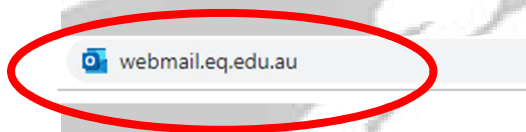


## OUTLOOK: ACCESSING YOUR SCHOOL EMAILS ONLINE

In the event that your school issued computer is not working it is important to remember that you can access your school emails online via any device.

To access these please follow the directions below.

1. Open your preferred web browser and type **webmail.eq.edu.au** into the address bar.
  - i. Google Chrome is the recommended browser for best results



2. This will bring you to the Education Queensland Sign in page, here you will login using your normal school login details.

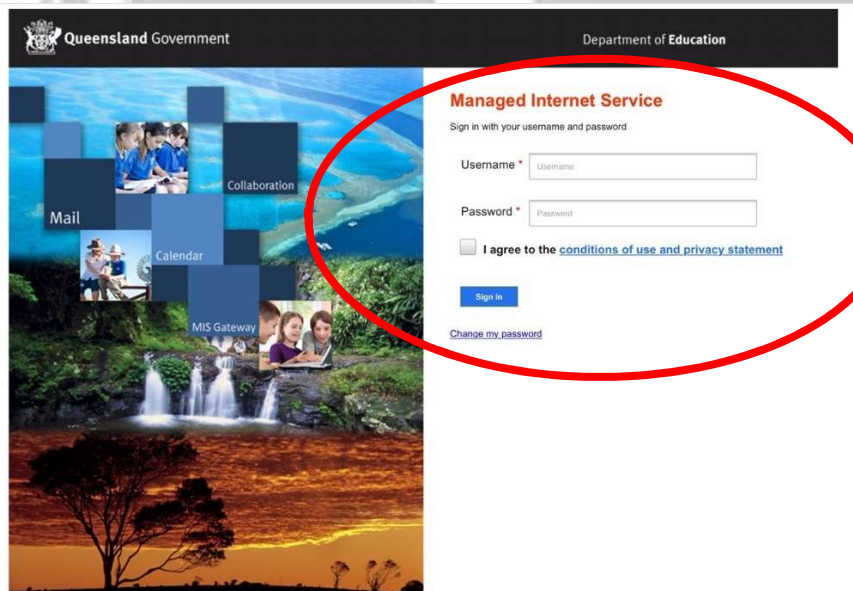
Your username will be your school email address without the @eq.edu.au at the end.

for example if your email address is [doej123@eq.edu.au](mailto:doej123@eq.edu.au) you will login as follows:

**Username: doej123**

**Password: This will be your normal password.**

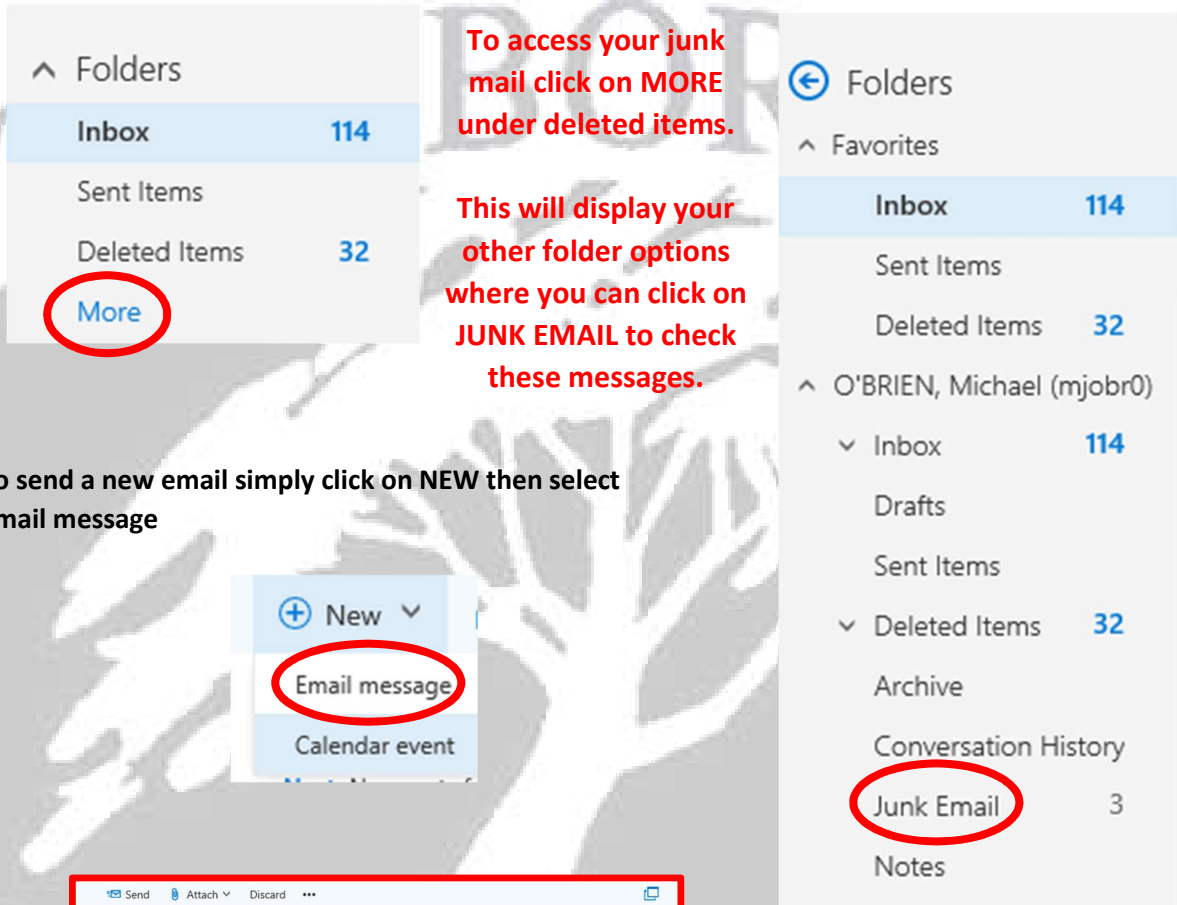
You MUST tick “[I agree to the conditions of use and privacy statements](#)”



