Student, Parent & Carer Guide
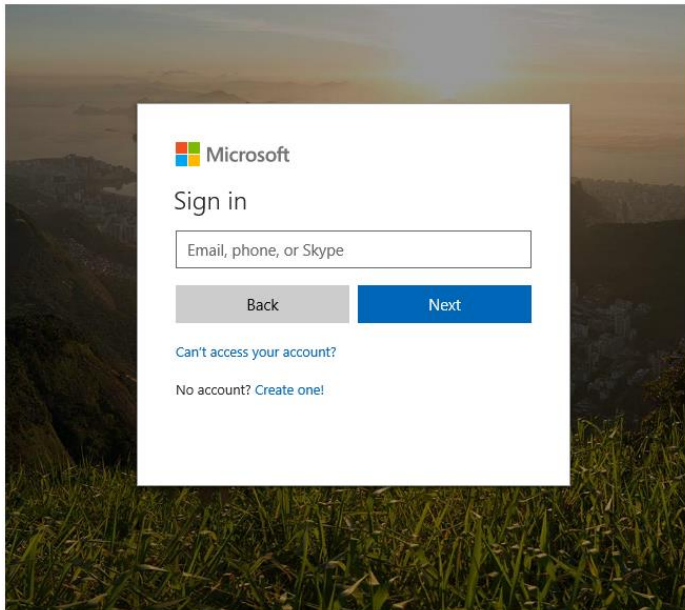## Access Student Email Account
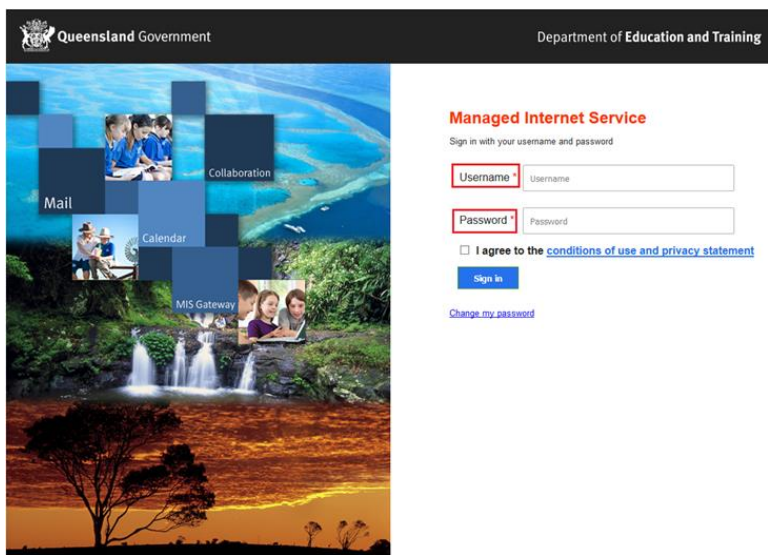

Every student in Education Queensland has their own email address <student username>@eq.edu.au. To access the email address following these steps:

1. **Open** an internet browser and **navigate to** http://office.com

2. In the top right corner **click** on "Sign in"

3. In the Username field, **type** in your student's (e.g. jsmith1@eq.edu.au) email address and **click** "next".

4. You will be prompted for your username and password on the online authentication page. Type your username and password.

5. **Click** Login and the email mailbox will open.