

How to access your school email account

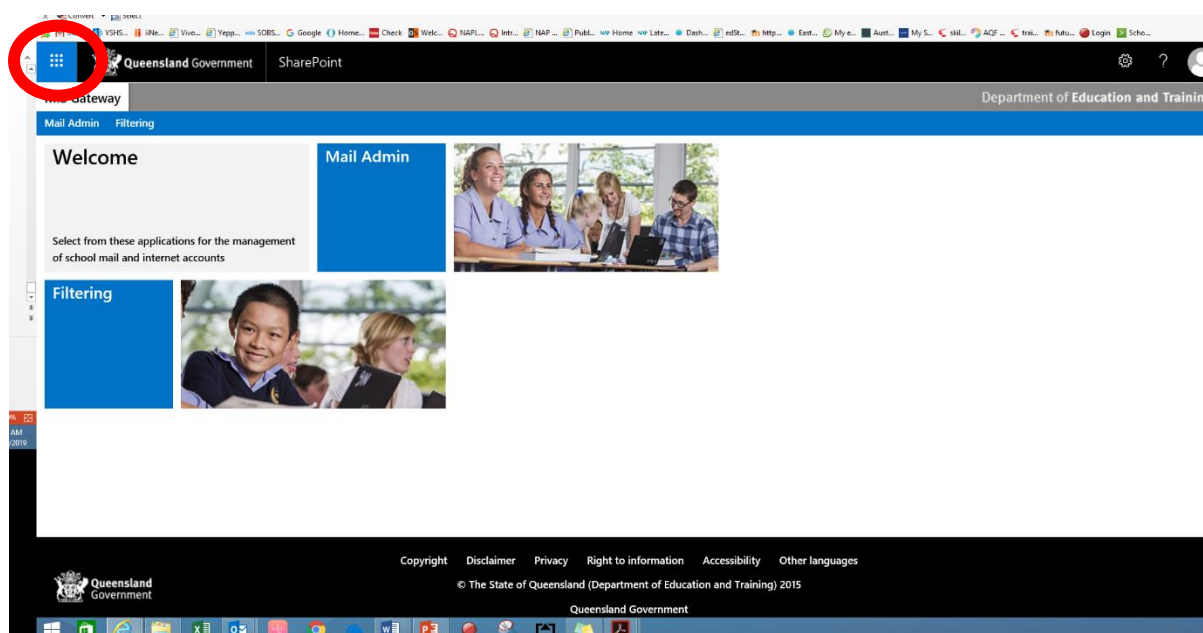
If you have internet access you can log in to your school email anywhere any time.

If you are at school using a school computer:

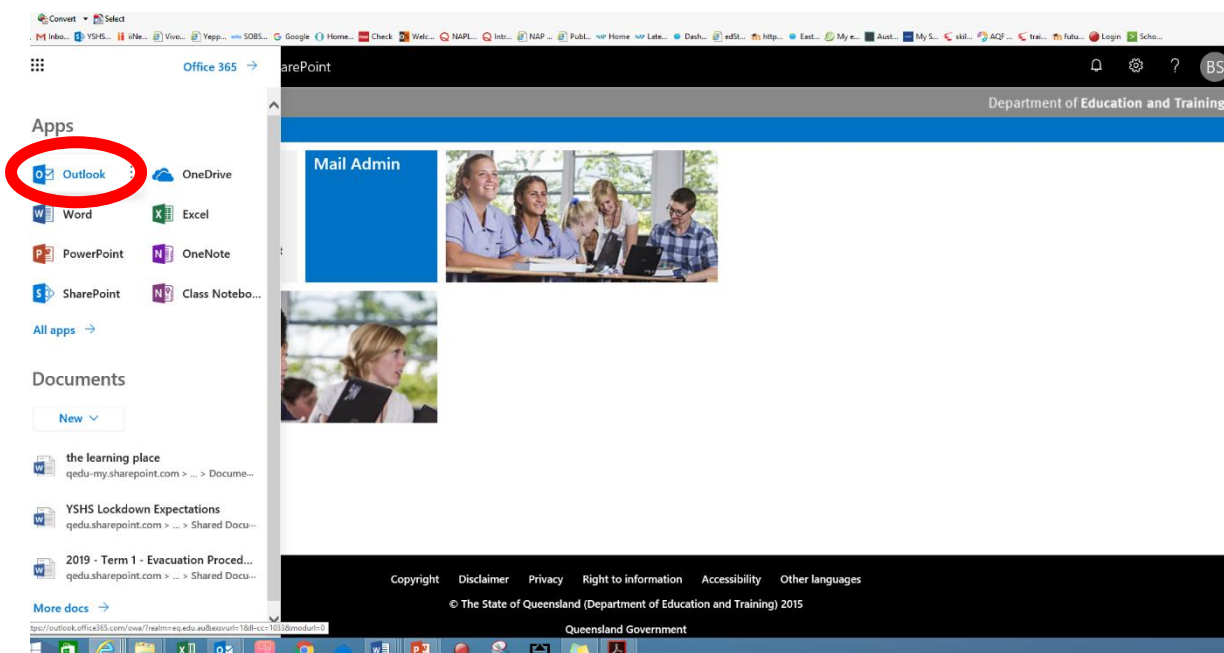
1. Log on to the computer using your school username and password. If you are unsure of your username please ask your teacher. If you have never logged on in high school your password will be **Passw0rd1**
2. Once logged on to the computer, click on the Internet Explorer icon located in the task bar at the bottom on the screen.
3. You will automatically be taken to the screen below.

