

Accessing your Microsoft programs online from any device

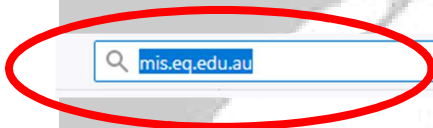
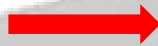
In the event that your school issued computer is not working it is important to remember that you can access the full suite of Microsoft programs that are used for your essential learning through the online portal, this includes:

Outlook (School Emails), Microsoft Word, Powerpoint, Excel and OneNote.

This can be done on any device including your school computer, home PC, Laptop or tablet.

To access these please follow the directions below.

1. Open your preferred web browser and type **mis.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 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"**

Queensland Government Department of Education

Managed Internet Service
Sign in with your username and password

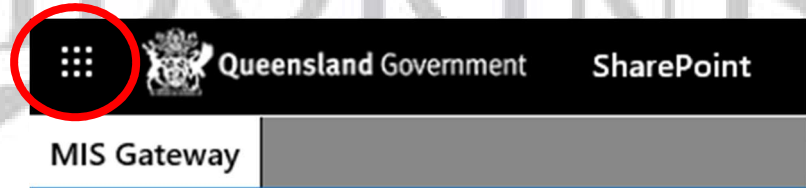
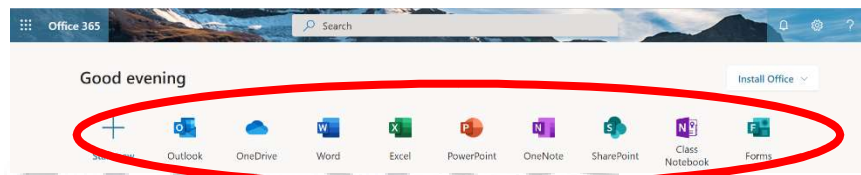
Username *

Password *

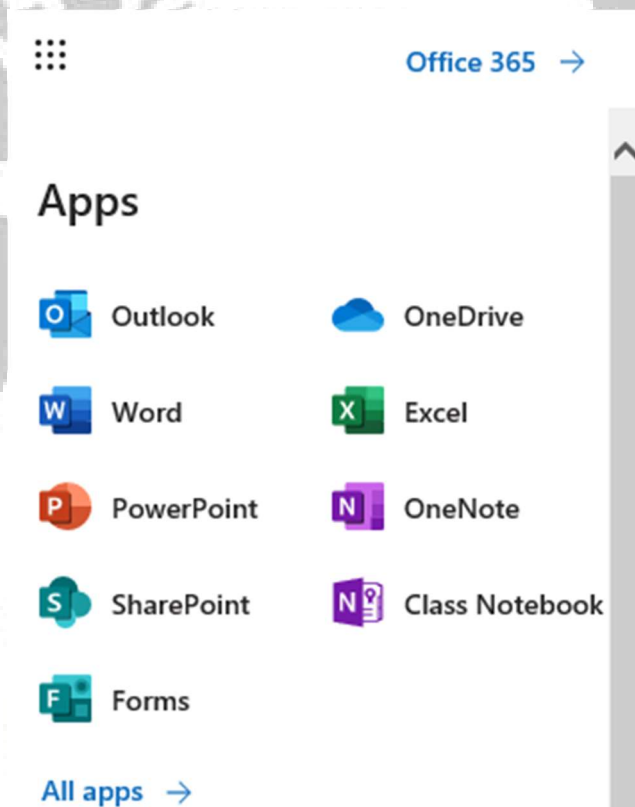
I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

3. From here, depending on your browser there may be two different options to access the apps you require.
Some Browsers will display the apps across the top of your page for easy access as below



