



# Using your Student Email

Every student is provided an email address from the Department of Education – this is accessed through Microsoft Office 365 wherever you can get internet access

Your school email address is given by your *username@student.education.wa.edu.au*

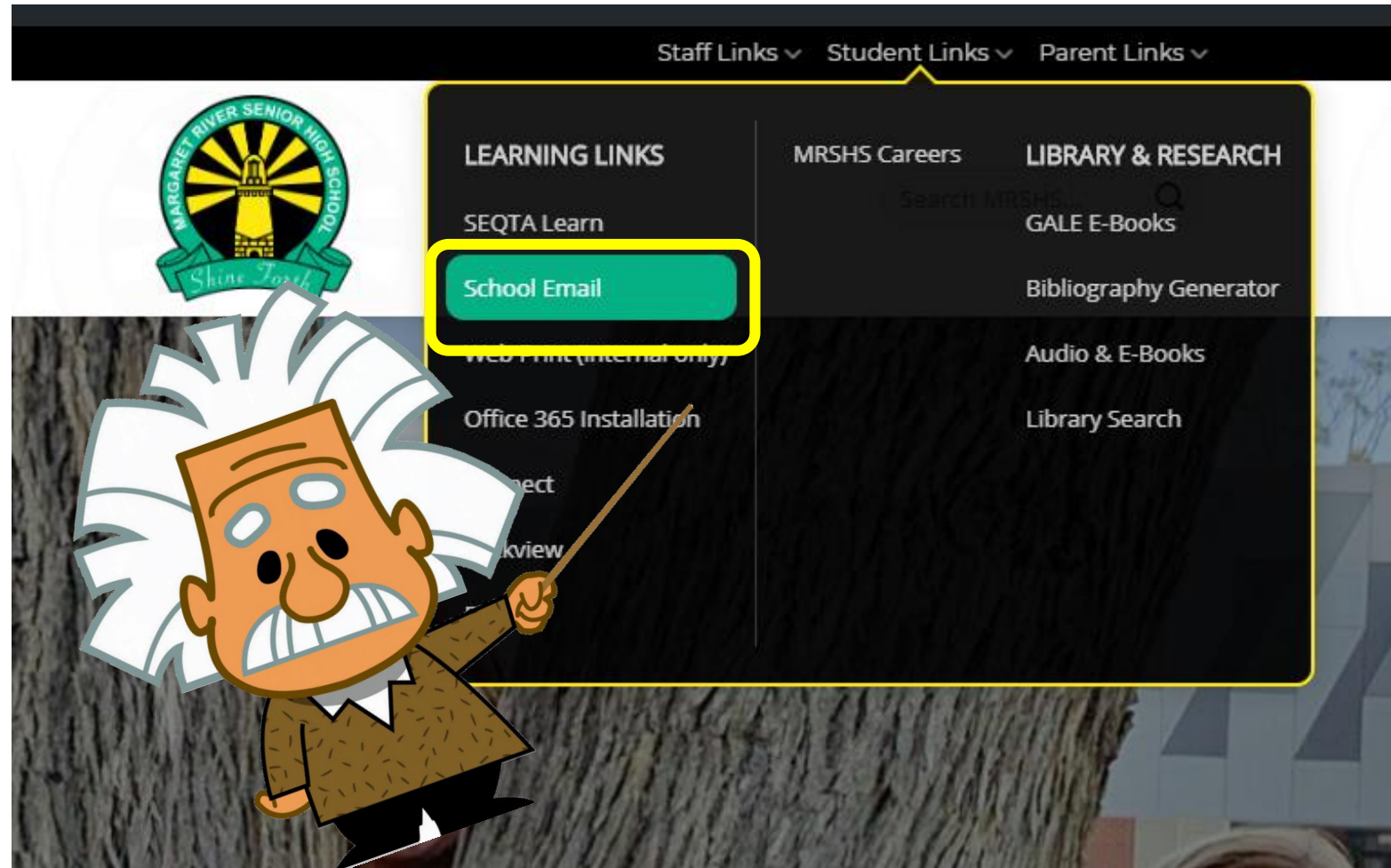
usually

*Firstname.surname@student.education.wa.edu.au*



# Open your School Email

- ➔ Go to the MRSHS homepage either *Google mrshs* and click on the top link or go straight to: [www.margaretrivershs.wa.edu.au](http://www.margaretrivershs.wa.edu.au)
- ➔ Click on **Student links** at the top
- ➔ Click on **School Email**
- ➔ Type in your **School Email Address** if asked given by [Username@student.education.wa.edu.au](mailto:Username@student.education.wa.edu.au) (NB: Your username is your computer login usually Firstname.Surname)
- ➔ You can also go straight to [outlook.office.com](http://outlook.office.com)



