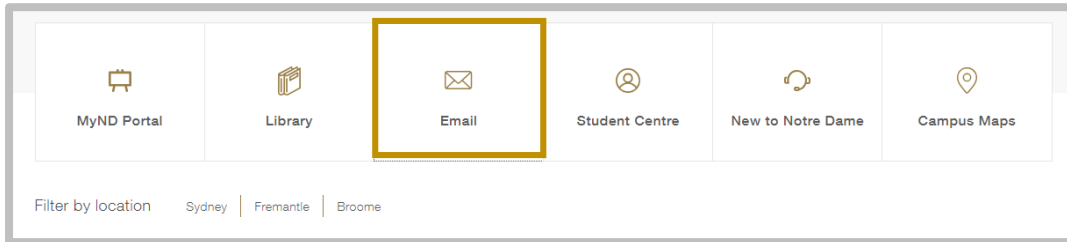




IMAP and POP settings for Office 365 email are found under the mail settings of the user's email portal. Please note students are encouraged to access their emails through their online portal Office365. IT Services does NOT support customisations to your mailbox as it may affect the delivery of mail.

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

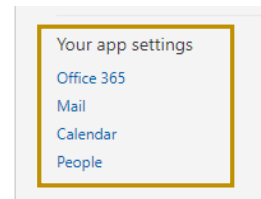


3. Enter your **Student ID** and password to access the portal.
Username: 32001234
Password: Nd01021994

To access more options for your inbox click the **cog** icon

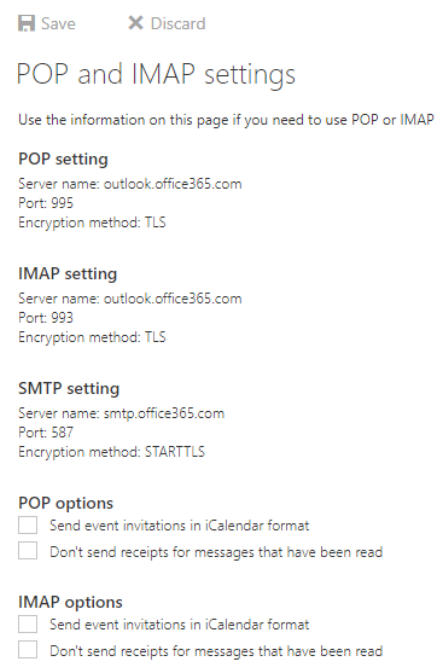
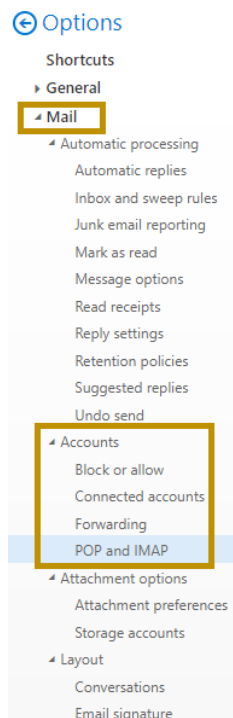


4. Click **Mail** under your *App Settings*
All options for customising your mailbox are found here.



5. Maximise the **Mail** menu
6. Click on **Accounts**
7. Click **POP and IMAP**

POP and IMAP settings for your mailbox are listed under this menu.





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