How to access my child's School email

• All Education Queensland students have access to an email account through their EQ MIS (Managed Internet Service.) They will require their MIS username and password.

Accessing email through a computer. For desktop or tablet email see last page.

1) Open the **internet** (If it doesn't work in one browser, try another e.g. Google Chrome, Edge, Firefox or Safari.)



2) In the address bar, type in mis.eq.edu.au. (Please note there is no www.)



- 3) Sign in using your student MIS username and Password
- e.g. your child's MIS username is owell7 (not owell7@eq.edu.au)
- 4) Click on the waffle, located in the top left hand corner. Then Outlook.

			Office 365 →
		Apps	
iii Queensland Government SharePoint		Outlook	OneDrive
MIS Gateway		Word	Excel
Mail Admin Filtering		PowerPoint	0neNote
Welcome	Mail Admin	SharePoint	Class Notebo
		Forms 5	2 ^R People
Select from these applications for the management		Tasks	
of school mail and internet accounts		All apps \rightarrow	

If you wish to use a desktop mail program or a smart device app, follow their prompts to add an account. If platform options are given, your child's account is under Office 365, not Microsoft or outlook.



7) Sign in using your **student email address (e.g. <u>owell7@eq.edu.au</u> <u>NOT</u> <u>owell7</u>), click next and** enter your **password**.

Hicro	soft		
Sign in			
Email or pl	none		
Can't accoss	your account?		
	2		
			Next