a. Connect to the internet and select the Windows icon at the bottom of your screen



b. Select the **Settings** icon

Pinned					All apps \rightarrow
C Edge	Mail	Calendar	Microsoft Store	Photos	Settings
0	1	0	=	2044)	۲
Office	Solitaire	Adobe Express	Spotify	Disney+	Xbox

c. Select Accounts



d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.

Acc	ounts	
6	Family & other users Device access, work or school users, kiosk assigned access	>
Ģ	Windows backup Back up your files, apps, preferences to restore them across devices	>
ð	Access work or school Organization resources like email, apps, and network	>

e. Enter your school @eq.edu.au email address and select Next.

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

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mstaff78@eq.edu.au



f. Please enter your username, password, accept the terms and conditions, and Sign in.

Managed	Internet Service					
Sign in with your username and password						
Username *	mstaf78					
Password *						
I agree to the <u>conditions of use</u>						
Sign in						
Change my passw	ord					

g. Please select Done.



h. Check your account has been added. Your account details will be displayed.

