



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](#)

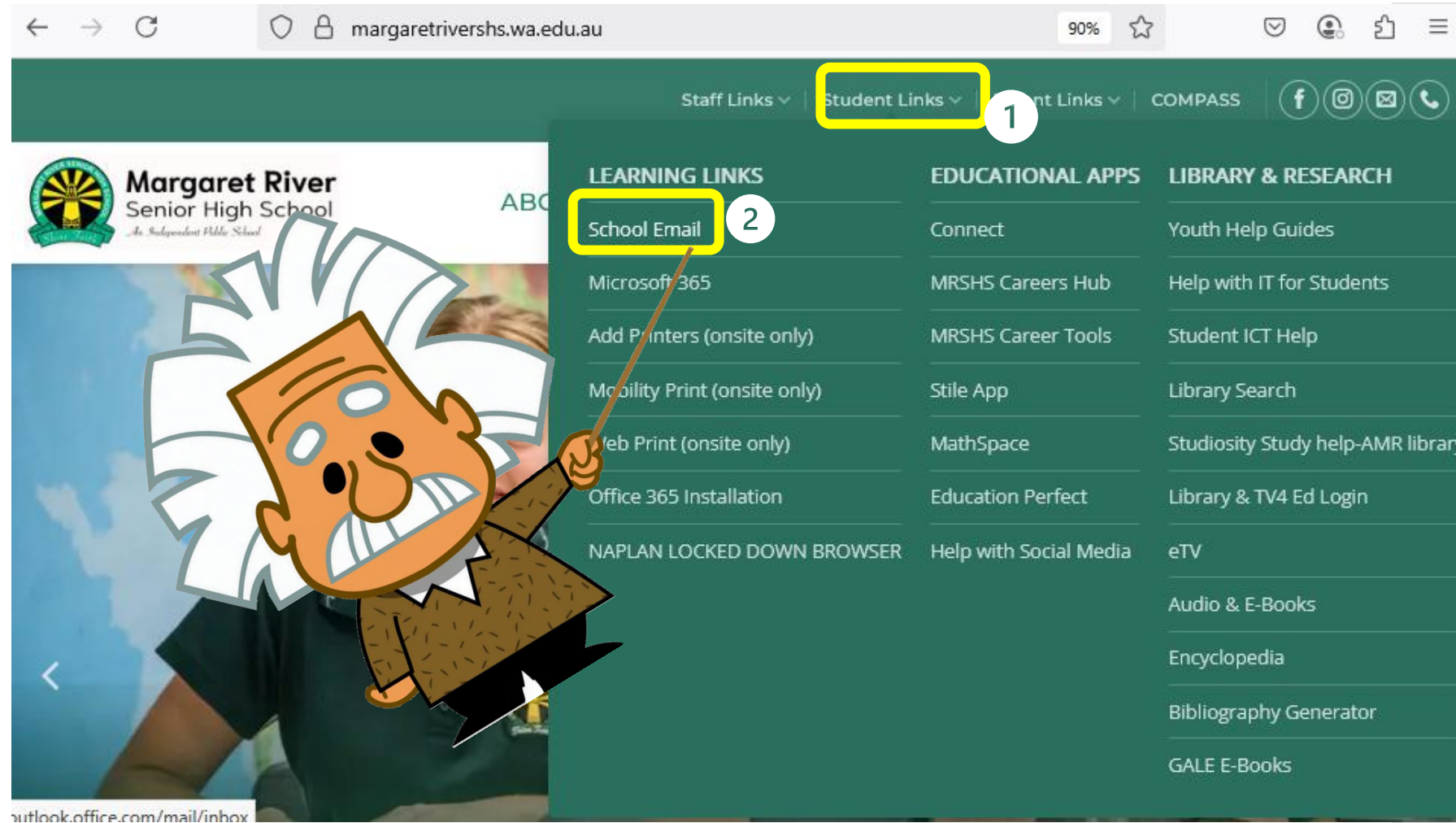
usually

[Firstname.surname@student.education.wa.edu.au](#)