The image shows a screenshot of the Margaret River Senior High School (MRSHS) website. At the top, there are navigation links for 'Staff Links', 'Student Links', and 'Parent Links'. Below this is the school's logo, which features a yellow and green circular emblem with a lighthouse and the motto 'Shine Together'. A cartoon illustration of Albert Einstein, with his characteristic wild white hair and a brown jacket, is pointing with a wooden stick towards the 'School Email' link in the 'LEARNING LINKS' dropdown menu. The 'LEARNING LINKS' menu is open, showing options like 'SEQTA Learn', 'School Email' (highlighted with a yellow box), 'Web Print (internal only)', and 'Office 365 Installation'. To the right, the 'LIBRARY & RESEARCH' menu is also open, listing 'MRSHS Careers', 'Search MRSHS', 'GALE E-Books', 'Bibliography Generator', 'Audio & E-Books', and 'Library Search'.

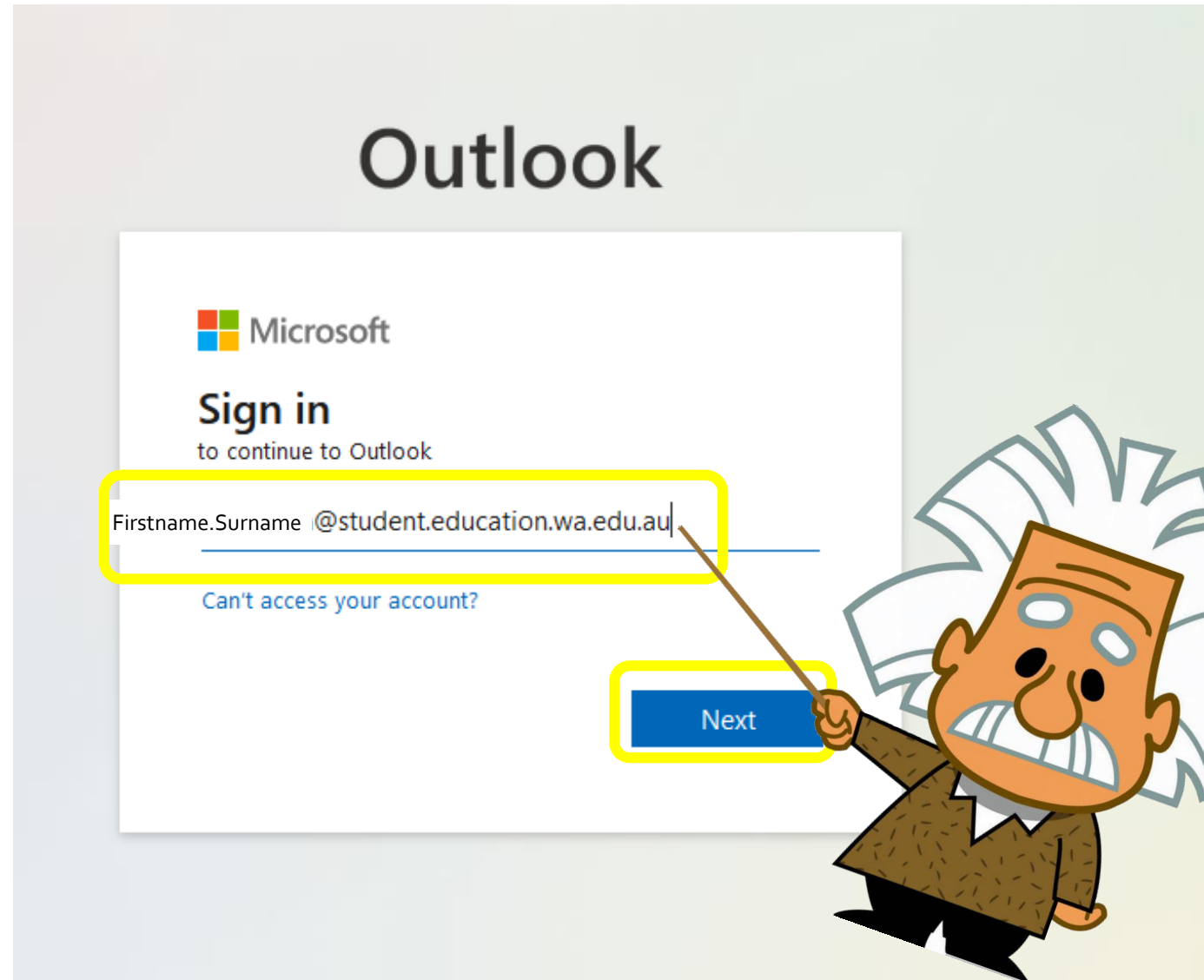
# If asked to Sign in with an email address

