



Accessing School Emails

A Step by Step Guide

Open a Web Browser

➔ Use one of the following browsers ...

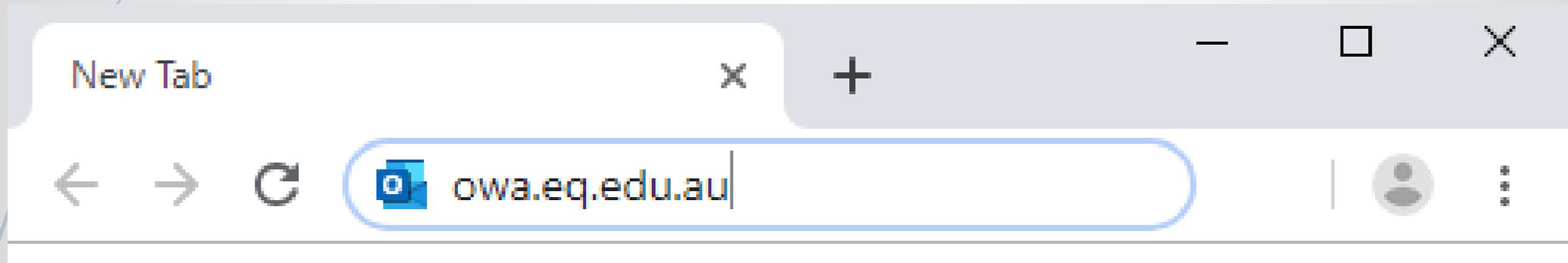
➔ Google Chrome 

➔ Microsoft Edge 

➔ Safari 

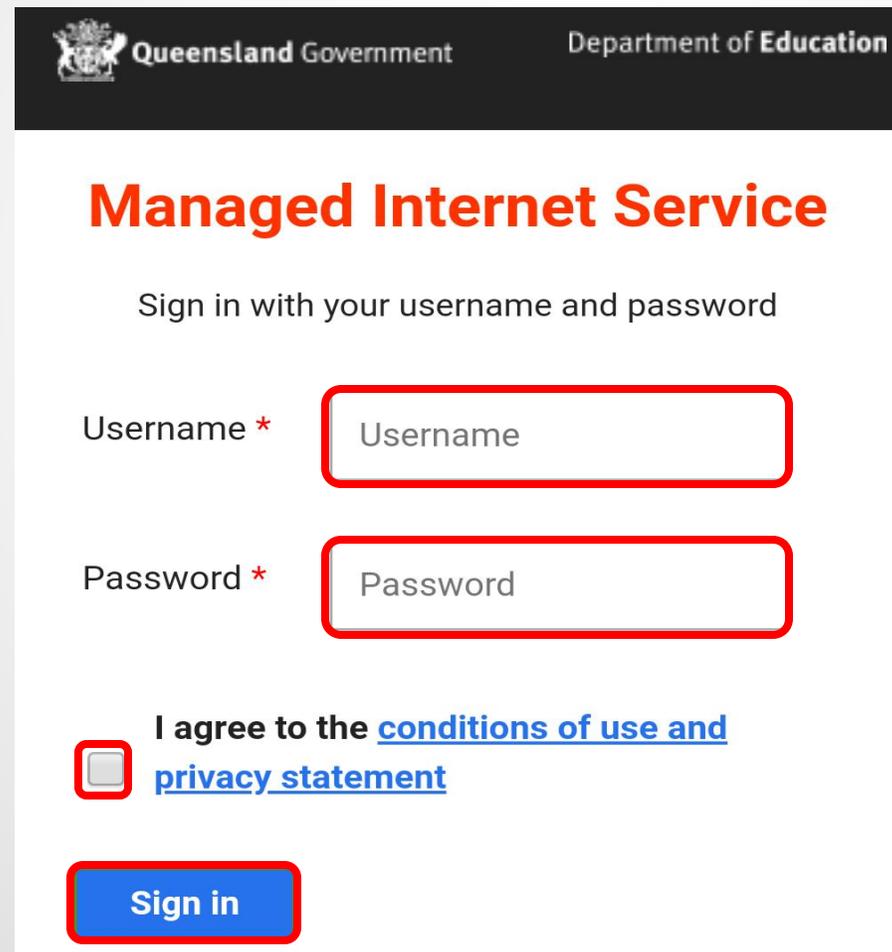
Go to owa.eq.edu.au

- ▶ In your web browser go to owa.eq.edu.au



Log in to Managed Internet Service

- Enter your username and password, tick the box and Sign in.



The screenshot shows the login interface for the Managed Internet Service. At the top, there is a black header with the Queensland Government logo and the text 'Queensland Government' and 'Department of Education'. Below the header, the title 'Managed Internet Service' is displayed in orange. The instruction 'Sign in with your username and password' is centered. There are two input fields: 'Username *' and 'Password *', both with red borders. Below the password field is a checkbox labeled 'I agree to the [conditions of use and privacy statement](#)'. At the bottom, there is a blue 'Sign in' button with a red border.

Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use and privacy statement](#)

Sign in to Office 365

- ➔ Select Yes when asked to stay signed in



The screenshot shows the Outlook sign-in dialog box. At the top, the word "Outlook" is displayed in white on a dark grey background. Below this, the Microsoft logo is visible. The main heading is "Stay signed in?". The text below the heading reads: "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button. The "Yes" button is highlighted with a red border.

Outlook

 Microsoft

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **Yes**

You should now see your Email Inbox

