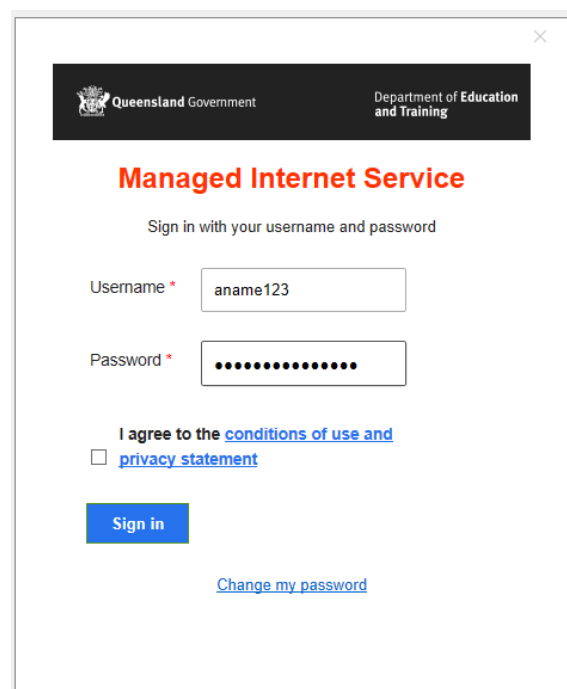# Installing Microsoft Office.

Installing Microsoft office under your school account is very important as it allows documents and OneNote files to be accessed properly. If you activate office using an account **other than your school account**, OneNote notebooks will fail to load or synchronise properly. Please follow the below steps to ensure that office will work properly.
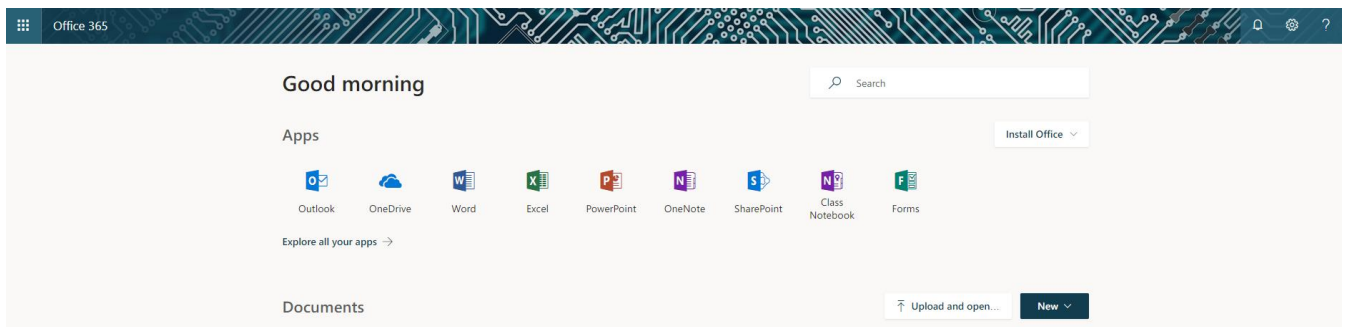
1. Log into Microsoft Online via http://login.microsoftonline.com
2. At the following window, enter your school email address. This is your username that you have for school with @eq.edu.au after your username
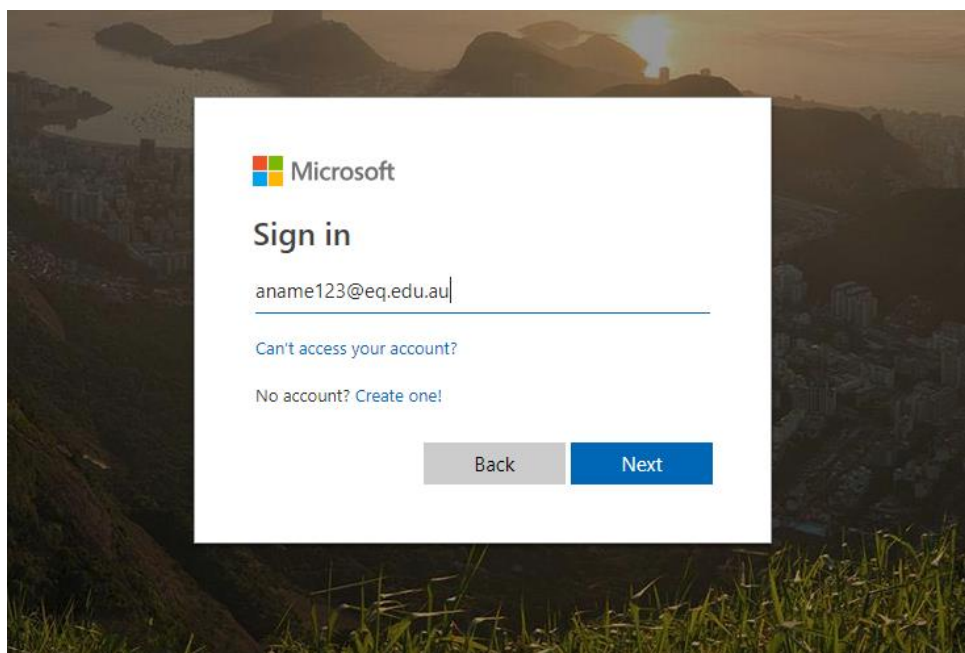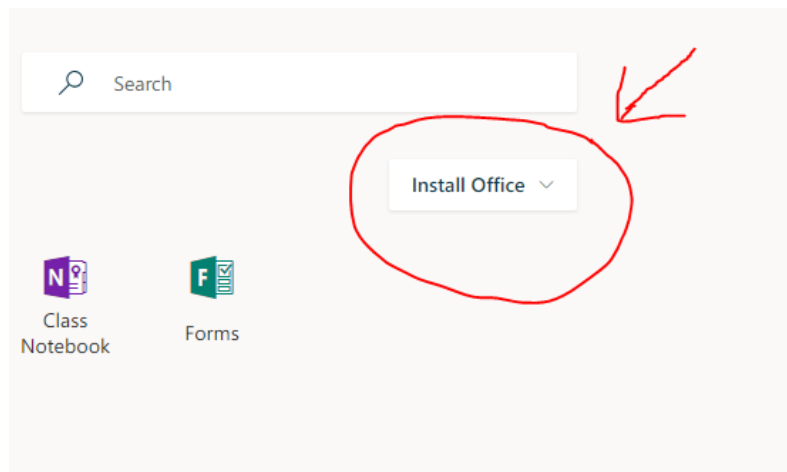