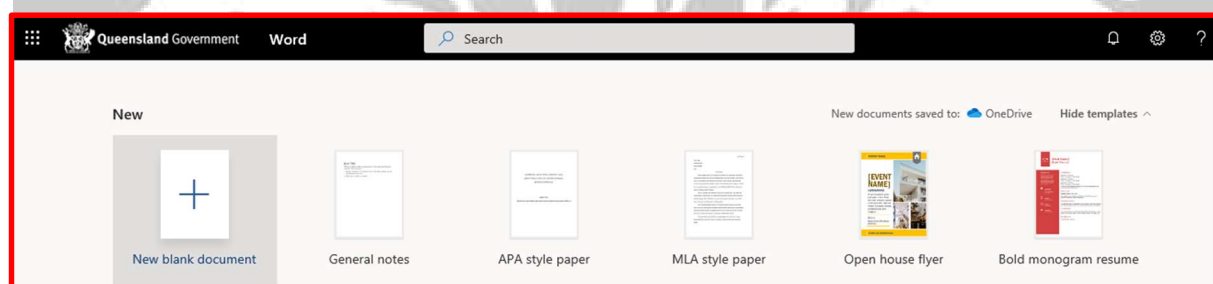
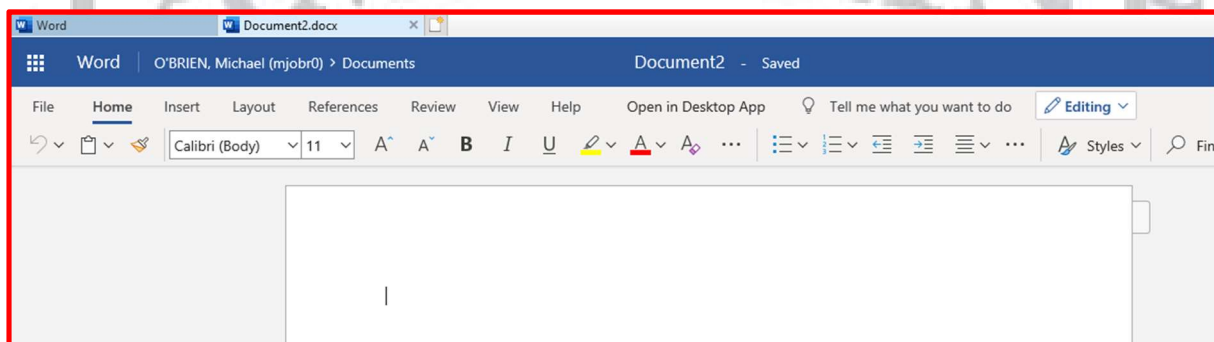
Other browsers may require you to click on the "Waffle" on the top left hand corner. This is the square with 9 dots. Clicking will produce the drop down menu with the programs you will require.



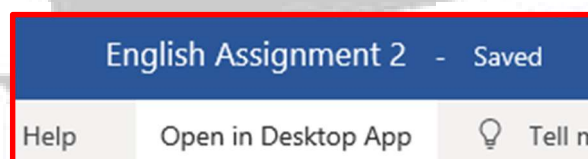
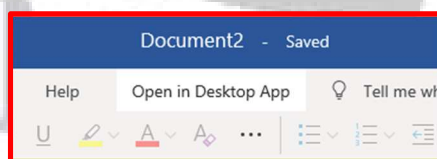
USING MICROSOFT WORD AND OTHER PROGRAMS ONLINE

In the event that your school laptop is experiencing problems you can access your Microsoft programs online as demonstrated above. Primarily you will use Microsoft Word, Excel, Powerpoint and OneNote, which will be detailed further below. If you have been backing up your documents on One Drive as instructed you will very easily be able to open those files in Word online and continue to use them as normal.

Word, Excel & Powerpoint operate in much the same way as they do on your computer, they are simply in your browser and not the app on your laptop as you can see from the images below.

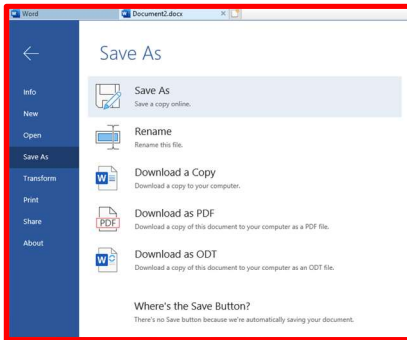


If you have created new work online in any of these programs it is automatically being saved as you continue your work. These instructions apply to Microsoft Word, Excel and Powerpoint.



Simply change the name at the top of the page from the default "DOCUMENT" file name by clicking on it and changing it to the correct name. This will then save to your One Drive automatically and will continue to save as you work! Remember you can move/rearrange your files and folders in One Drive just like you would on your computer.

By choosing FILE and SAVE AS you will have the option to save a new copy of the document with a different name.



You can also choose to rename the document.

Download a copy will download a .doc or .docx copy to your computer while Download as PDF will download a PDF to your computer, a PDF is a copy that cannot be edited any further.

