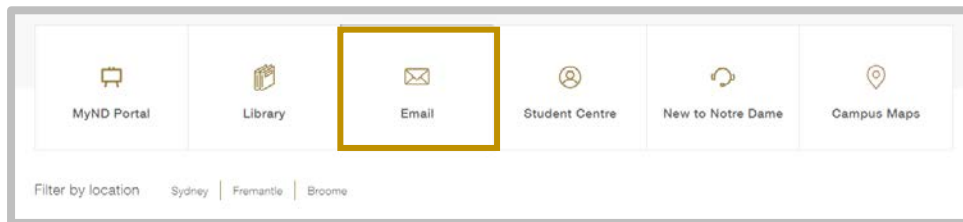


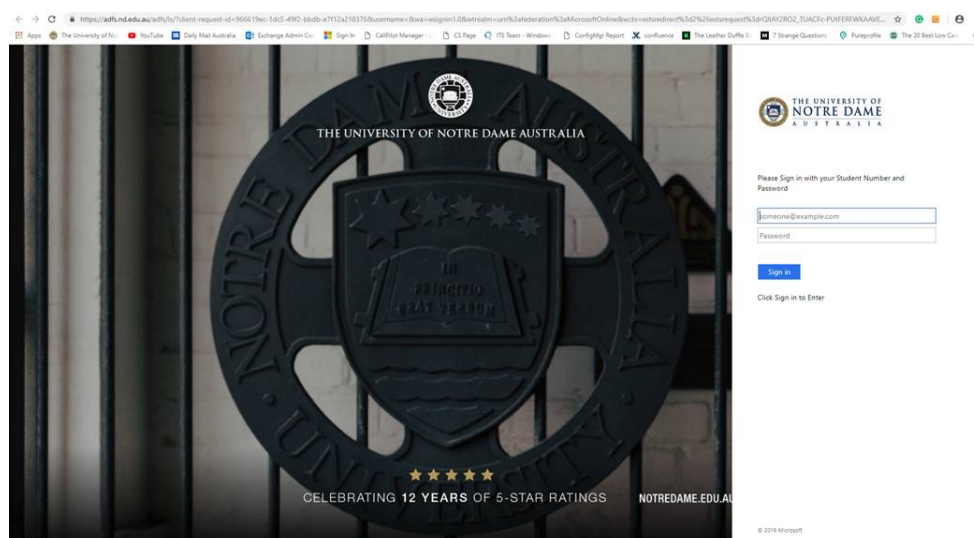
Students are encouraged to access their emails through their online portal Office365. Set up safe senders and recipients to ensure you receive all Notre Dame emails.

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

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

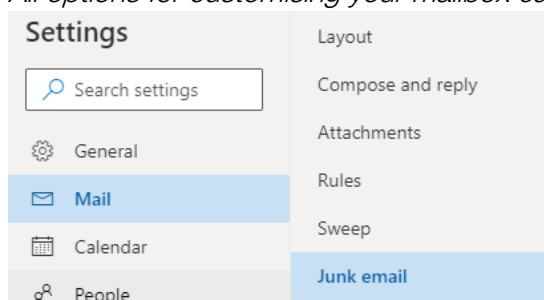


Check mailbox rules

To access more options for your inbox click the **cog** icon and select **View all Outlook settings**.



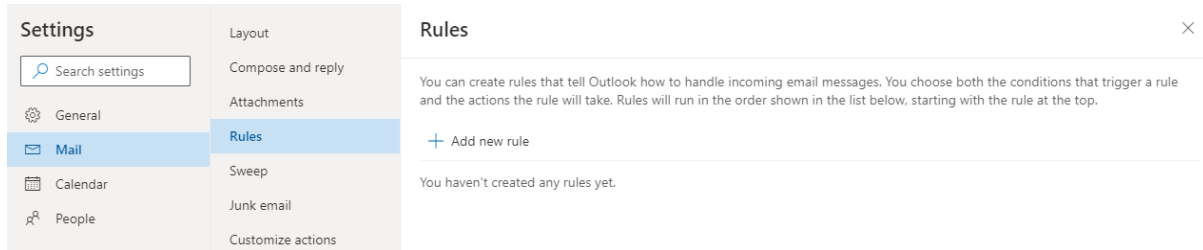
1. Click **Mail** under *Settings*
All options for customising your mailbox can be found here.



Rules

Rules handle all incoming email messages and move them to specified folders. Rules run automatically once created. Check this menu if emails are sent but not found under the correct folder.

Check you have no rules configured under Rules.



Junk email

Blocked or safe senders and domain options are found under Junk email settings. Adjust your Junk email settings to ensure you receive Notre Dame email.

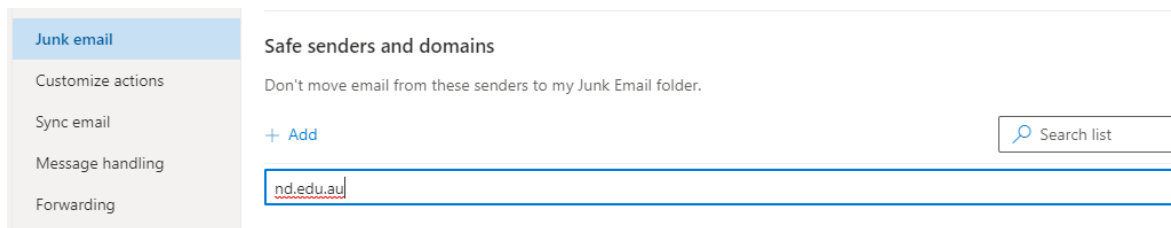
Blocked senders

Remove the domain **nd.edu.au** from the blocked senders list. Remove any senders with the email address **@nd.edu.au**

Safe senders

Add the domain **nd.edu.au** to make sure all Notre Dame emails are received in your inbox. Complete the steps below:

1. Click + Add
2. Enter the domain name **nd.edu.au**



3. Click enter to add

Filters

Keep the option **“only trust email from addresses in my Safe senders and domain list and Safe mailing list”** ticked.

Click **Save** to apply the changes.