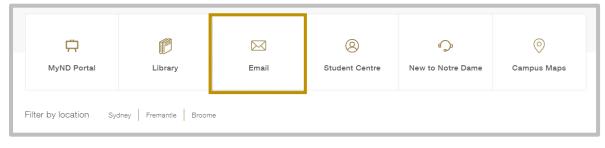


Please note students are encouraged to access their emails through their online portal Office 365. IT Services does **not** support customisations to your mailbox as it may affect the delivery of mail. IT Services may remove customisations or ask you to re-create your local mailbox when troubleshooting issues.

Please ensure you are connected to the internet before completing these steps.

- 1. Access the **Students** page on the ND website: https://www.notredame.edu.au/current-students
- 2. Click on Email under Quick Links



- Enter your Student ID and password to access the portal. Username: 32001234 Password: Nd01021994
- 4. Click New

	Office 365	Outloo	ok	
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∧ Folders			Email message	
			Calendar even	t
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Se	ent Items		Group	

Type Recipients' email address in the **To:** field
 Student emails are created using the format: <u>firstname.lastname1@my.nd.edu</u>
 Staff emails are created using the format: <u>firstname.lastname@nd.edu.au</u>

To: •

- 6. Type a subject line in the **Subject:** field
- 7. Compose your email message





OFFICE 365

8. If you would like to send an attachment with your email
 Click Insert and Attachments
 To:
 Cc:

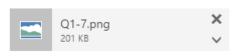
Subject:

9. Select file that you would like to attach, then click Open

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Screenshots ^	· • •	^	
a OneDrive	Pictures Videos		
💻 This PC			
E Desktop	Devices and drives (3) Devices and drives (3)		
🗄 Documents	iPhone Windows	(C:)	
🖶 Downloads	330 GB fre	ee of 460 GB	
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E Pictures	 Network locations (4) 		
🚆 Videos		e Drive (M:)	
🏪 Windows (C:)			
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🛖 Fremantle Drive	National Drive (N:) Student Fi	ile Server (S:)	
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File na	ime:	V All Files V	
		Open 🛛	

10. The attached files appear under the Subject line at the top of your email

Subject:



If you would like to remove an attachment, click the cross in the top right corner

11. Click Send when you are ready to send your emailSENDIf you decided not to send the email message click DiscardX DISCARD

If your email is failed to send, please check if the recipients' email address is correct, and make sure that email size is not exceeding the limit.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0777 8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444 8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632 8am – 4:30pm WAST

broome.it@nd.edu.au