- ➔ Type in your School Email Address which is
- ➔ Click Next

**Username@student.education.wa.edu.au**

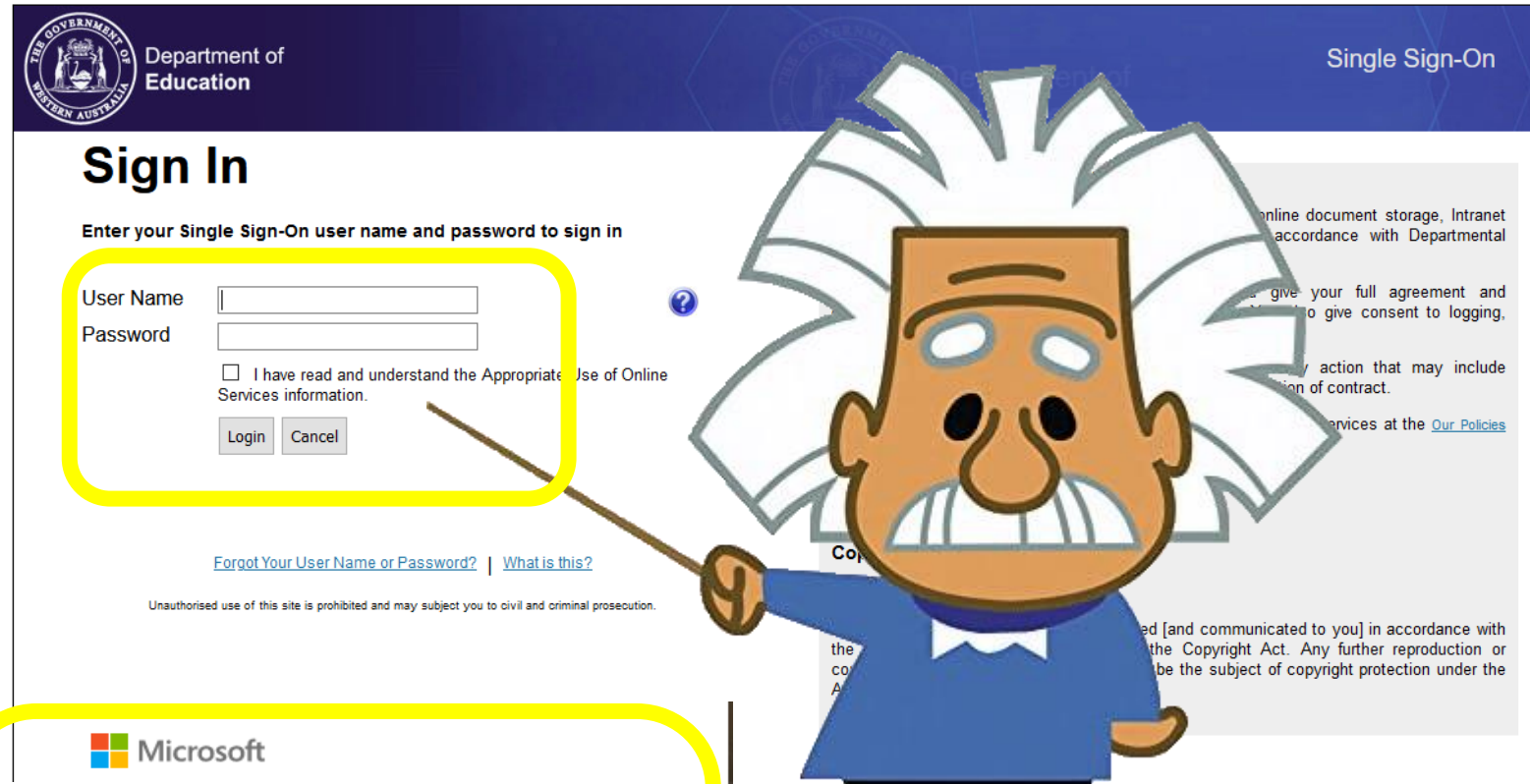
(NB: Your username is your computer login usually **Firstname.Surname**)

