

# Mobile Worksuite Quick Start Guide.

How to access your discount for Mobile Worksuite.



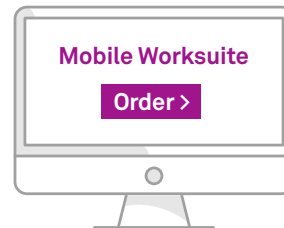
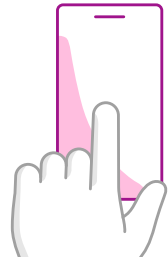
## What you'll need to get started.

- Your Australian driver's licence or Australian passport.
- Already a Telstra customer? You'll need your Telstra account number and existing contract details.
- If not, you'll need your ABN or ACN to create a new account. Register to manage your services online at [telstra.com.au/small-business/self-service](https://telstra.com.au/small-business/self-service)

You won't need to pay yet. We'll invoice you later.



Your discount will be applied to your monthly Telstra bill.



### 1 Choose your device + plan bundle.

Visit [telstra.com.au/mobileworksuite](https://telstra.com.au/mobileworksuite)

Choose from one of these bundles:

- Microsoft Surface.
- iPads & tablets.
- Mobile broadband.
- Bring your own device.

Choose either Office 365 Business Premium or Microsoft 365 Business.

Add your choices to your shopping cart.

### 2 Place your order.

Check your order summary.

Provide your business details (company name, ABN or ACN) and click "**Search**".

Provide your personal and contact details.

Provide your billing details.

If a new customer, verify your ID online (Australian driver's licence/Australian passport).

Review and submit your order.

Add your choices to your shopping cart.

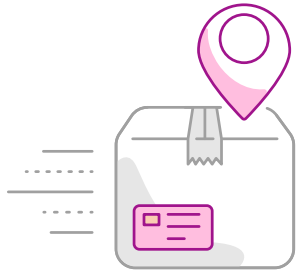
### 3 You'll receive a welcome email with the next steps.

Your welcome email will confirm:

- Your order details and the cost.

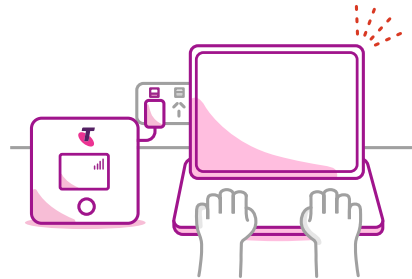
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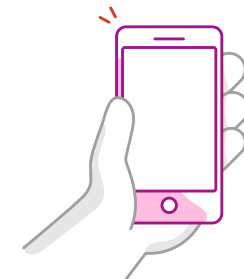
## 4 Receive tablet or mobile broadband device.

You'll receive delivery of your device at your chosen address.



## 5 Turn on your device or mobile broadband device.

Now you've received your device you can turn it on.



## 6 You'll receive a call to setup your software.

You'll be contacted by one of our experts to assist with setup of your Microsoft 365 software.

### Need help?



If you need assistance with Mobile Worksuite call **1800 285 077** to speak to one of our experts. Due to the impact of the COVID-19 situation on our call centres, please expect longer than usual wait times.