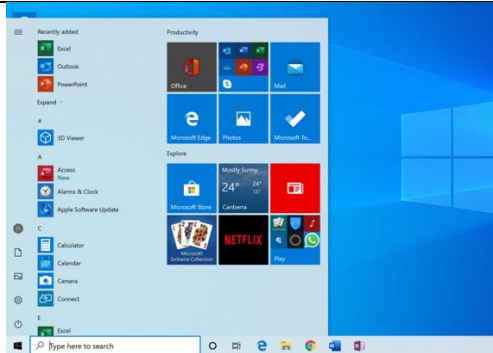
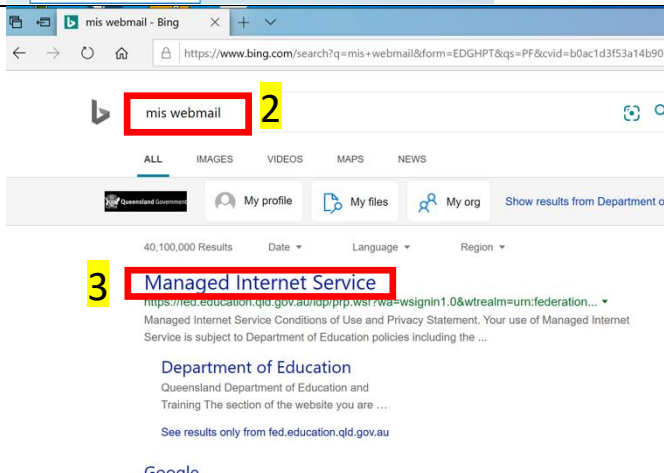
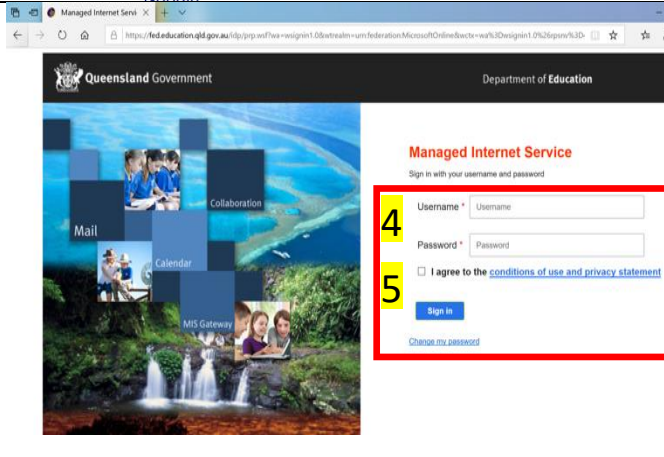


## How to open emails– Short Version

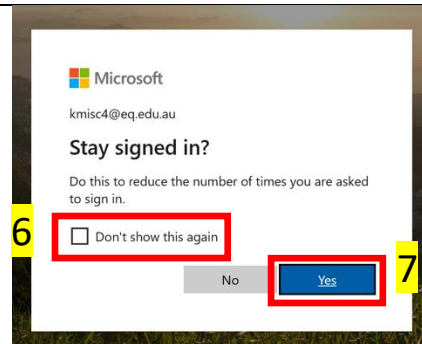
1. Click on internet browser – Safari, Google Chrome, Microsoft Edge, Internet Explorer, Firefox etc
2. Type in MIS Webmail in the search bar or type in this link: <https://mis.eq.edu.au/>
3. Select managed internet service
4. Enter your school Logon ID and password – Then click “I Agree to the conditions and privacy statement”
5. If you have forgotten your Logon ID or password please call the password reset hotline

### Step-by-step Instructions

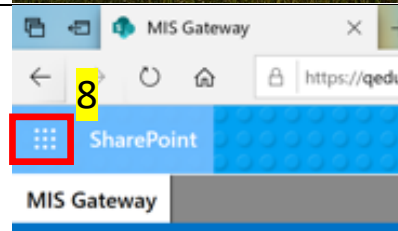
## How to open emails up

<ol style="list-style-type: none"> <li>1. Open an Internet Browser (Safari, Internet explorer, Microsoft Edge, Google Chrome, Firefox etc)</li> </ol>	
<ol style="list-style-type: none"> <li>2. Type MIS Webmail into the search bar. Or type in this URL</li> <li>3. Select Managed Internet Service</li> </ol>	
<ol style="list-style-type: none"> <li>4. Enter your School username and password. Not the full email address</li> <li>5. Select “I agree to the conditions of use and privacy statement”</li> </ol> <p>Note:</p> <p>There is the option to Change my password, however due to issues it is best to change your password at school on a school computer. If this is unable to be done, please contact the school and ask for IT Support.</p>	

6. Select “Don’t show this again”
7. Press “Yes”

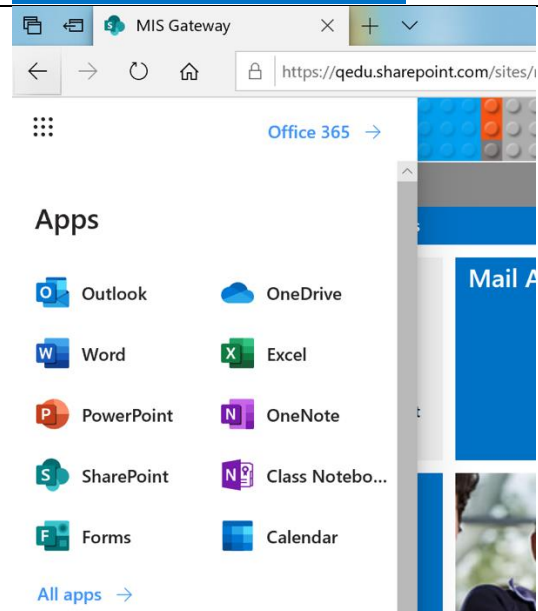


8. You will then be presented with this page, go to the top left-hand corner and select the 9 dots,



9. This will then present you with options of office, for these instructions please select outlook to open your emails.

This is where you can also access your OneDrive, OneNote and SharePoint access. Further instructions are being developed for this.



10. Your emails will then be opened.