Click ne

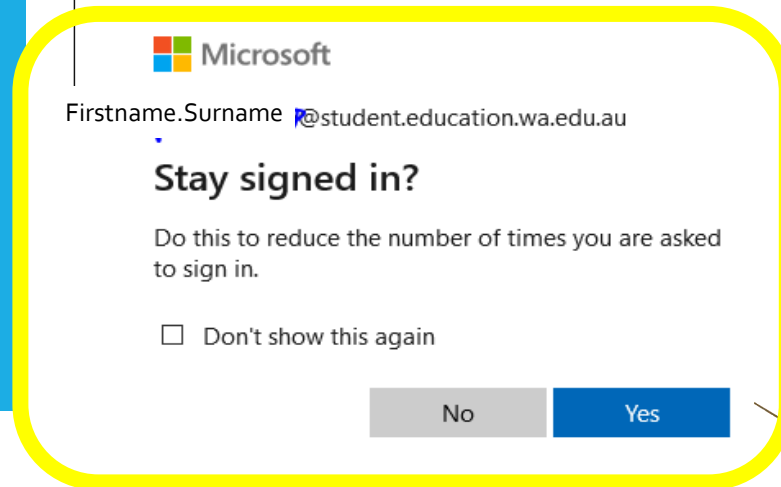


# Sign in

- ➔ Type in your User Name  
*usually firstname.surname*
- ➔ Type in your password
- ➔ Tick the box and choose **Login**
- ➔ If it asks to you **stay signed in** you can choose **Yes** on a non-shared device or **No** on a shared device.



