Office 365 ProPlus 2016 Suite

All Queensland state school staff and students can now download multiple copies of the Microsoft ProPlus Suite to their personal home computers and mobile devices. You can choose to install Office 365 ProPlus with the 2016 applications or upgrade from version 2013 to 2016.

School staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation. Please use the online form at the [Service Catalogue Online](#), or call the Service Centre on 1800 680 445.

The below installation method is only to be used on devices which do not have the MOE build installed. Do not follow these directions to install Office on a MOE device.

Please note: If you currently have version 2013 installed, you can update to 2016 by following the same process.

Download, update to and install Office 365 ProPlus 2016

1.   Open internet browser and navigate to http://portal.office.com

2.   You will be prompted for your EQ username and password on the online authentication page. **Type** your username and password.

3.   **Click** Login.
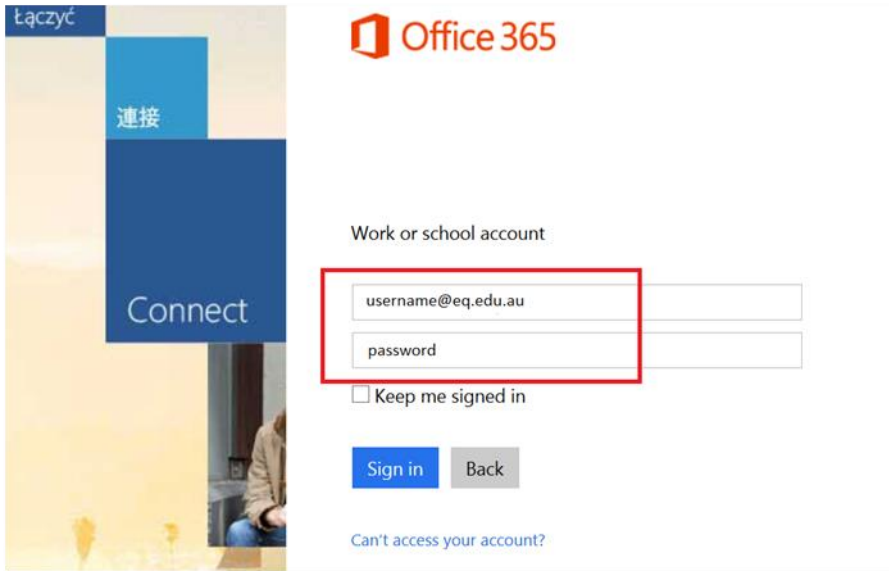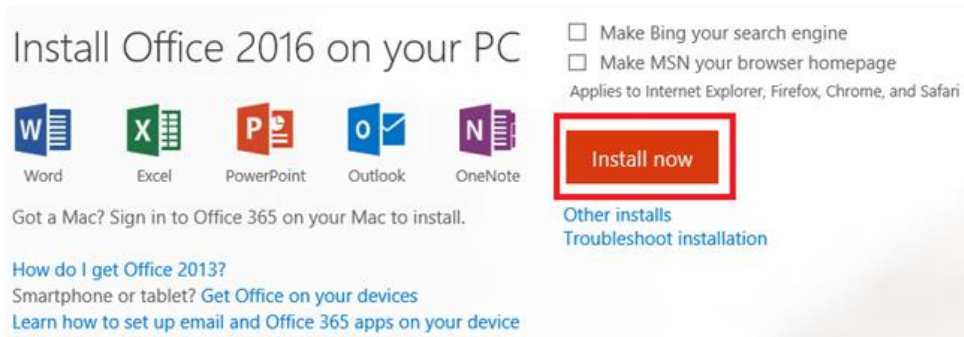
4.   You will need to **log into** the Office 365 home page using the same details listed in step 2. Ensure you enter your @eq.edu.au email address.