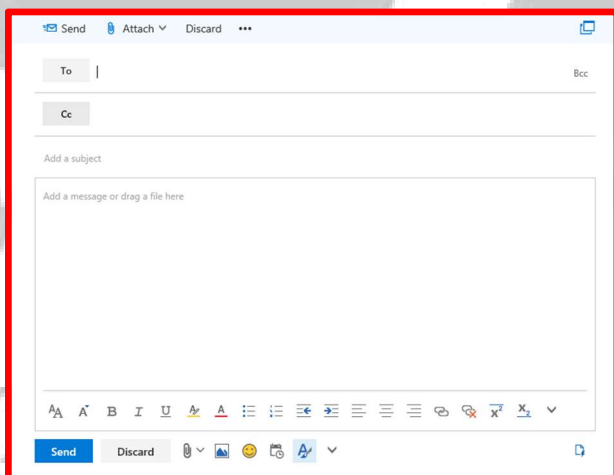
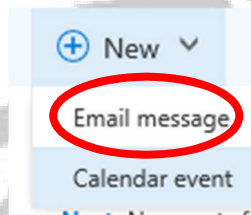
3. From here, you will be directed straight to your inbox, this will function like your normal mail app on your computer.

The online version of your email, known as your “Webmail” will operate from here in much the same way as your normal emails do on the outlook “App” on your laptop but this just means you can access them on any device.

Your Inbox will be on the left hand side of the screen, be sure to check here daily for any emails from your teachers. **Remember sometimes emails can accidentally make their way to the junk mail folder, so it is important to check this folder daily to ensure you don’t miss anything important.**



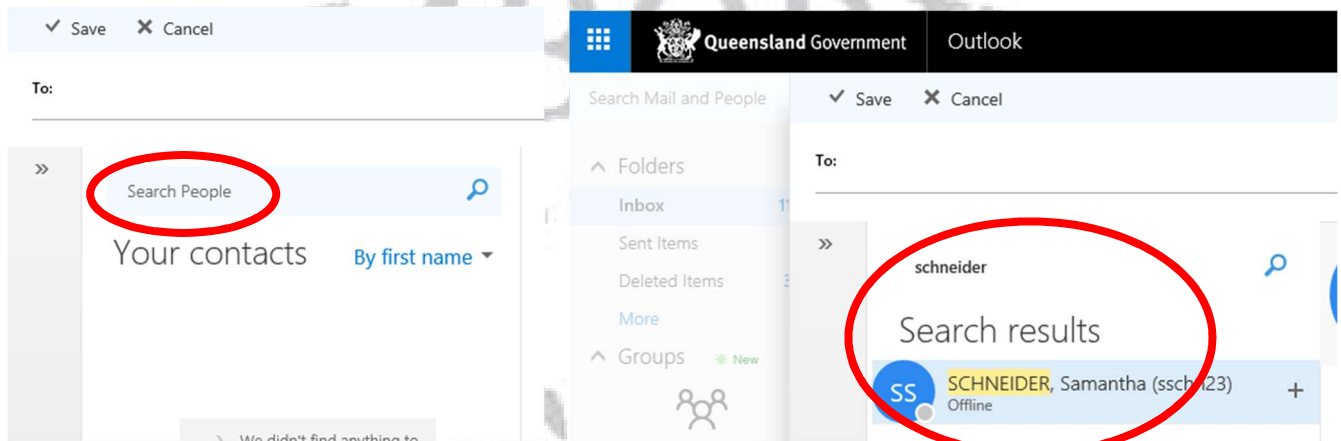
To send a new email simply click on NEW then select Email message