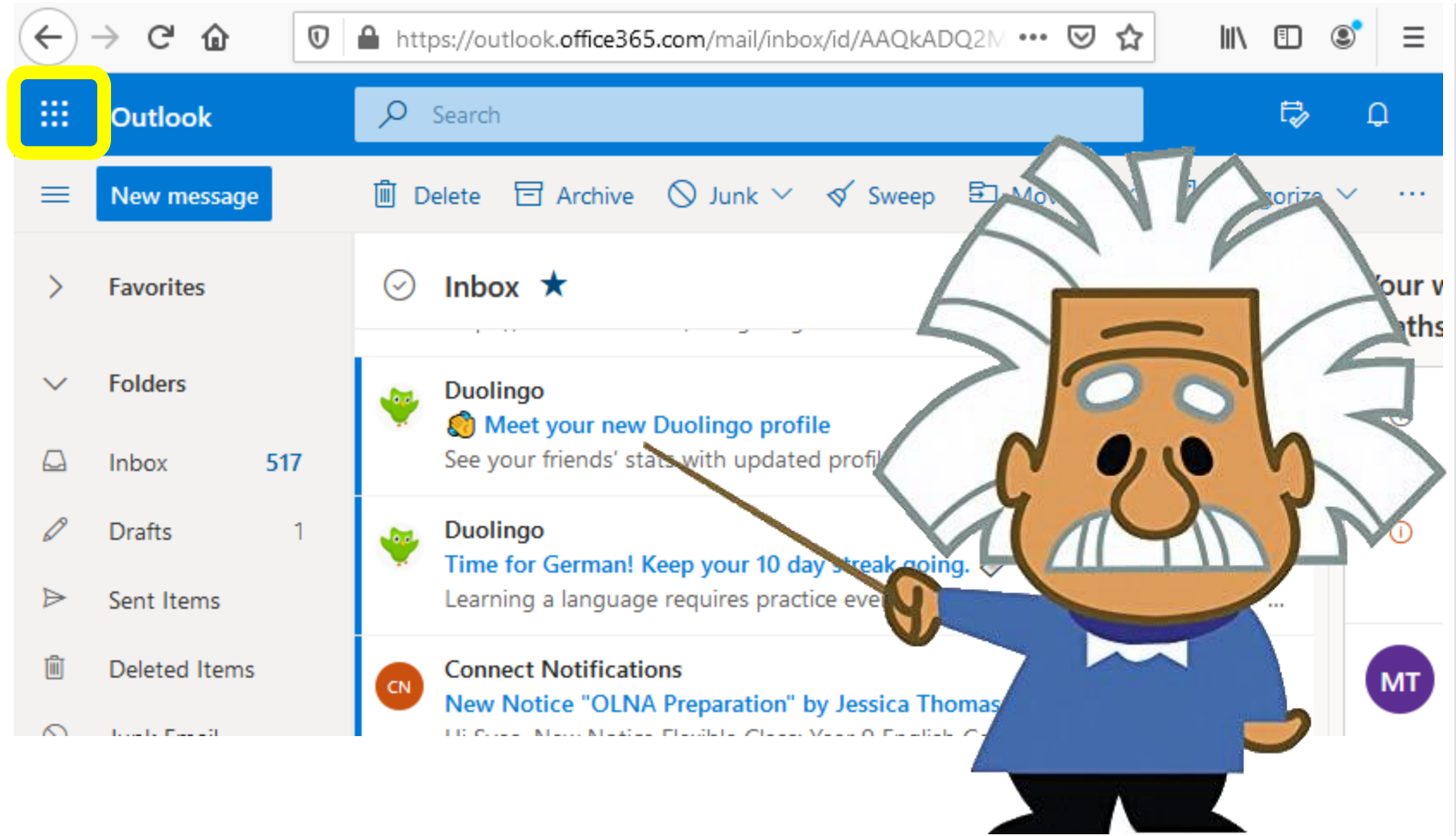
The screenshot shows the 'Single Sign-On' page for the Department of Education. At the top left is the logo for 'THE GOVERNMENT OF WESTERN AUSTRALIA' and the text 'Department of Education'. At the top right is 'Single Sign-On'. The main heading is 'Sign In'. Below it, a yellow box highlights the sign-in form which includes: 'Enter your Single Sign-On user name and password to sign in', 'User Name' and 'Password' input fields, a checkbox for 'I have read and understand the Appropriate Use of Online Services information.', and 'Login' and 'Cancel' buttons. Below the form are links for 'Forgot Your User Name or Password?' and 'What is this?'. A copyright notice is visible at the bottom of the page. A large cartoon character of Albert Einstein is overlaid on the right side, pointing a stick at the sign-in form.