3. You will then be presented with the education sign in page. Enter your username and password, ensuring that you tick the acceptance box.
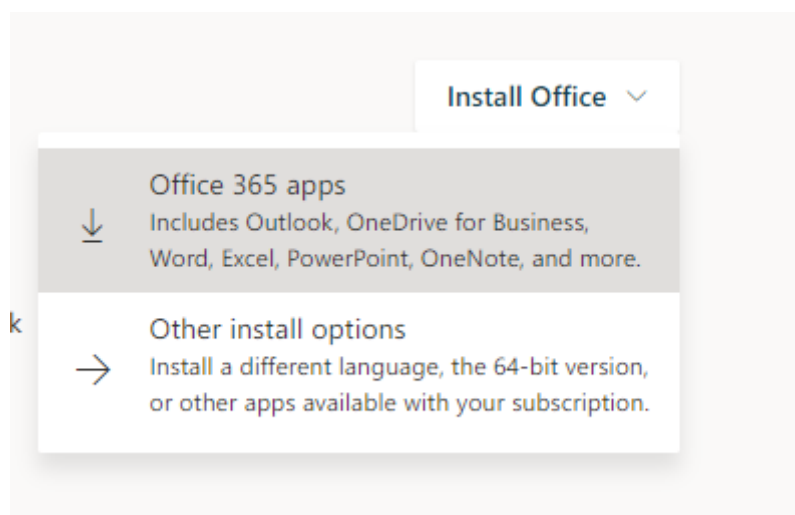
4. Once Logged In, you will be presented with your office homepage.
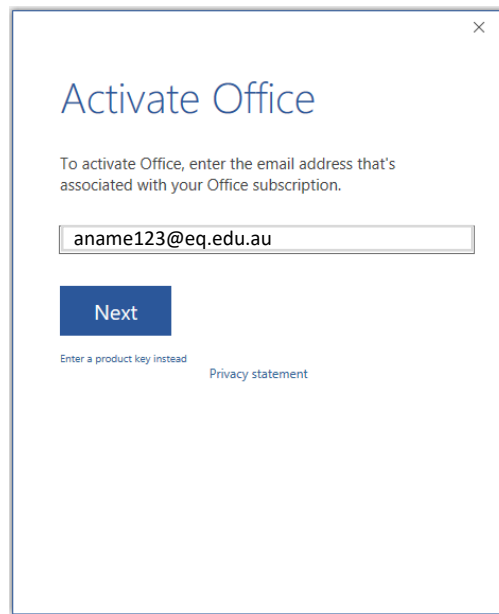


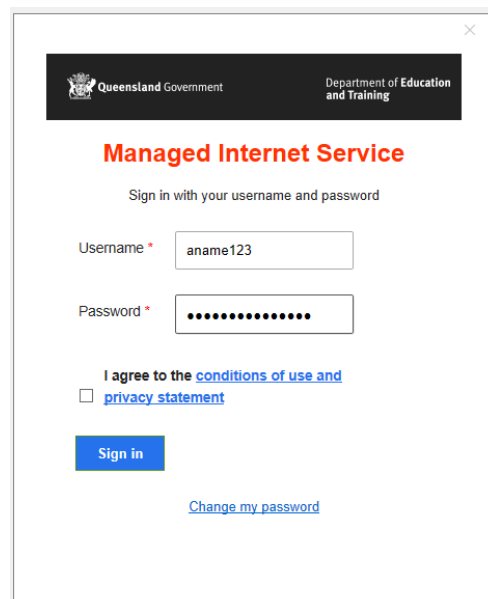5. On this page, over on the right hand side, click "Install Office"



6. Select Office 365 apps from the dropdown menu

7. Follow the prompts and once installed open Microsoft Word 2016 from your start menu.



8. When you open office for the first time, it will ask for your email address. Enter in your school email address



9. After clicking next, you will be presented with another window. You will need to enter your username **not email address** and password.

10. After these steps are complete, you should notice your name in the top right hand corner to signify that your office installation is now activated. If you have any issues, please come and see the staff at the IT Helpdesk during helpdesk times.

   Alternatively you can email us with questions at byox@meridansc.eq.edu.au