

Microsoft Office for Personal Devices

All Queensland state school staff and students can now download multiple free copies of the latest Microsoft Office to their personal home computers and mobile devices.

Students and staff will need to use their school email address to sign in. Students who don't have a school login, school email account and password should contact their school's Managed Internet Service (MIS) administrator or class teacher. The administrator will help students activate their school login.

Microsoft Office 2016 is available for **personal devices only**, not devices owned by the department or part of a school network. Errors and conflicts will occur if Office 2016 is downloaded on departmental devices, as these devices already have a licenced copy of Microsoft Office.

Your Office subscription lasts for as long as you're a Queensland state school student or school-based staff member.

Download process

For PC and Mac, visit portal.office.com, login using your school email address, click through to install and follow the onscreen process.

For tablets and smartphones, download from your app store and sign in with your school email address.

If you have trouble, please refer to the instructions on how to download and install Microsoft Office 2016 to your personal home computers:

[How to download and install Microsoft Office 2016 to a Windows computer](#)

[How to download and install Microsoft Office 2016 to a Mac computer](#)

OneDrive for Students (Cloud Storage)

From 21 June 2018, students in our school will be able to access Microsoft's OneDrive for Business through the MIS Gateway. (<https://mis.eq.edu.au>)

OneDrive for Business provides a secure place on the internet where **school-related files** can be stored, shared and synced.

Below is a link to information outlining how OneDrive will function within the department's IT network, as well as information packs for parents and students.

Who will gain access?

Students across all year levels will gain access providing they have at least a 0.1 FTE enrolment at your school.

Each student will gain access to:

- a OneDrive for Business library with five terabytes of storage per person
- an expanded suite of Office Online web applications, including OneNote, Word, PowerPoint and Excel.

 [OneDrive Quick Start Guide for Students](#)