The screenshot shows a Microsoft dialog box titled 'Stay signed in?'. It displays the email address 'Firstname.Surname@student.education.wa.edu.au'. The text asks 'Do this to reduce the number of times you are asked to sign in.' and includes a checkbox for 'Don't show this again'. At the bottom are 'No' and 'Yes' buttons. A smaller cartoon character of Albert Einstein is overlaid at the bottom right, pointing a stick at the 'Yes' button.

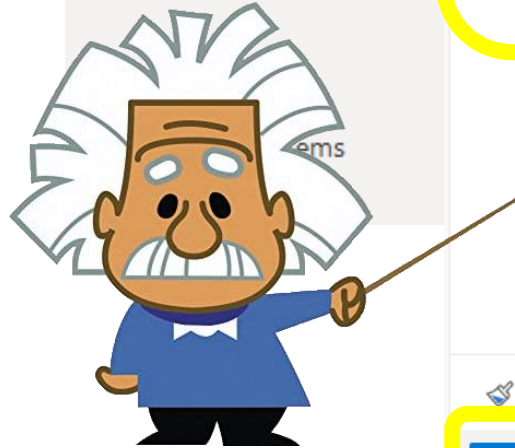
# Viewing Messages

➡ Click on a message to view it.



# Creating a message

- ➔ Click on New message
- ➔ Fill in the email address, Subject, and the message
- ➔ You can attach files if required with the paperclip tool
- ➔ Click on **Send** to send the message.



Outlook

Search

New message

Send Attach Encrypt Discard

To B BAYLEY Alex [Margaret River Snr High School] <Alex.Bayley@education.wa.edu.au> X

