



Stafford State School

Independent Public School

Student/Parent/Caregiver Email Access Guide

Instructions on how to access learning materials supplied by your child's teacher online via OneNote will be emailed directly to students. Parents can assist students to learn how to access these materials by going to their email with them.

To access student emails online, students/parents should complete the following steps.

In an internet browser, go to **mis.eq.edu.au**

1. Sign in with the following credentials:

Username: username (username has been emailed or sent home)

Password: XXXXXXXXXXXX (password has been emailed or sent home)

Tick or check "I agree to the conditions of use and privacy statement"

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](#)

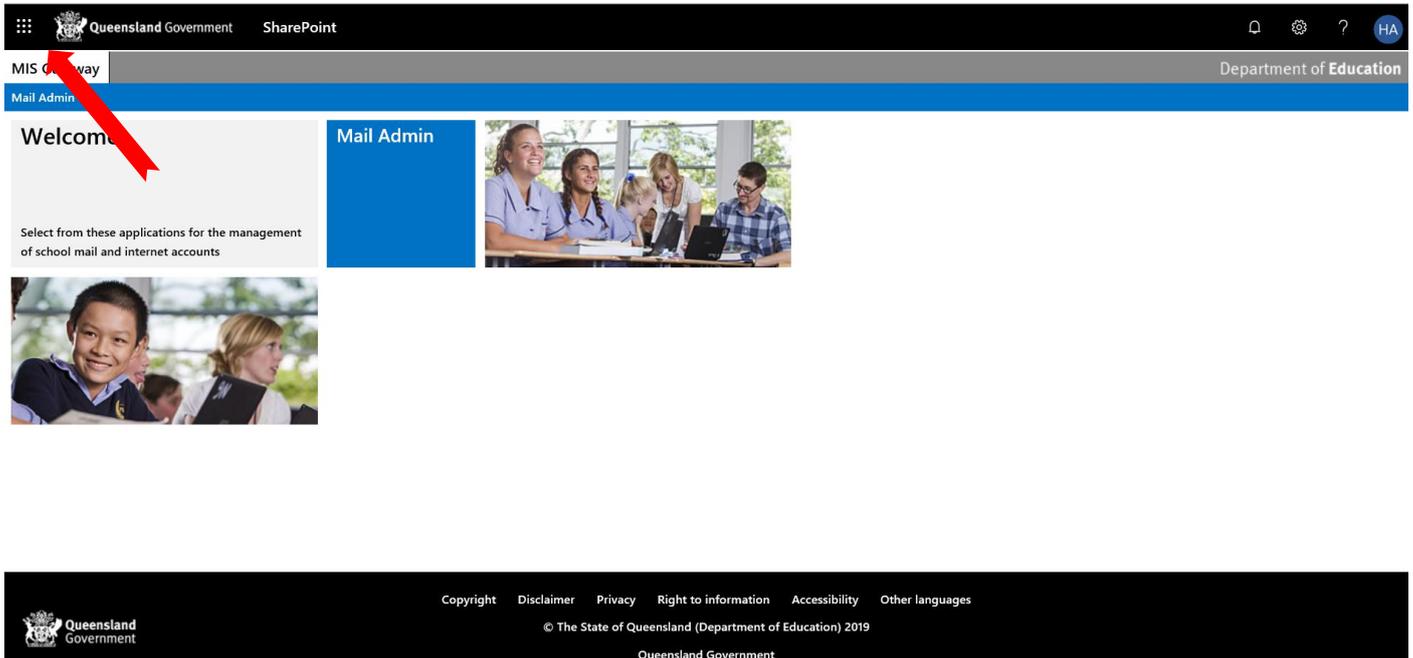
[Change my password](#)

NOTE:

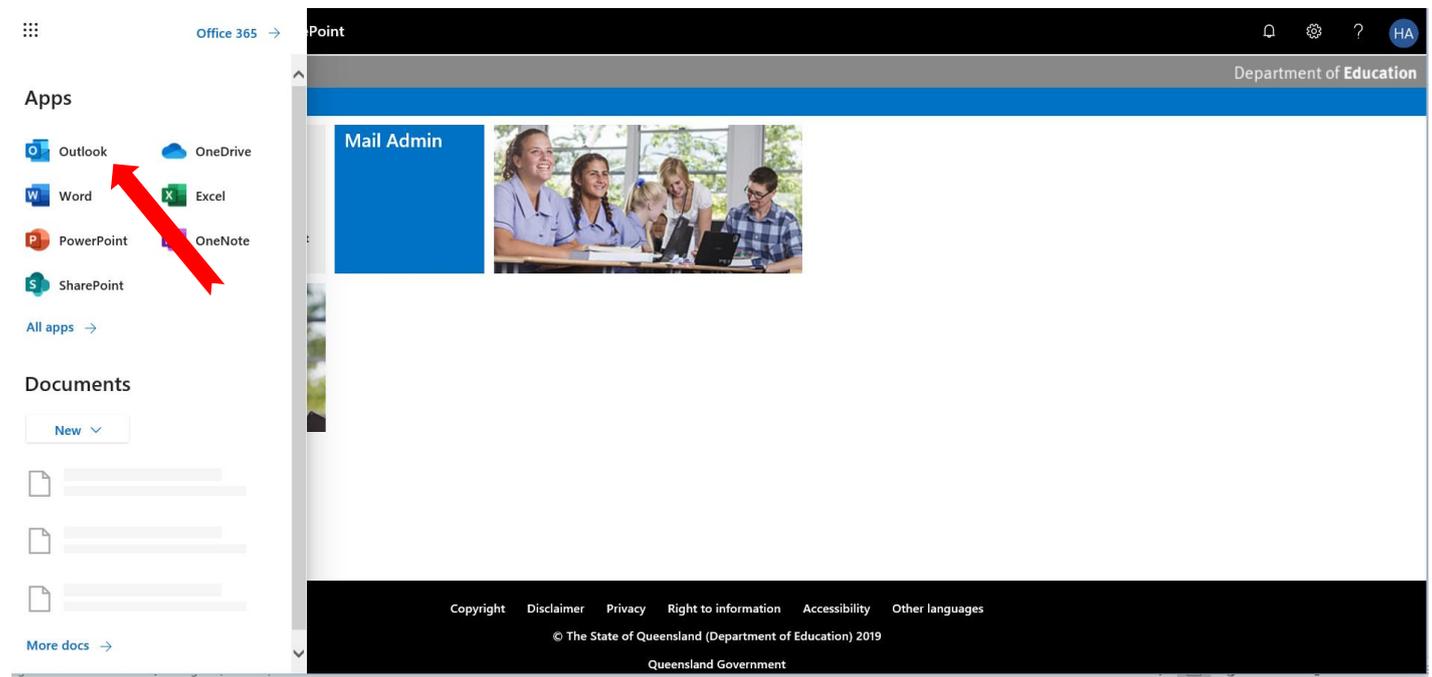
- All emails are filtered by the department and any misuse will be reported to admin instantly. This includes the use of inappropriate words in the subject or body of any email.
- If you click on change my password at any time, it will allow students to change their password. However, this will not be known by anyone except the person who created the password and if forgotten, parents or students will need to contact the school to have their password reset.

2. To access their email, students should complete the following steps:

- Click on the 9 dots in the top left hand corner



- Click on the Outlook Icon



Click on sign in with the account on the screen. Students/parents will then be taken to their email inbox. Look for the email with the subject: How to access OneNote. Click on it and follow the instructions.

Note: there may be old emails which are no longer valid. Please delete these.

To sign out, click on the student's initials in the top right hand corner and sign out. This will allow you to change users on the same computer if need be.