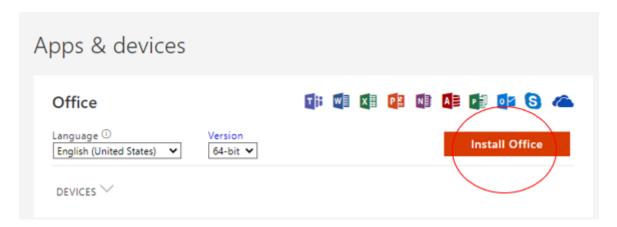
Downloading Microsoft Office 365 Suite

- 1. Open your Internet browser
 - a. Go to: https://portal.office.com/OLS/MySoftware.aspx
- 2. You will be prompted to enter your school email address & password
- 3. On the QLD Government page you are being prompted to enter your <u>Username (MISID)</u> and <u>password</u>. NOT your school email.
- 4. Once you get to this screen, click on *Install Office*.



Example only:

School Email: jblog4@eq.edu.au

Username: jblog4 School Password: welcome.1

After download has completed – open Word.

On the top of the screen 'Activate or Sign' button will appear. Click it.