Cc

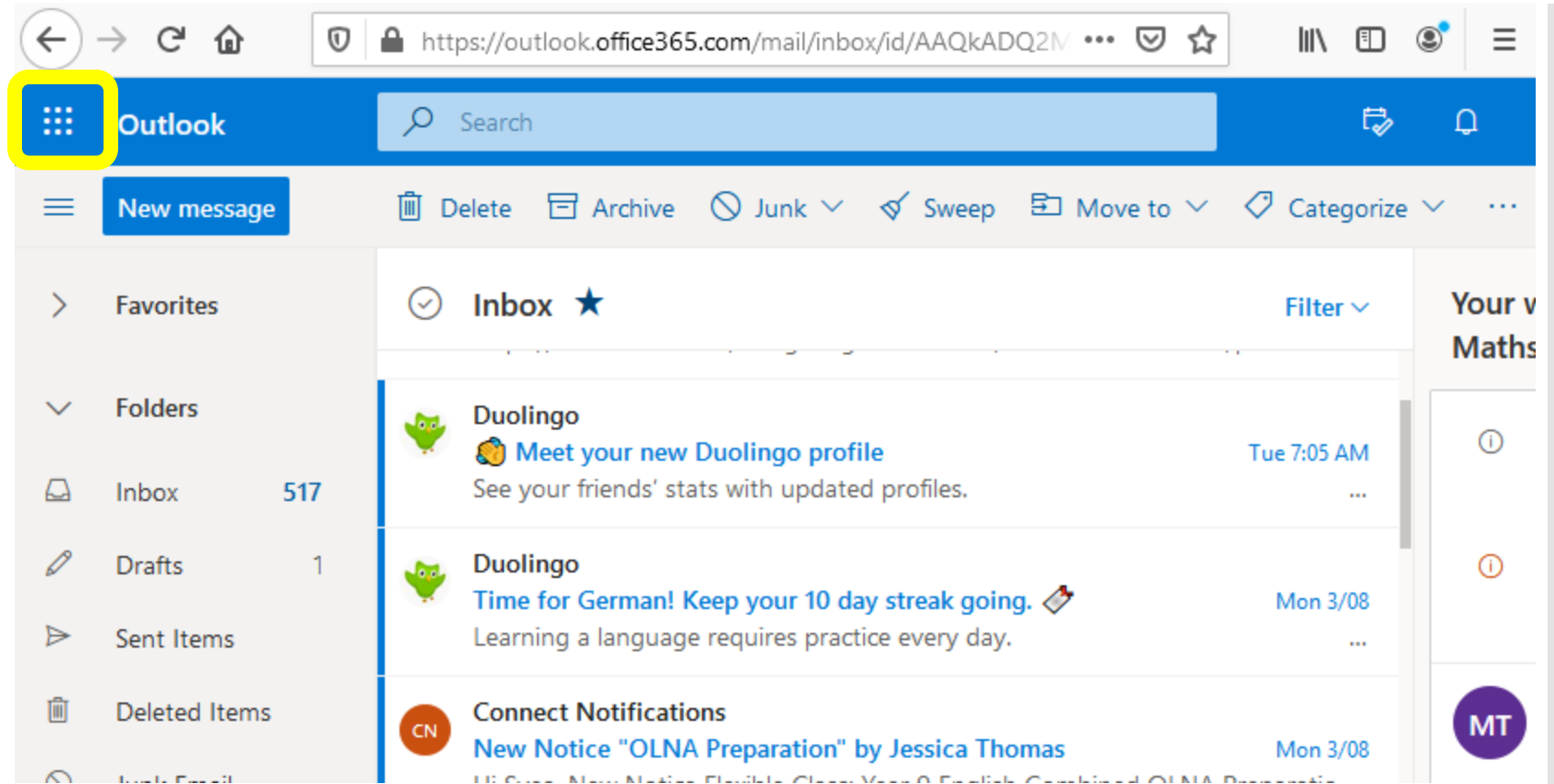
Type the subject here

Type your message here

Send Discard Attach

# Getting to other Office 365 Online apps

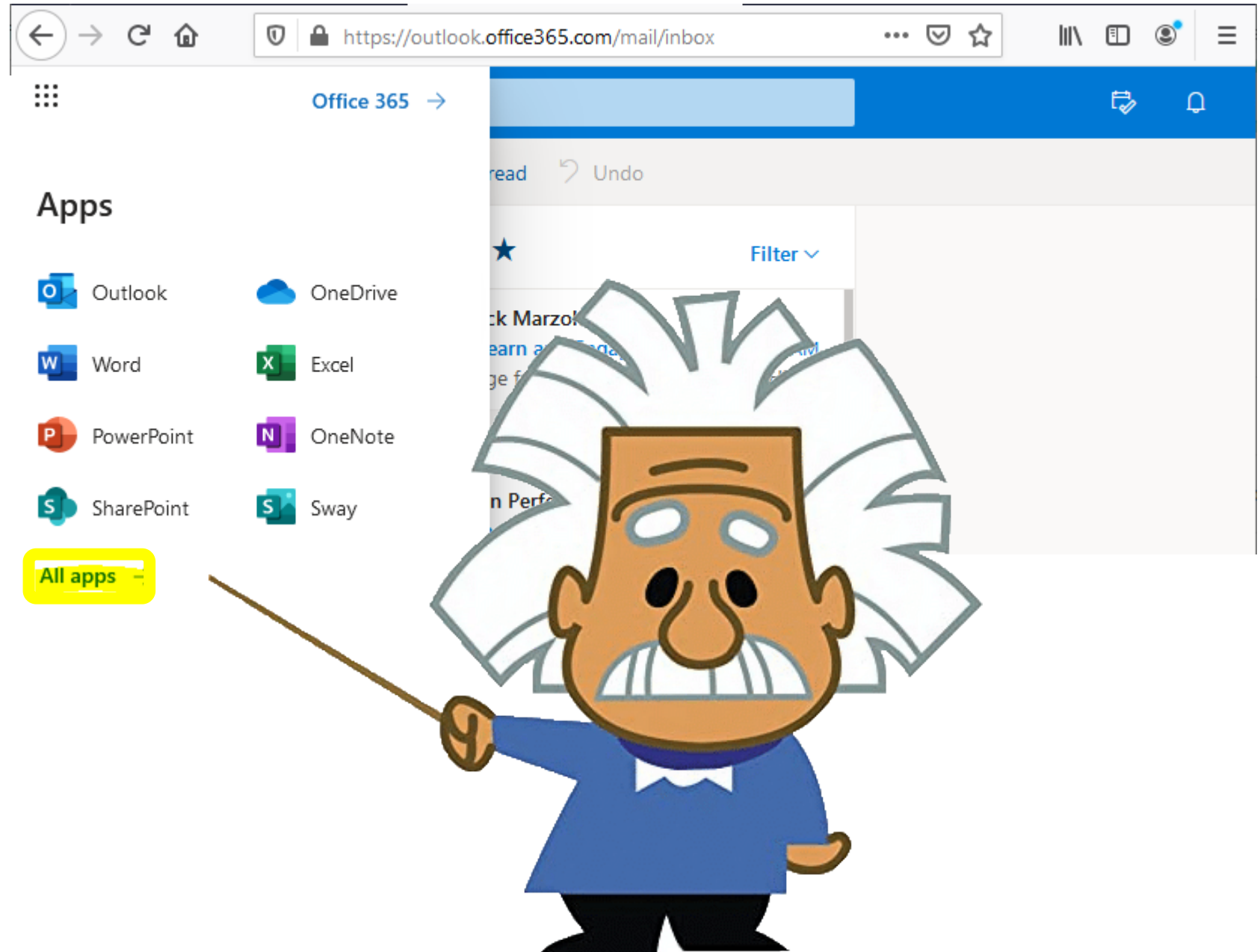
➔ Click on the 9 box app launcher at the top left of your email



# Choose the app you would like

You have a choice of many different online apps including:

- ➔ OneDrive
- ➔ Word
- ➔ PowerPoint
- ➔ OneNote
- ➔ SharePoint
- ➔ Sway
- ➔ Click on **More apps** to see them all



The image shows a screenshot of a web browser displaying the Office 365 application menu. The browser's address bar shows the URL <https://outlook.office365.com/mail/inbox>. The Office 365 logo is visible in the top left corner of the application interface. Below the logo, a list of apps is displayed in a grid format:

App Name	Icon
Outlook	Outlook icon
Word	Word icon
PowerPoint	PowerPoint icon
SharePoint	SharePoint icon
OneDrive	OneDrive icon
Excel	Excel icon
OneNote	OneNote icon
Sway	Sway icon


At the bottom of the app list, there is a yellow button labeled "All apps" with a small downward arrow. A cartoon character of Albert Einstein, with his characteristic wild white hair and a blue suit, is positioned in the foreground. He is holding a long, thin pointer stick that points directly at the "All apps" button. The background of the screenshot shows a blurred view of an email inbox with a "Filter" dropdown menu.



## You have other apps including:

You have a choice of many different online apps including:

- ➔ Calendar
- ➔ Delve
- ➔ Forms
- ➔ People
- ➔ Project
- ➔ To Do and
- ➔ Whiteboard


 Calendar


 Delve


 Excel

 Forms

 Kaizala

 OneDrive


 OneNote

 Outlook

 People


 PowerPoint

 Project

 SharePoint

 Sway

 To Do

 Whiteboard

 Word



[Explore all your apps](#)

For more help please see  
Ms Stene in the Library or  
email  
[Petra.Stene@education.wa.edu.au](mailto:Petra.Stene@education.wa.edu.au)

