

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 Username (MISID) and password. 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.