5.   The Office 365 homepage will load and give you the option to 'Install now.' **Click** on the 'Install now' button.

6.   **OPTIONAL:** Untick the check boxes which automatically make Bing your search engine and make MSN your browser home page if you would not like for these changes to be applied.
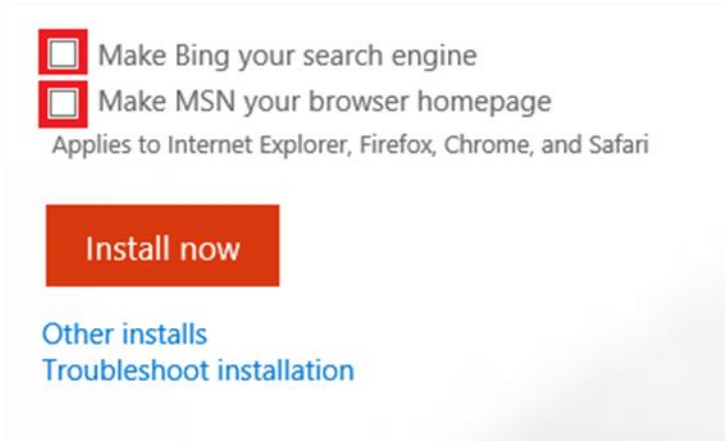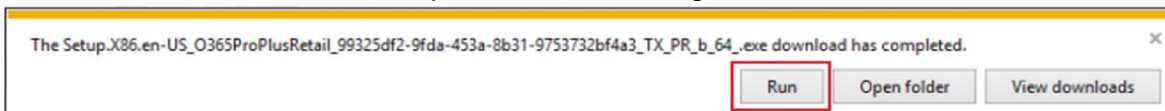

7.   A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

8.   **Click** on 'Save'. The file will automatically begin to download.
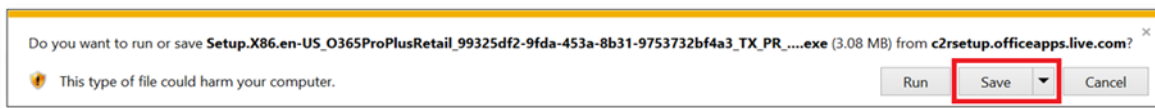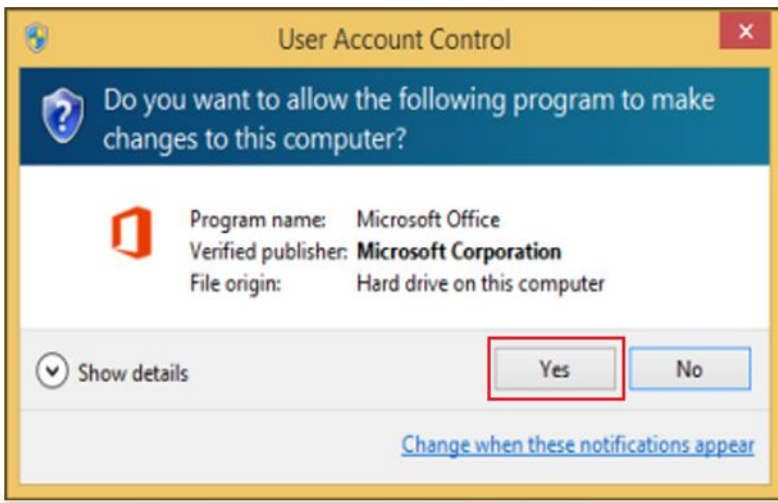

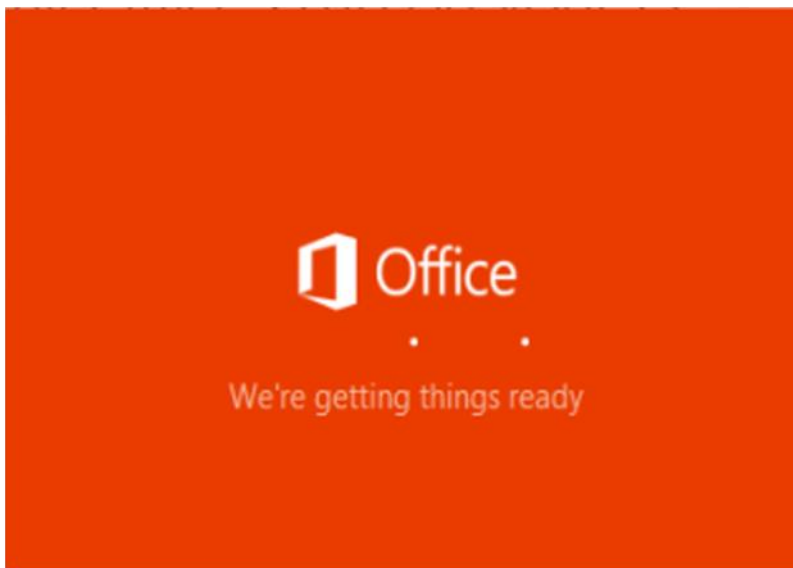9.   When the file has completed downloading, **click** on 'Run'.

Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.


11. Office will start downloading.

You will also see the office icon pop up on the task bar.

