

How to - Sign in to Microsoft Office 365 Applications

This guide will step you through how to sign in to Microsoft Office Applications if students have not already done so. This process should only need to be completed once, unless students change their password.

Step 1:

Open the application you want to use.



Step 2:

If you are asked to sign in with an Office 365 Account, **click** *Sign In* and jump to Step 4.

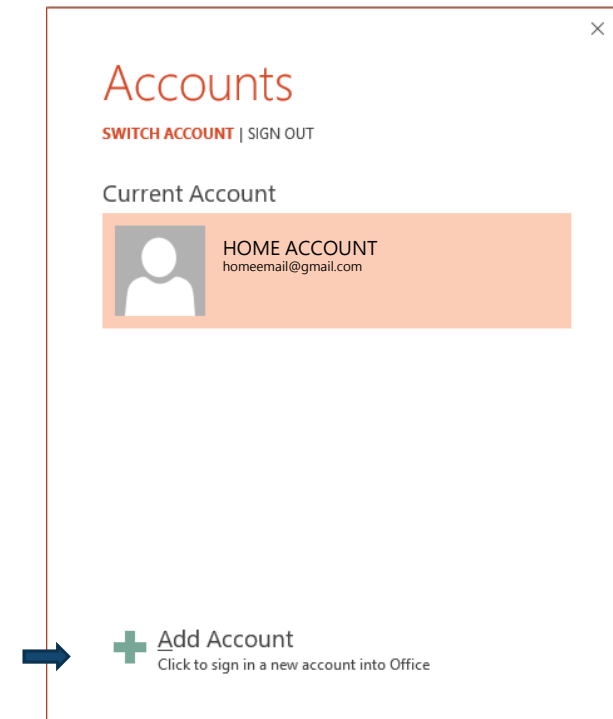
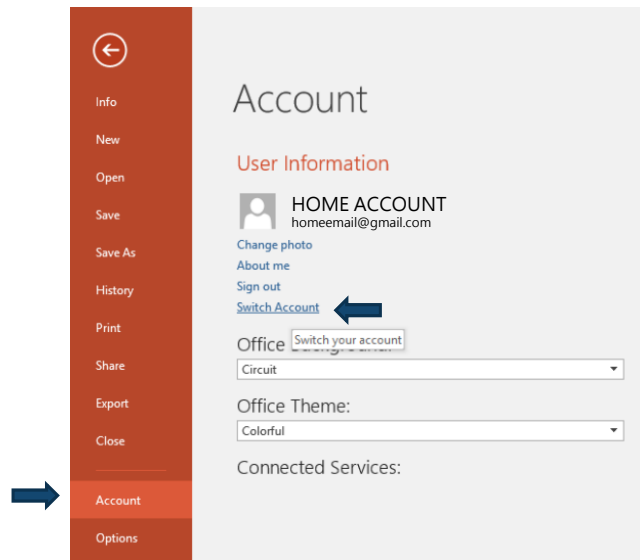
If you are already signed into an account, but it is not using your MIS login you will need to follow Step 3.

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If you are signed in with an account that is not your school MIS, complete the following steps in any Microsoft Office Application:

Step 3:

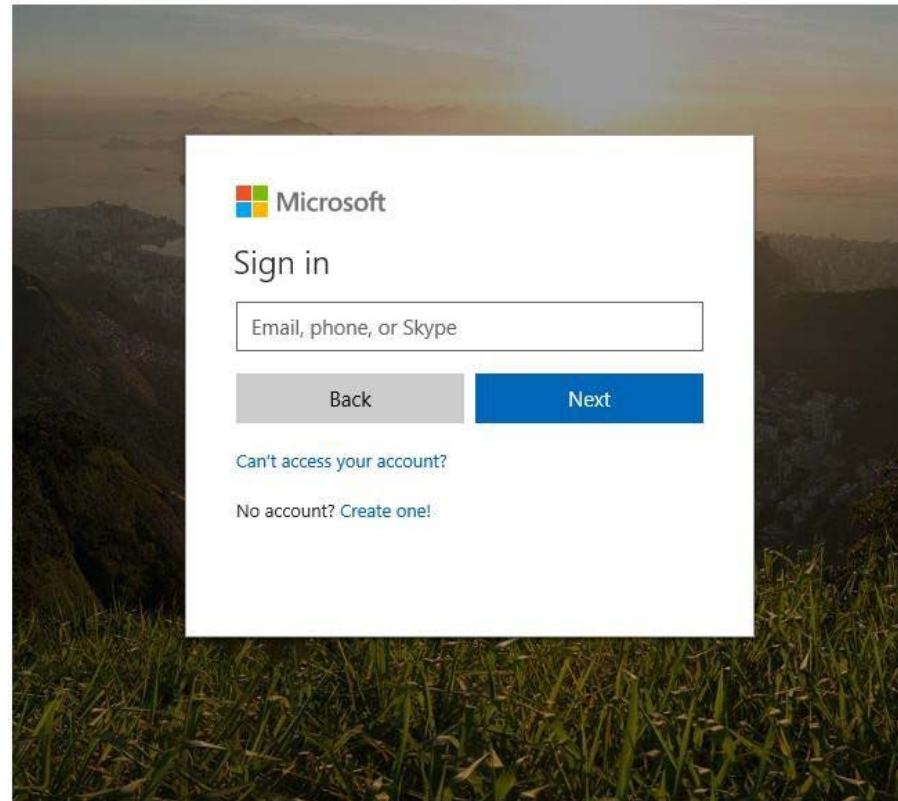
Click *File*, then *Account*, and *Switch Account*. When the Accounts box opens, **click Add Account**.



