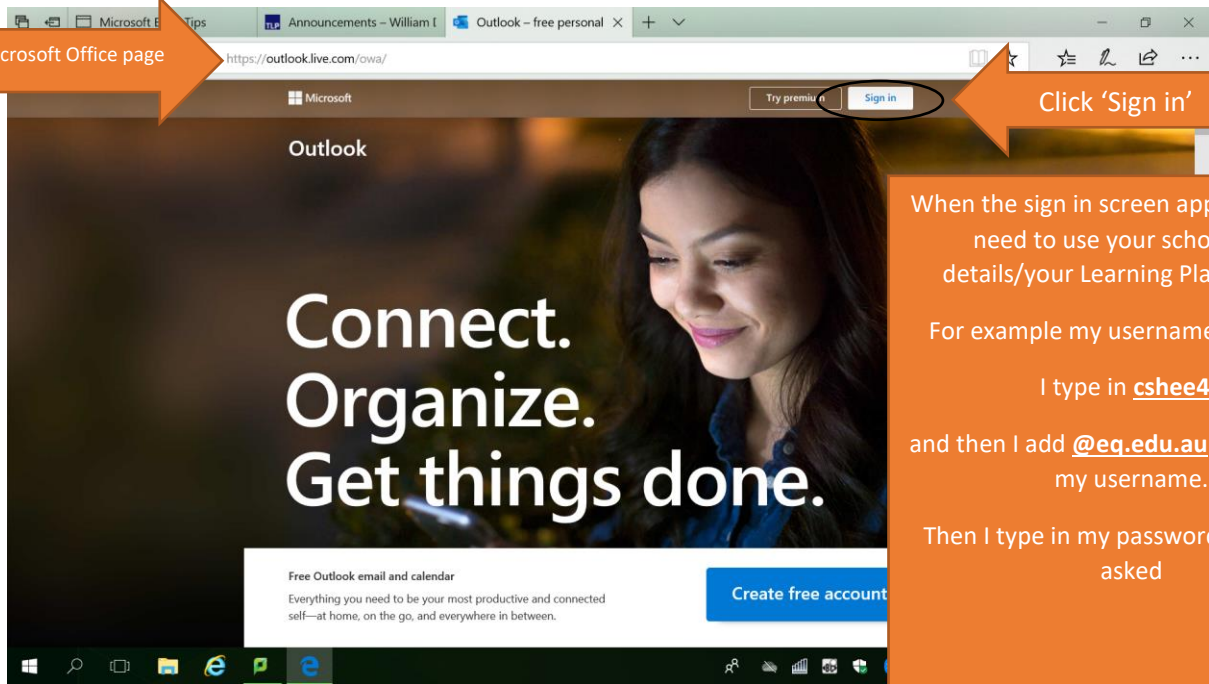


HOW TO ACCESS STUDENT EMAILS

Go to the Microsoft Office page



Click 'Sign in'

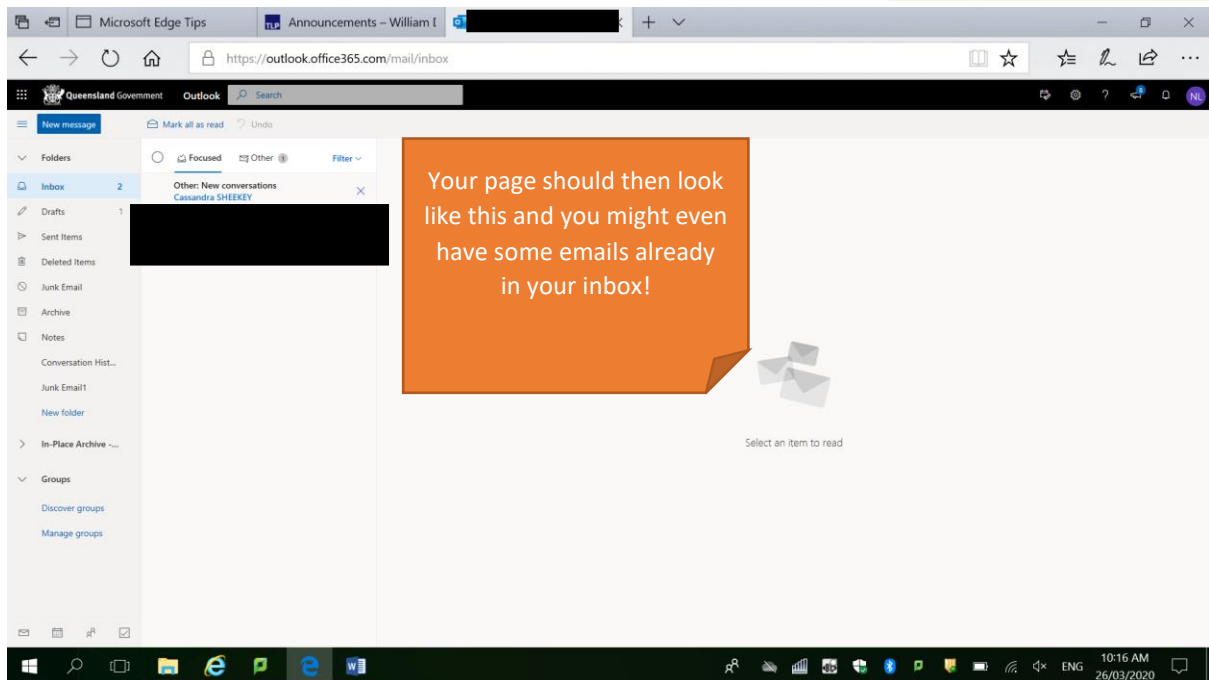
When the sign in screen appears you will need to use your school login details/your Learning Place details.

For example my username is cshee41

I type in cshee41

and then I add @eq.edu.au to the end of my username.

Then I type in my password when I am asked



Your page should then look like this and you might even have some emails already in your inbox!