Install Office 365 desktop apps

While enrolled at Distance Ed you can download and install Microsoft Office 365 on up to 5 devices (Mac or Windows) per student account for free. Microsoft Office 365 is the most current version and is backwards compatible, meaning it will open office files from a previous version.

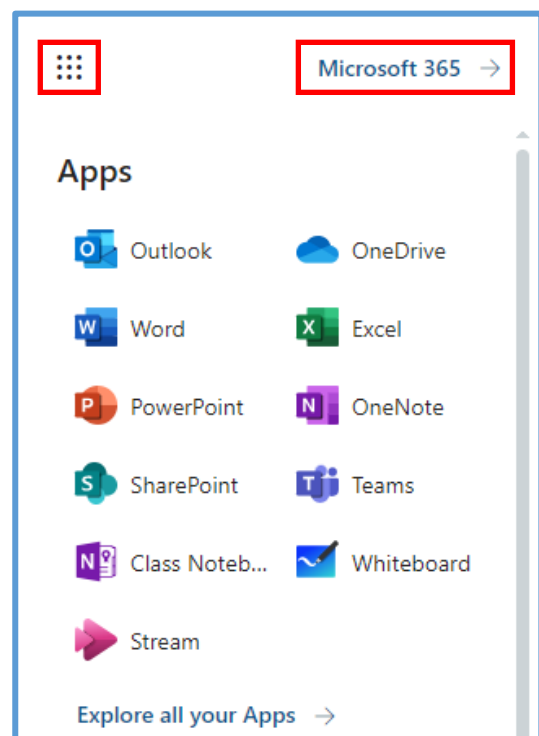The Office suite provided by EQ includes the following programs:

Outlook, Word, Excel, PowerPoint, OneNote, SharePoint, Class Notebook, OneDrive

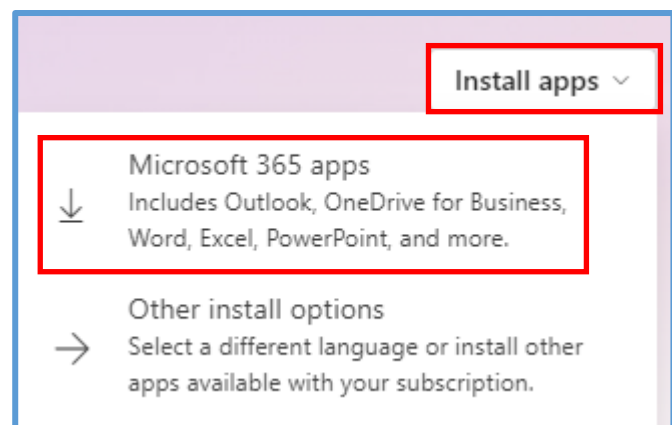You will need your EQ login ID and password to access the download link.

Login to your student emails. If you do not know how to do this, go through the help sheet "Login to student emails".
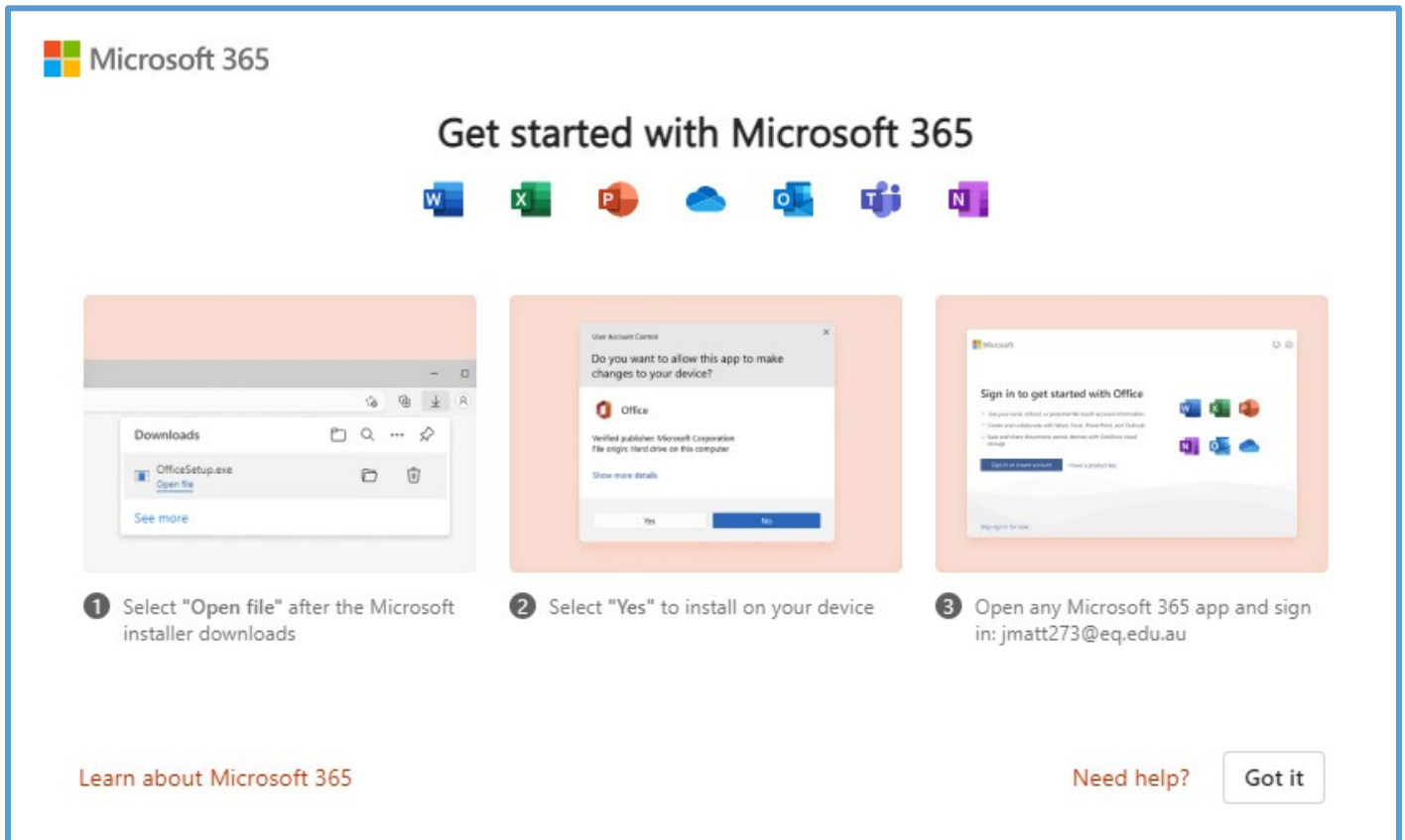
Click on the icon in the top left corner, which looks like 9 small squares. Then click on Microsoft 365.

On the Welcome to Microsoft 365 page, to the top right of the page is an Install Apps button. Then click on Microsoft 365 apps.

The installer file will go to your downloads folder. Follow the instructions on the screen to finalise the installation of Office 365.

Once installed, you will need to login to using your school email address and password to authenticate the licence.

You can check that you are signed in by opening an Office program (eg Word) and looking for your school username up the top right of the screen.