BYOD 2024

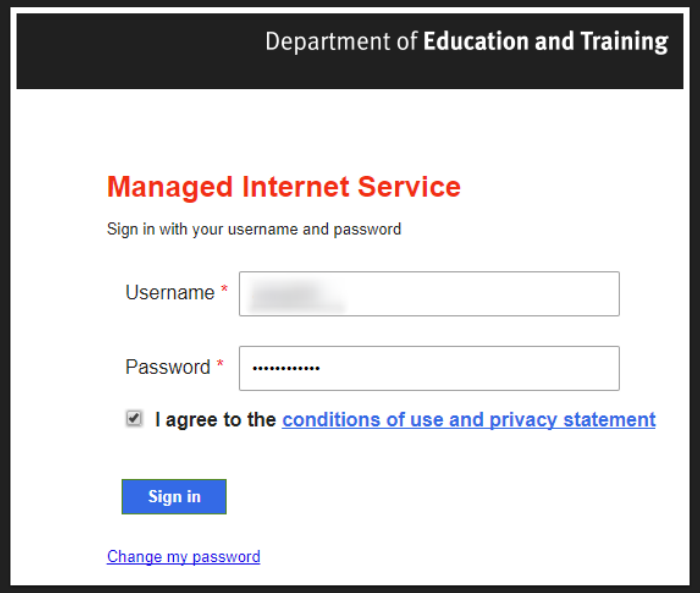
Install Office 365

WINDOWS 10, macOS

STEP 1. Reset Your Password

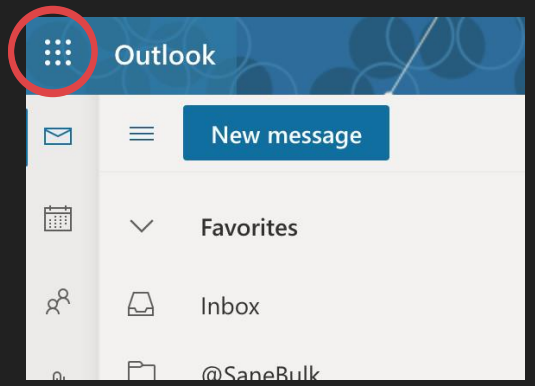
- You will not be able to install Office 365 without a working password for your account.
- Your teacher can now reset your password.
- Alternatively, come and see your friendly neighbourhood school techs during tech hours. It has changed from last year so please find out what the new hours are.

STEP 2. Log into OWA

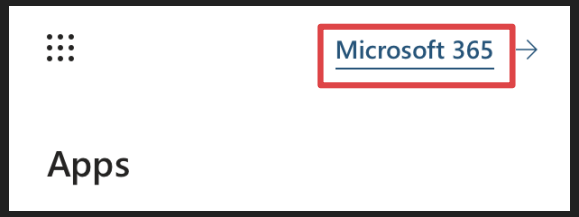


- From your browser, access "**owa.eq.edu.au**".
- Log in with you school user name and password.

STEP 3-1. Download Office 365 installer

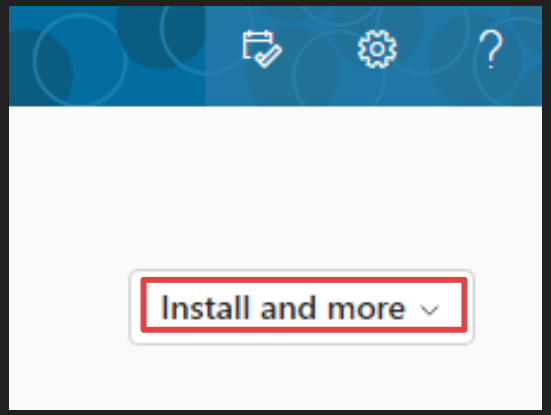


- Tap on the apps icon (9 dots) on the top right hand corner.

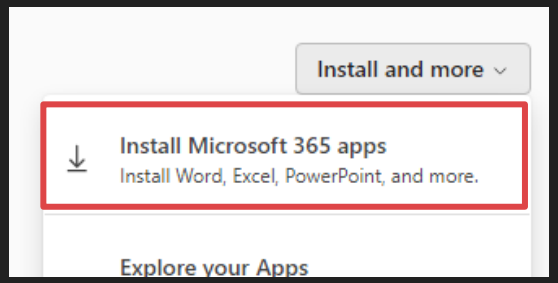


- Tap on “Microsoft 365”.

STEP 3-2. Download Office 365 installer

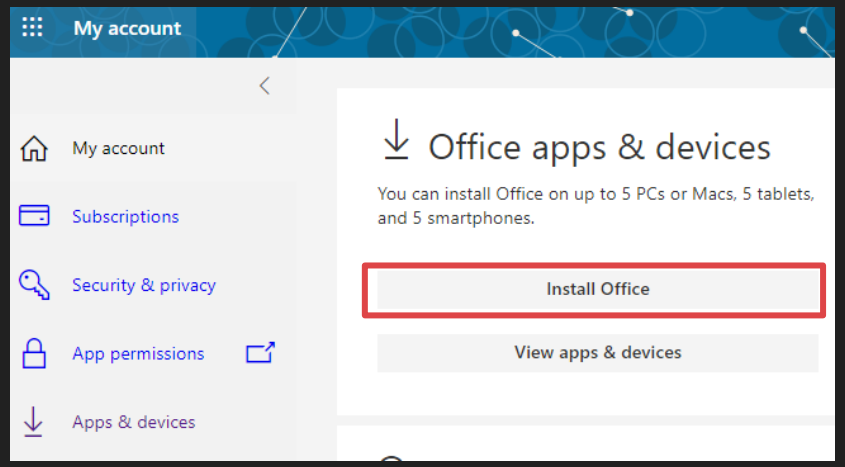


- In the new window, find and tap on “Install and more” on the top righthand corner.



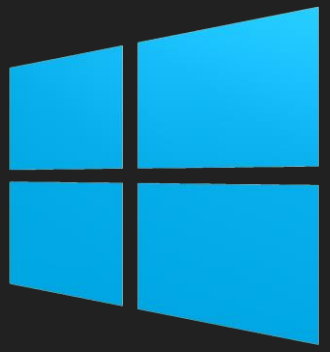
- From the drop down, tap on “Install Microsoft 365 apps

STEP 3-3. Download Office 365 installer



- In the new window, find and tap on “Install Office”
- The installer file will proceed to download

Differences between macOS and Windows Installers



- Windows Installer is a very small file, once running will “stream” the office suite to your PC in the background. You can use your PC as normal during this process.
- The Windows installer in theory will resume if interrupted, it is still best practice to make sure your PC is powered up and online while office apps is being installed.
- The macOS installer contains the entire office suite, the download size is about 1.8GB

STEP 4. Run the installer

- Depending on your browser, you may be given the “Run” option when the download begins, pick this option if given.
- Otherwise find the installer file in your downloads folder and double click to run.
- Depend on your internet speed, it may take several minutes before Office is ready to run.

Install Complete

- You will be asked to sign in with your Microsoft Account, use your school email address.
- You can install up to 5 copies of Office on any devices your own.