## Parent Guide: Accessing School Email

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How to access a student's school email in Outlook 365 at home.

Tamborine Mountain State School

## What you will need

A device – laptop; desktop; phone; tablet

A browser – Google Chrome; Microsoft Edge; Apple Safari

An internet connection

Your school username and password

## Steps

1. Open a browser on any device







2. Search for MIS (Managed Internet Service)



3. Click on Managed Internet Service in the search results





4. Sign in with your school username and password

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5. Now you are in **Outlook** Send a message to a teacher

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