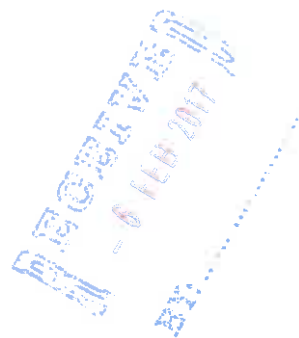


6 February 2017



Queensland  
Government  
Department of  
Education and Training

Dear Principal

**Free Microsoft Office 2016 for students and school staff**

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.

With Office 2016, students and staff will have access to the latest version of Word for writing, Excel for spreadsheets, PowerPoint for presentations, OneNote for organisation and notetaking, and much more.

Students and staff will need to use their school email address to sign in. The subscription lasts for as long as they are a Queensland state school student or school-based staff member.



It is important to note that 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 licensed copy of Microsoft Office.

To download Office 2016 to a PC or Mac, visit [portal.office.com](http://portal.office.com), log in using your school email address, click through to install and follow the on-screen process. For tablets and smartphones, download from the app store and sign in with your school email address. Detailed instructions are available at [education.qld.gov.au/office2016](http://education.qld.gov.au/office2016).

Enclosed are posters to display around your school to encourage students to take advantage of this offer.

If you have any questions about the Office 2016 offer, I invite you to contact Karen Edwards, Director, Business Systems Maintenance on telephone 3034 5269 or by email at [karen.edwards@dete.qld.gov.au](mailto:karen.edwards@dete.qld.gov.au).

Warm regards,

  
JEFF HUNT  
Deputy Director-General  
Corporate Services

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