal devices.

- The suite of products is only available for download on to personal devices, not devices connected to a school network.
- Personal devices include those devices in the student’s home environment as well as mobile devices.
- In order for students to take advantage of this offer they will require an active MIS login and school email account – the one that they use to login at school, or to access their email.
- A student who does not currently have an active school email account and password should contact their school MIS Administrator (Mr Harris).
- MIS Administrators in schools will be able to help students activate their MIS login.

### Download process

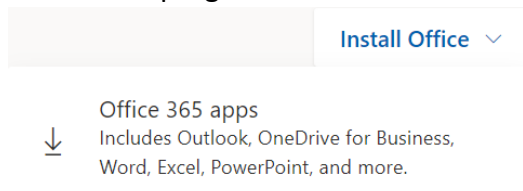
1. Open any internet browser (i.e. Microsoft Edge, Google Chrome, etc.)
2. Navigate to an MIS webpage – the easiest is the student’s email ([www.owa.eq.edu.au](http://www.owa.eq.edu.au)) or the school student intranet site (<https://qedu.sharepoint.com/sites/2039/student/>)
3. From this page, locate the 9 small dots in the top-left of the page – click the dots



4. From the pop-up window, click Office 365



5. From the right-hand side of the page, click Install Office then click Office 365 apps (this will open an instruction window ‘Just a few more steps’ and download the Office installation program.



6. Open the OfficeSetup.exe file (this step will differ depending upon the browser being used – you may be prompted to Run on screen, or have to click the exe file to start. If you cannot find the exe file and do not see a Run option, the setup file should have downloaded to your Downloads folder (again this may differ depending upon your laptop setup).
7. Follow the installation instructions.