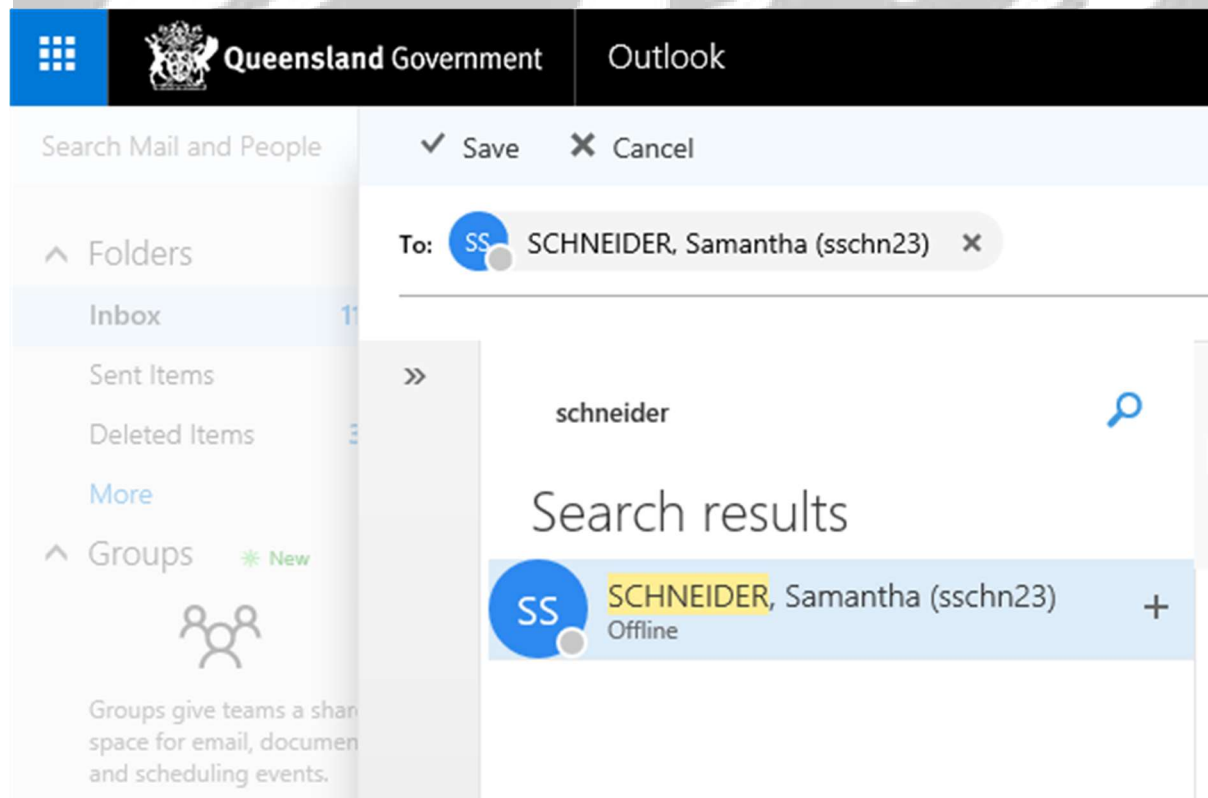
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SCHOOL

If you need to email another student or any teacher/member of staff within the school please remember that all school email addresses are accessible via a simple search.

By clicking the “TO” section of your email it will produce the following search box for your contacts. Simply type the last name of the person you are looking for and click the magnifying glass or hit enter on your keyboard.



Once you have found the contact you require double click their name and it will appear in the “TO” section. Simply click SAVE and you will now be able to continue your email. Remember to ensure emails are polite and written appropriately, begin with a greeting and sign off politely, if in doubt “Kind Regards” always works best!



**Important Email Tips to remember!**

1. Regularly check your email! First thing when you start your online learning each day you should be checking for new emails. Once you finish a class or lesson be sure to check in for any other updated emails and do one last check before you finish your work for the day.
2. Be sure to “Action” your emails. In order to keep your inbox clean and up to date once you’ve read an email decide what to do with it:
  - a. Read it thoroughly, is the sender asking you to reply? If yes, make sure you reply.
  - b. If it doesn’t need a reply, do you need to keep it? If not, delete it.
  - c. Do you need to keep it? If you RIGHT CLICK on the in INBOX and select CREATE NEW SUBFOLDER you can make individual folders for each subject then simply click and drag emails to the relevant folder to store later.

