

MIS - Office 365 - Apps - Free Office 365 for student personal devices

Note: This product is available to students (with an @eq.edu.au email address). Students are encouraged to download the Office 365 suite on an external or home internet connection

1. Who is eligible to download and install Microsoft Office 365 on their personal device for free?

Microsoft Office 365 for free (formerly known as Student Advantage or Office Pro Plus) is available for downloading and installing as part of the subscription plans of Microsoft Office 365. The plan allows students to download onto their personal device for free all the Office 365 tools they are familiar with: Word, Excel, PowerPoint, Outlook and OneNote.

We have recently changed the way Office 365 application licensing is applied to students. These changes simplify application access and management and result in appreciable cost savings for the department.

It is important for you to be aware that this software package is to be only installed on personal devices and not departmental devices.

A licensed copy of Microsoft Office is already installed on departmental devices including Computers for Teachers devices and school/corporate workstations.

If you download Microsoft Office 365 onto departmental devices, you will experience conflicts.

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2. How do students download, install or upgrade to the free Microsoft Office 365 software for Windows or Mac?

Students can access this free download by visiting *office.com* and using their department user identification to login

NOTE: access to office.com site is blocked between 8.00am and 4.00pm at school, Monday to Friday by Education Queensland, Brisbane. You must download it at home.

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How do I download office for a mobile device?

Office 365 can be downloaded from either the iOS App store or Android App Store. When you start an Office app that's not activated, you'll be prompted to sign in to Office. You will then need to sign into the office apps with your @eq.edu.au account to activate it for free.

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How many devices can I download and install Microsoft Office 365 for free on?

Students can download and install Microsoft Office 365 on an unlimited number of devices, however users can have a maximum of five (5) active sign-ins per device type, with device types defined as desktop and mobile devices.

When a user reaches the sign-in limit, instead of being prompted to deactivate, the user will be automatically signed out of Office on the device where Office has been least recently used. The next time the user starts Office on that device, the user will be prompted to sign in to activate Office.

To check what devices you have licensed Office on, go to <https://portal.office.com/account/#installs>.

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7. What happens to the software license when I graduate in Year 12.

The licence will expire when your enrolment goes inactive as 'left'.