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Step 4:

In the Username field, **type** in your EQ email address - e.g. jsmith1@eq.edu.au and **click** *next*.



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Step 5:

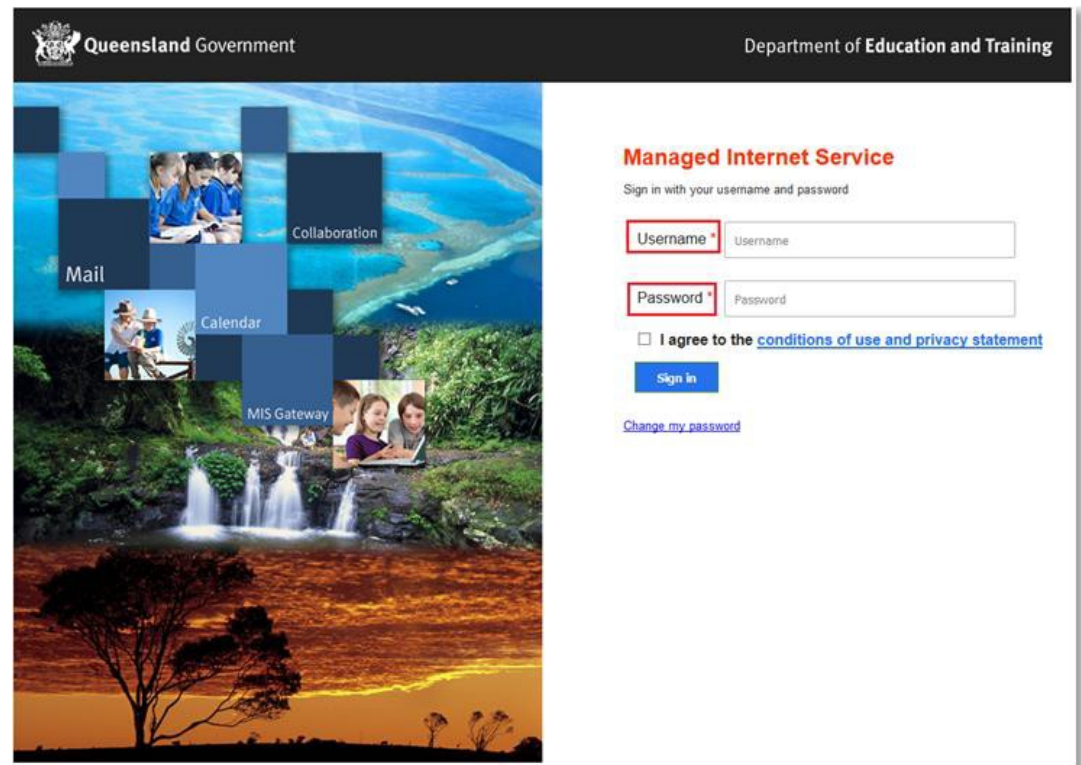
You will be taken to an online login screen asking for your EQ username and password.

Type your *username* and *password*.

Tick *I agree...*

Click *Sign in*

If prompted to use this account all Microsoft Office Applications, **tick** Yes.



The screenshot shows the login interface for the Queensland Government's Managed Internet Service. The page header includes the Queensland Government logo and the Department of Education and Training. The main content area features a large background image of a waterfall and a sunset, with several application icons overlaid: Mail, Collaboration, Calendar, and MIS Gateway. On the right side, there is a login form titled "Managed Internet Service" with the instruction "Sign in with your username and password". The form contains two input fields: "Username *" and "Password *", both with red borders. Below the fields is a checkbox labeled "I agree to the conditions of use and privacy statement". A blue "Sign in" button is positioned below the checkbox, and a link "Change my password" is located at the bottom of the form.