

# How to access school email at home

To access school email at home or on a personal device, navigate to <http://office.com> and sign in with your **school email address and password**. You can access your emails using tablets, phones, laptops, computers, smart televisions and consoles. You can also follow the link to Office 365 from our school website <http://bremersh.s.eq.edu.au> which can be found under “Quick Links”

Open a compatible web browser (e.g. Internet Explorer, Safari, Google Chrome or Firefox).

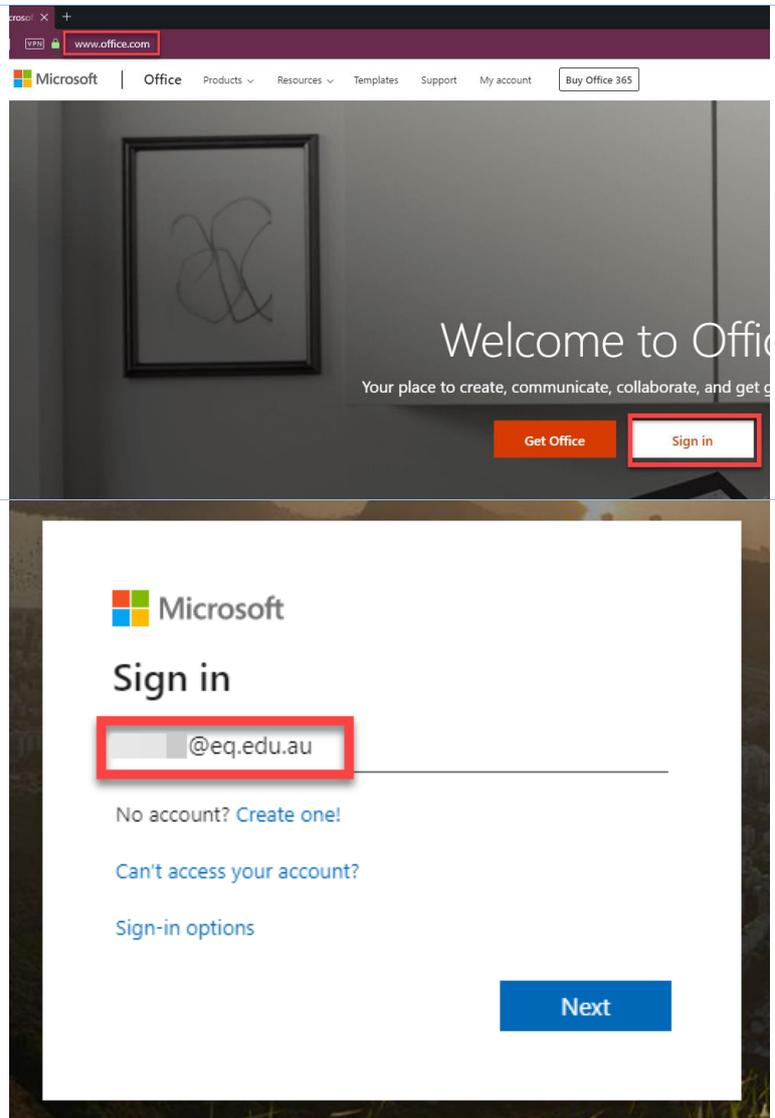
Type **office.com** in the address bar and press enter.

Select **'Sign In'**.

Type your full **school email address**:

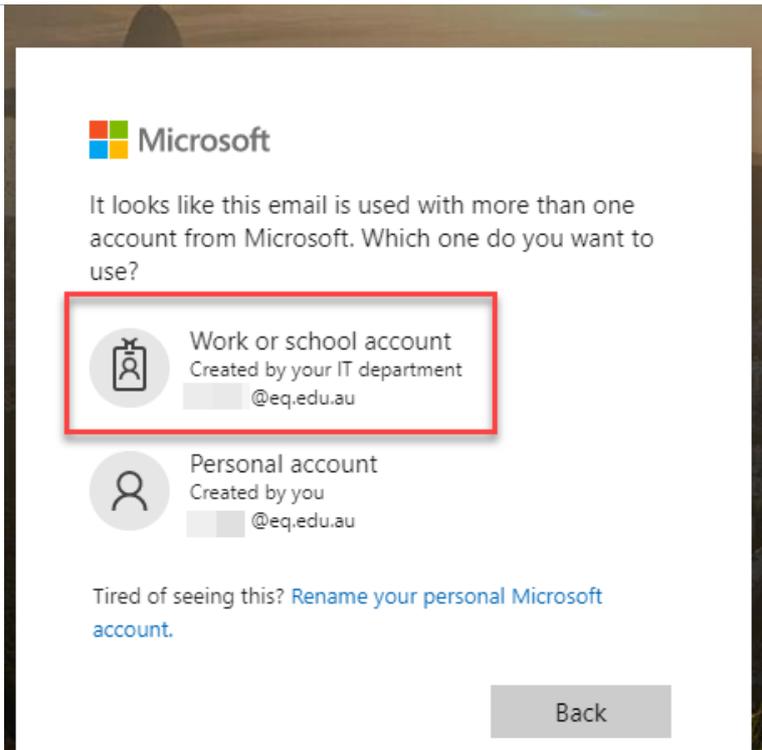
e.g.

<username>@eq.edu.au

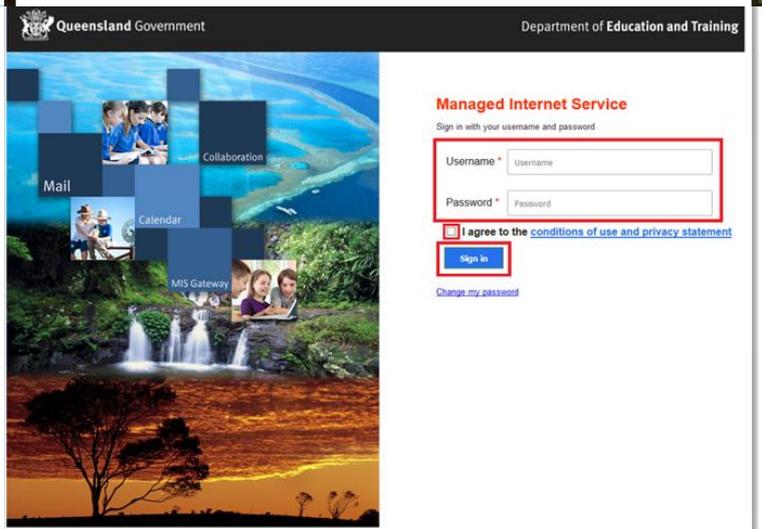


# How to access school email at home

If prompted: Select **'Work or school account'**.



Login using your school **username** and **password**, without the email suffix (@eq.edu.au)



Select **Outlook**.

You will also find links to all other applications provided by the department through Office 365 (Class Notebook, Word, Excel, Onedrive, etc.) and a link to install the Office suite on your personal computer.