12.   Office ProPlus 365 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.
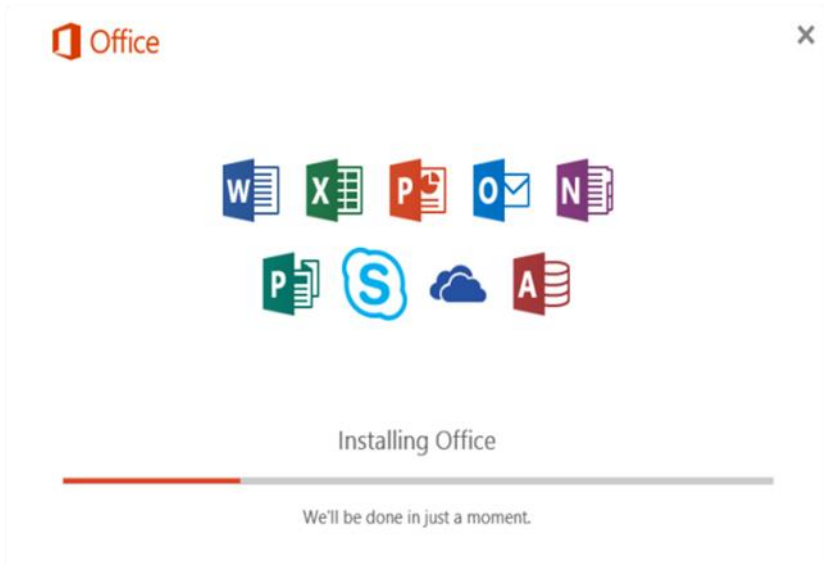
13.   You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept.
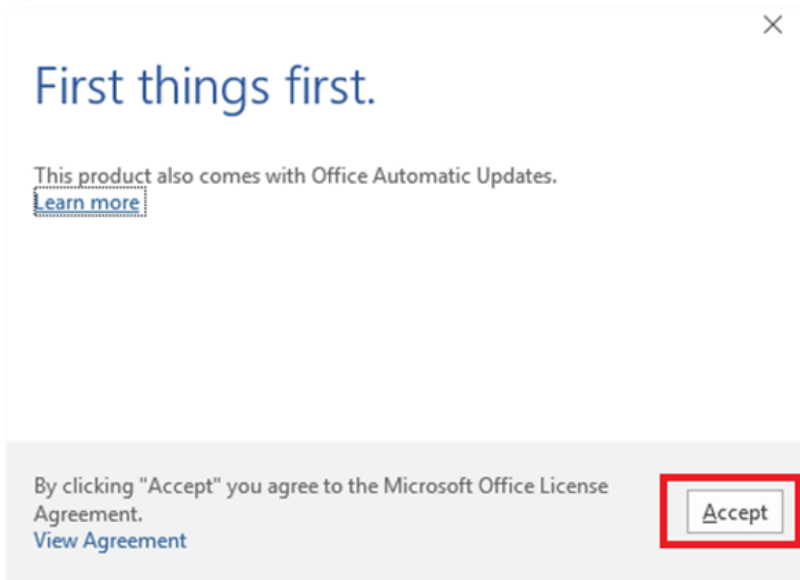
14.   After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
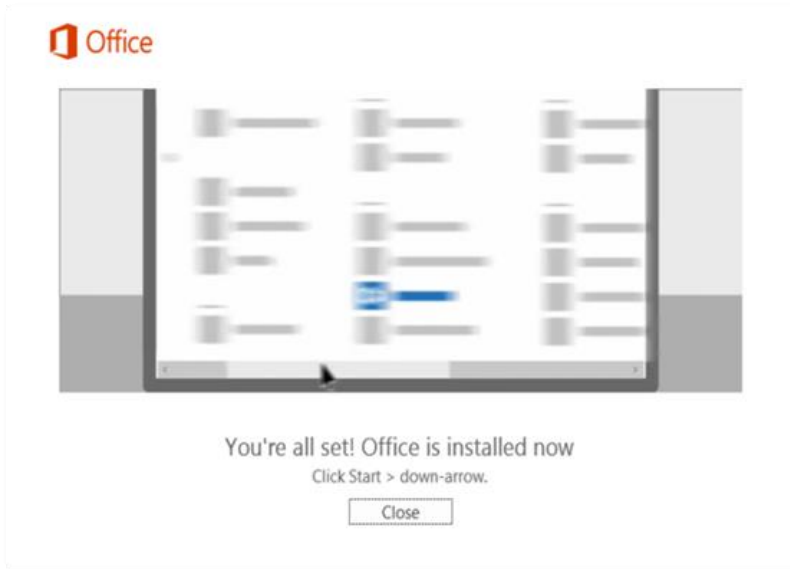
After you click close, we recommend restarting your computer to ensure all changes have applied successfully. Your Microsoft Office ProPlus software is now ready for you to use. This software is only for personal devices and will remain available throughout your duration with the department.

If you experience any issues downloading and installing the software, contact the Service Centre by logging a job or calling 1800 680 445.