If you are on a private device or at home:

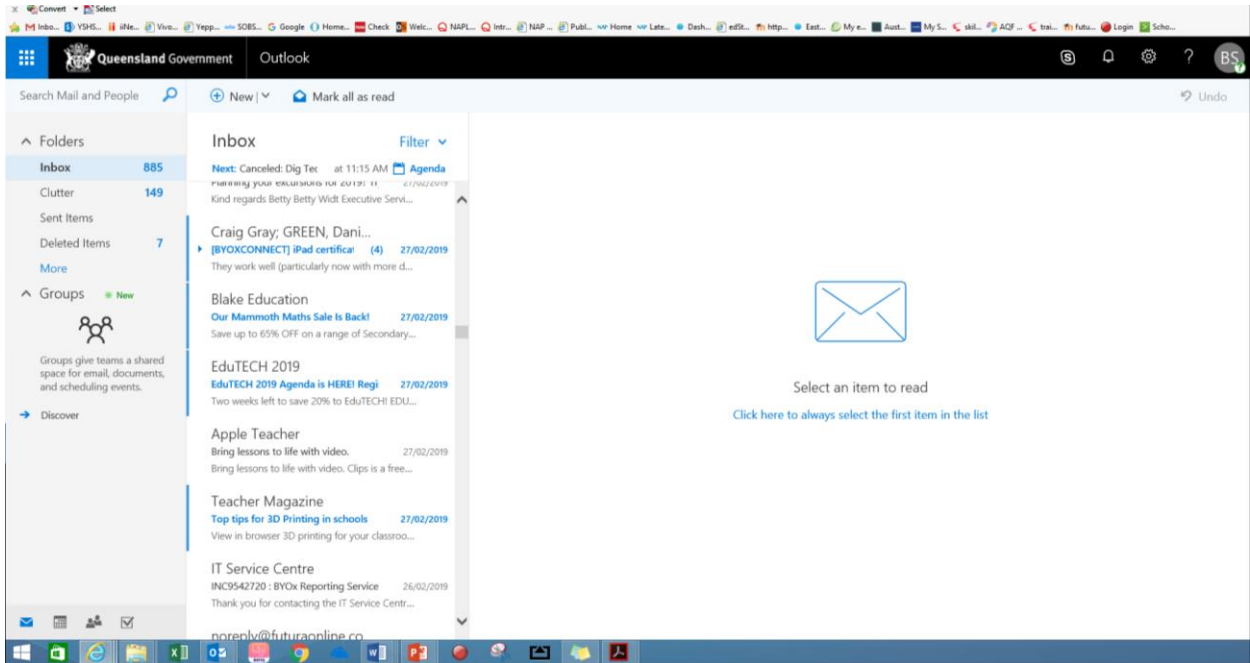
4. Open your internet browser and go to <https://mis.eq.edu.au>
5. You will need to log in using your school username and password.
6. Click on the icon in the top left corner to locate all the Office 365 software.



7. Select Outlook from the options that appear.



8. You should now be able to see your email inbox. Click on an item from the inbox and its full contents will appear in the window on the right.



9. To reply to an email click on 'reply' (not 'reply all') and write your reply. Remember this is a school monitored email service and should only be used for school purposes. Inappropriate use will be detected and consequences incurred.

