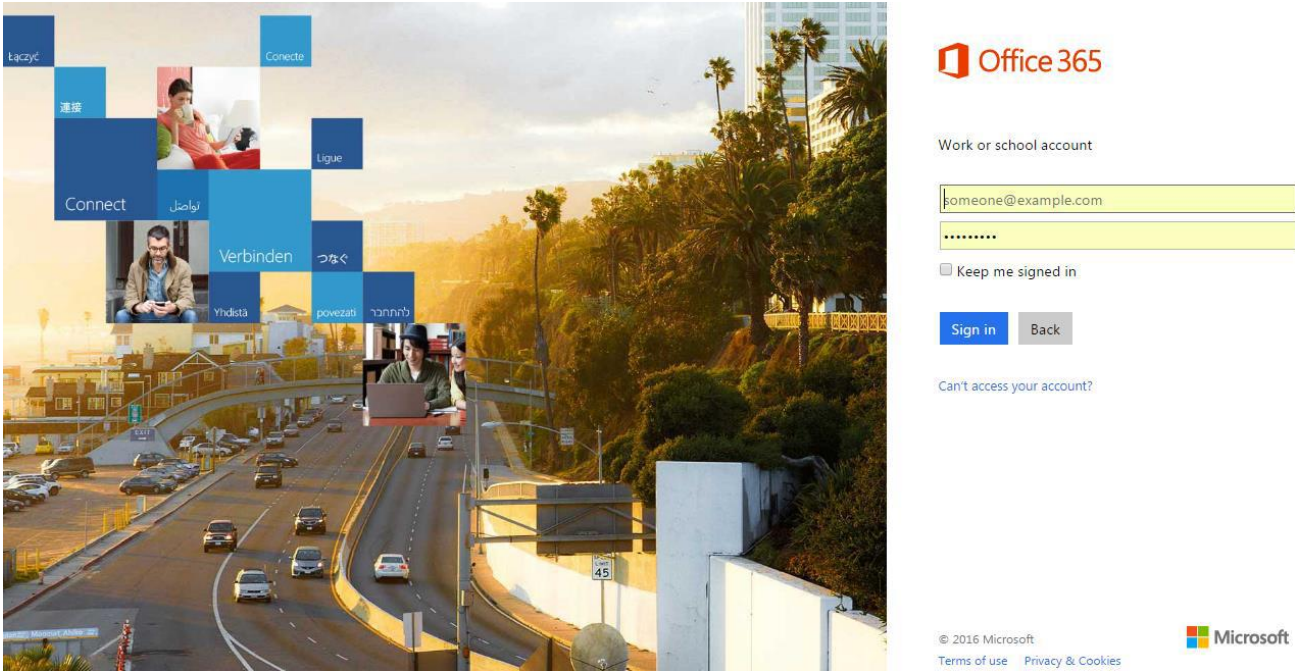


Accessing Apps on Office 365

Education QLD have provided access for all students to access and use the Microsoft suite of programs. This includes: Word, Excel, PowerPoint, Teams etc.

To access Office 365 Online, students should complete the following steps.

1. Go to website: <https://portal.office.com>

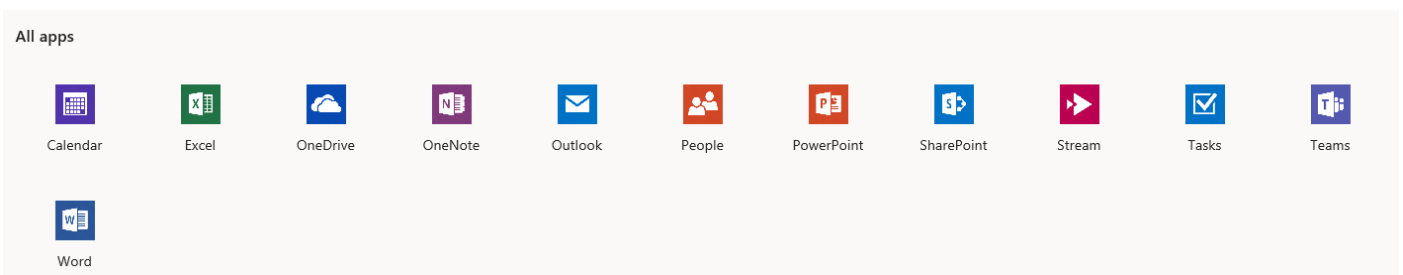


2. Sign in with the following credentials:

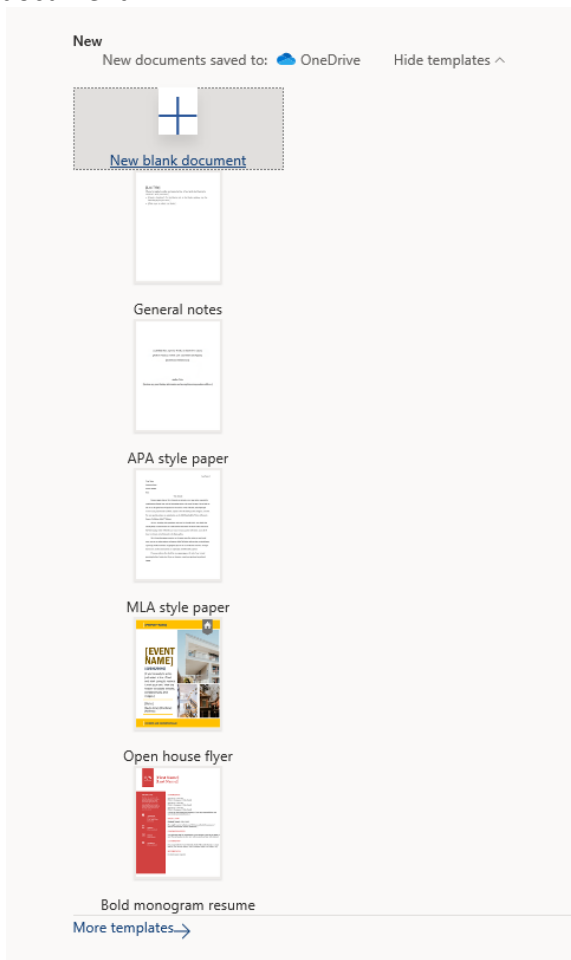
Username: studentID#@eq.edu.au

Password: >>>>>>>>>>

3. Once a student/parent is signed in, he or she should left-click on the **Office** app they wish to use on the Office 365 homepage.



4. The app chosen will open. In the case of Word it will have an option to click the + to open a new blank document.



Please note: Students also have the option to install Office programs on their local computer. Click on the link to Install Office 365 apps and follow instructions.

