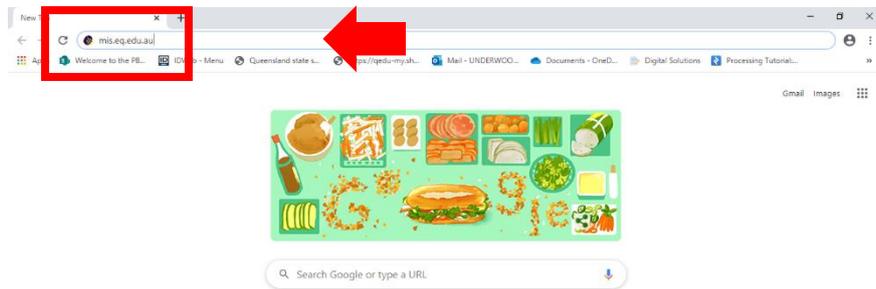
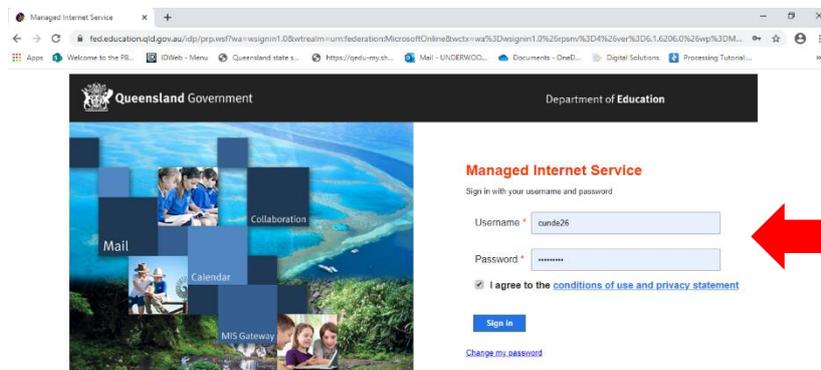


Accessing your school email from any computer

1. Type mis.eq.edu.au into you web address bar.



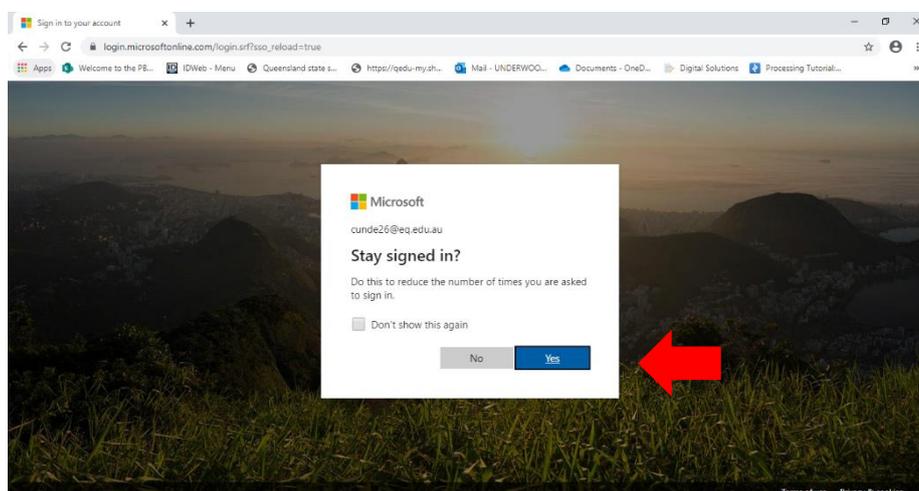
2. Sign in using your school username and password



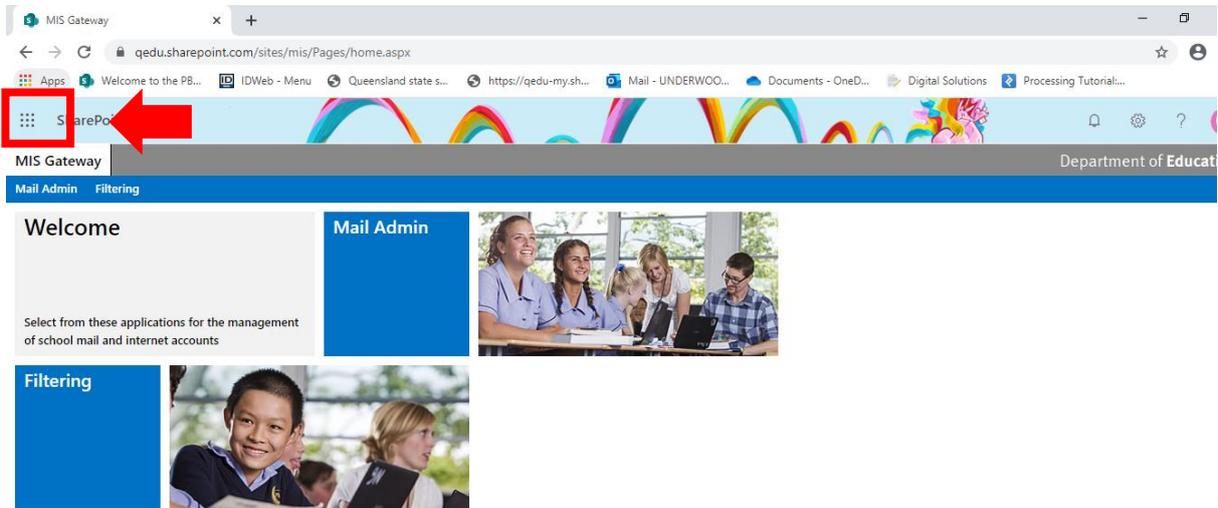
NOTE: If you cannot remember your school password or it is not working, try **Password1**

You will be required to reset your password to something you will remember.

3. Choose either option in the following; your choice will make no difference to you accessing your email. Make the choice that suits you.



4. You are now on the homepage where you can access all of the Office 365 applications – including email – through the app launcher. This is the nine stacked boxes in the top left hand corner. Click on it to see the options.



5. You can then choose whichever application you would like to use. Your email is the 'Outlook' application.

