



Office 2016 Home Use Rights for people working or studying at QEGS

<https://portal.office.com/OLS/MySoftware.aspx>

What is this?

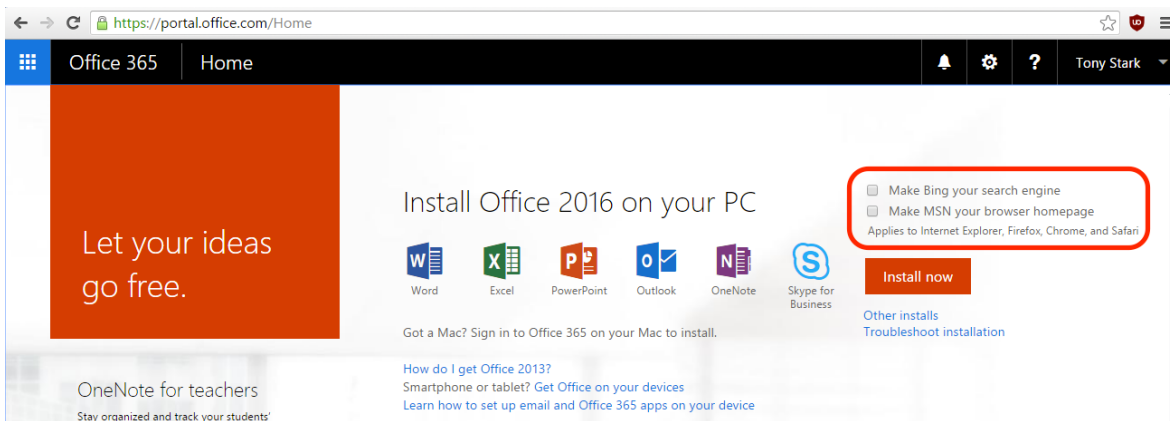
A free copy of Office 2016 to use at home. Windows and Mac versions are available.

Who can use it?

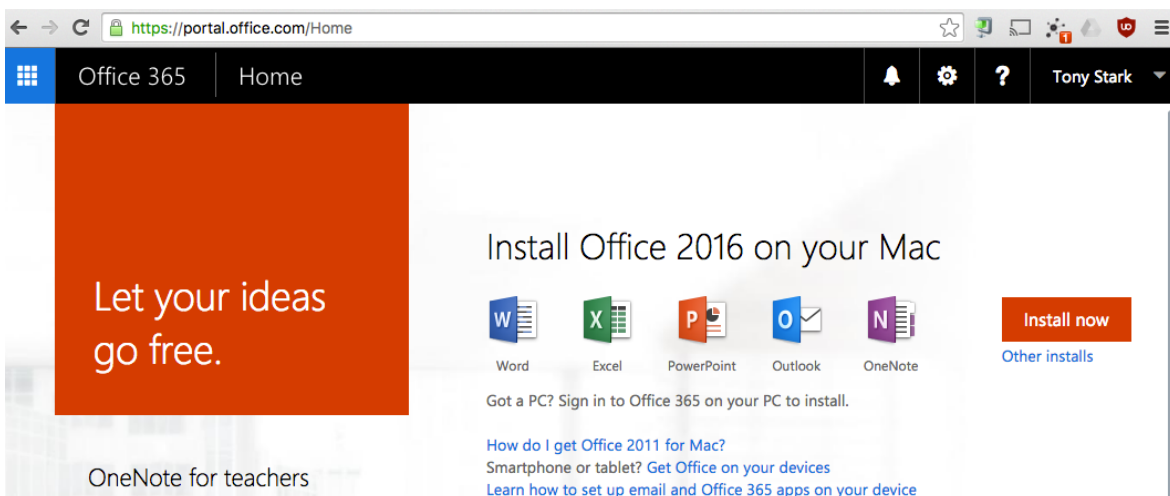
People directly employed by QEGS and people studying at QEGS.

How can we get it?

Use the URL above or visit portal.office.com and login using your QEGS email address and QEGS password, which should show you this (Windows):



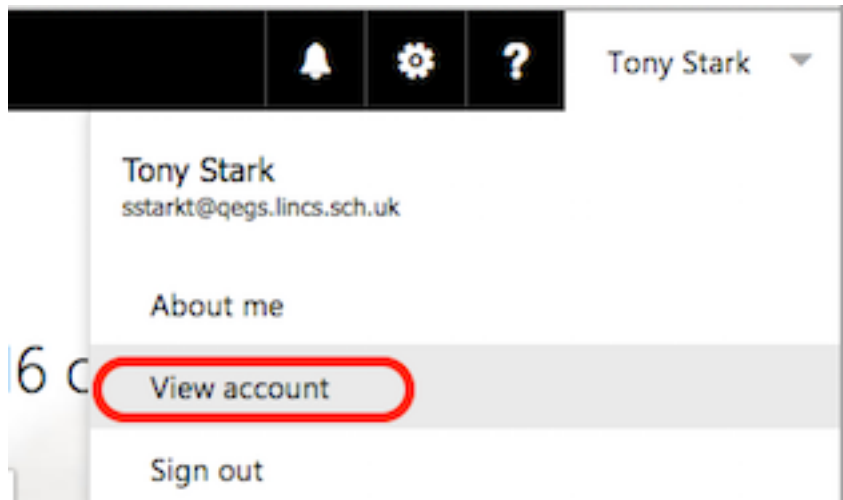
or this (Mac):



