

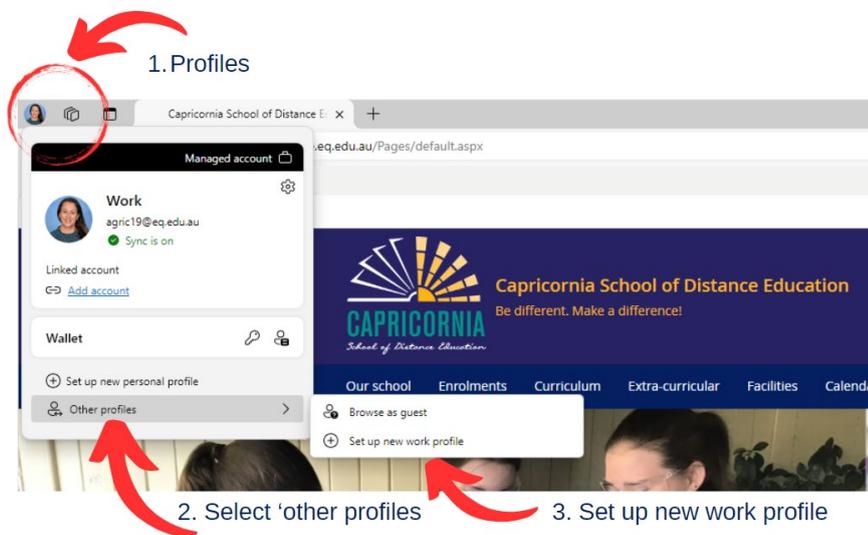
Set up – School Profile on student personal devices

Step One

Open your browser – Microsoft Edge and then go to the profiles (located in the left top corner).

If it has a different account to your school account, example (Gmail/Hotmail etc)

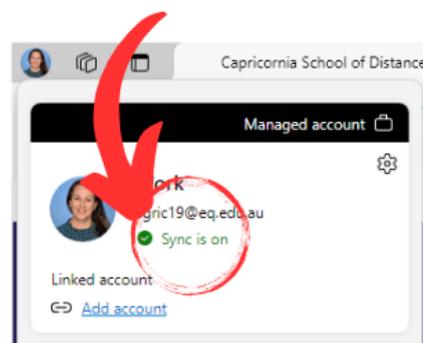
- select **“other profiles”** and then **“set up new work profile”**
- enter your **student’s EQ email** address username@eq.edu.au
- enter your student’s **password**.



Step Two

Select **Sync data** and **sign in**

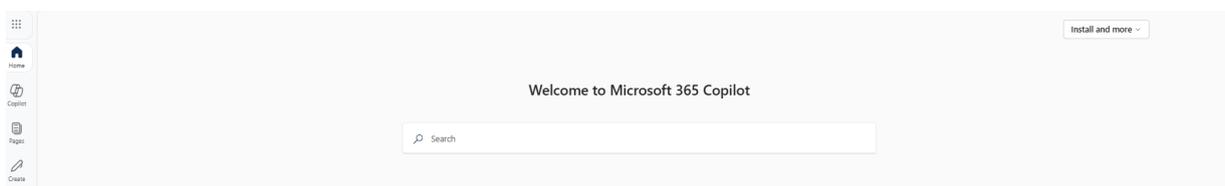
- Double check that Sync is on!



Step Three

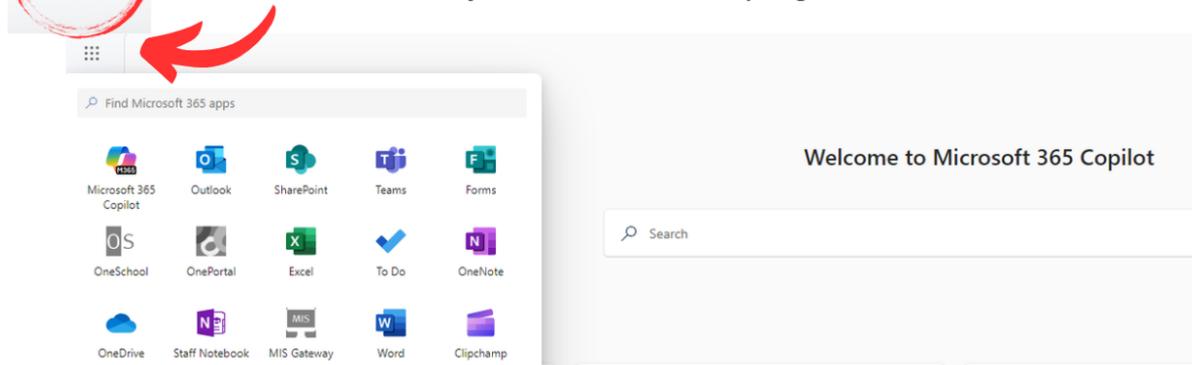
Once you login you will now be able to **switch from One Profile to another**.

When you're accessing school sites including Office365 – <https://m365.cloud.microsoft>





Click on the **9 dots** (referred to as the '**waffle**') at the **top left** of your home page screen. This is where you can access all of your Microsoft 365 programs.



Also check that you can logon to other Education sites through our website
<https://capricorniasde.eq.edu.au/support-and-resources/student-resources>

If you need further support please email - it.support@caprocksde.eq.edu.au