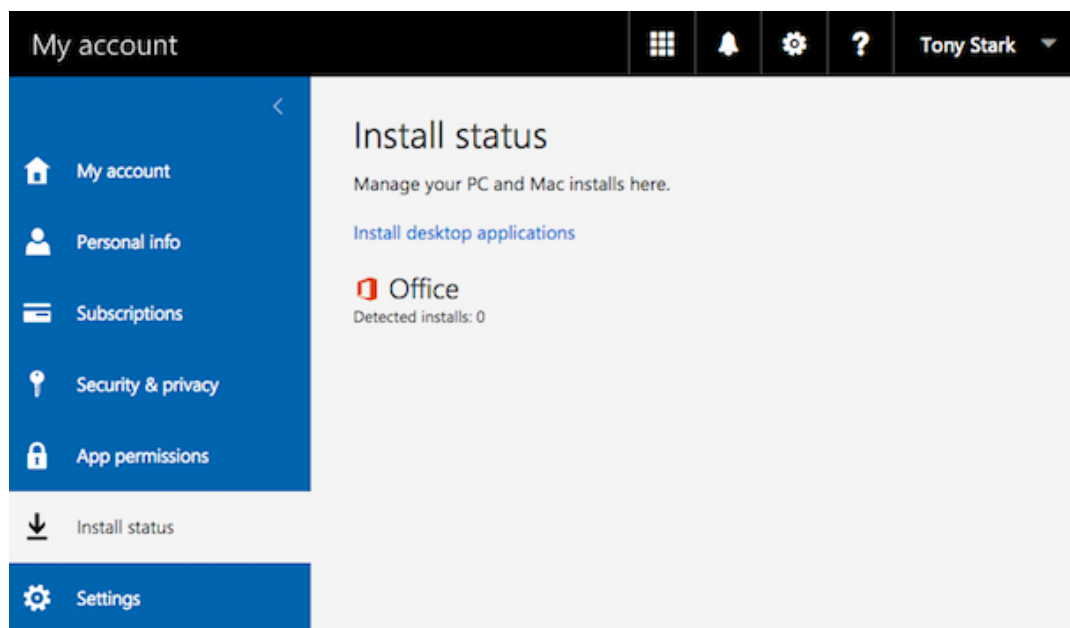
We suggest clearing the checkboxes next to “make Bing my search engine and MSN my browser Homepage” (outlined in red) before proceeding.

You can also visit your “My Software” page to install Office 2016.

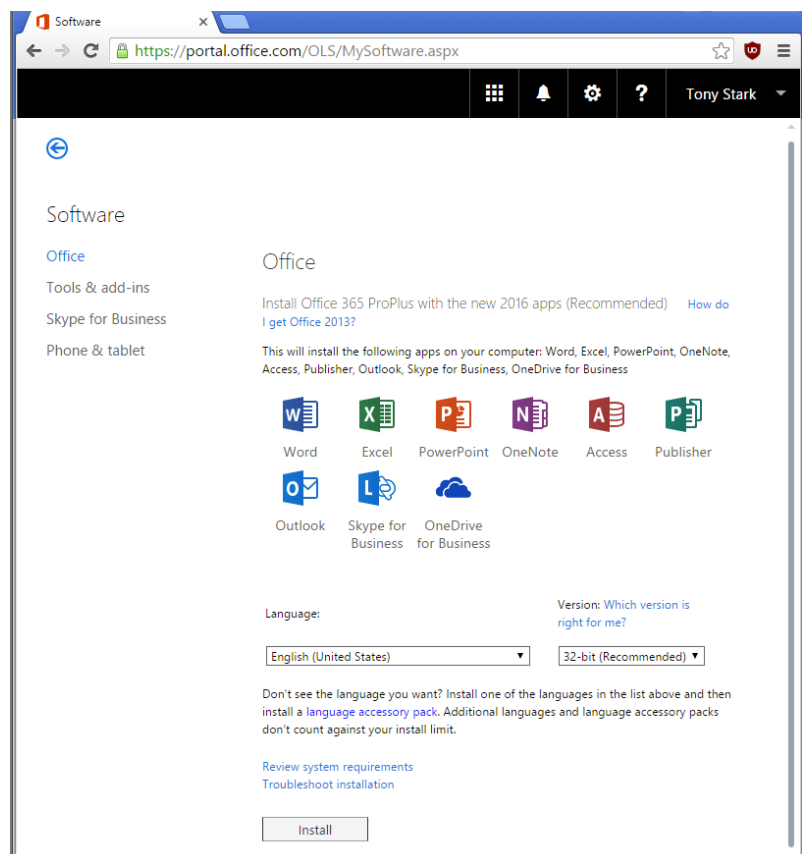
Do this by clicking on your name (top right) and then click “View Account”:



Choose Install status from the left-hand menu:



Finally, clicking the “Install desktop applications” link, will take you here:



Windows computers will download a small (3.32 MB) file that will install Office 2016 via the Internet when run. Mac computers will download a 1.5GB .pkg file.

Are there any catches?

Your computer needs to talk to the Internet every 30 days to check you are still licensed to use Office 2016.

You will need to download (up to) 1.5GB of data for the install. If you have very slow broadband you may want set it going and leave it overnight.

You are only licensed while working or studying at QEGS.

What happens if I leave QEGS?

Office 2016 will enter “reduced functionality” mode. You will be able to open and view anything you have already created, but you will not be able to edit it or create new documents.

If you would like to continue using Office 2016 after leaving, you will need to purchase a license (or obtain one from your University / next employer under a similar arrangement).