Open your School Email

- ➔ Go to the MRSHS homepage either Google mrshs & click on the top link or go straight to: www.margaretrivershs.wa.edu.au
- ➔ Mouse over Student links at the top of the page
- ➔ Click on **School Email**
- ➔ You can also go straight to outlook.office.com



Sign in with your email address

➔ Type in your School Email Address which is given by firstname.surname@student.education.wa.edu.au

NB: some students may have a number after their surname

➔ Click Next

Example email address:

1 Bobarina.Smith5@student.education.wa.edu.au



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options



Sign in with password

➔ Type in your password

➔ Choose **Sign in**

➔ If it asks to you stay signed in choose **Yes** on your own device or **No** on a shared device.



Firstname.Surname @student.education.wa.edu.au

Enter password

1

[Forgot my password](#)

2 **Sign in**

Appropriate use of online services

All Department online services, including email, online document storage, intranet and internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services and failure to comply with Department policies may result in criminal proceedings and/or disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

[View Policies](#) | [Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)



1.1.4033@student.education.wa.edu.au

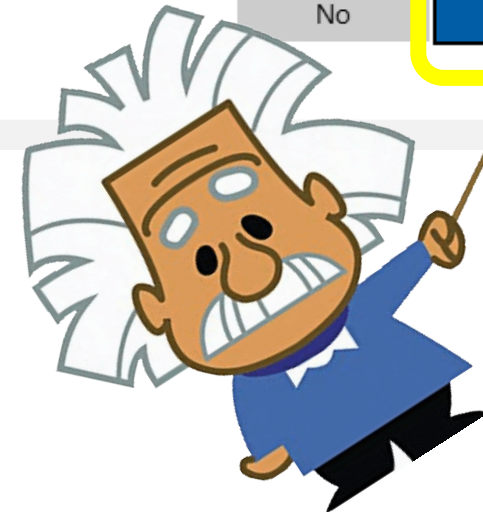
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

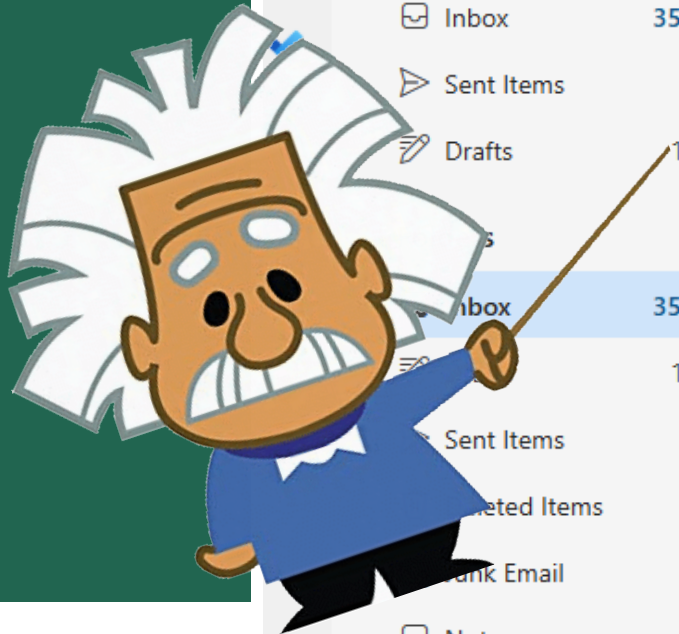
No

3 **Yes**



Viewing Messages

➡ Click on a message to view it at the right hand side



A screenshot of the Outlook web interface. The browser address bar shows 'outlook.office.com/mail/inbox/id/AAQkAGYzYzlkNDRiLTcxYzItNGUwOC1iYTQ4LTZINjNINzE5Y2UxYwAAQAFiJQU...'. The Outlook logo and a search bar are at the top. Below the navigation bar, there are tabs for 'Home', 'View', and 'Help'. A toolbar contains buttons for 'New email', 'Delete', 'Move', 'Share', 'Reply', 'Reply All', 'Forward', 'Quick steps', 'Read / Unread', 'Flag', and 'Pin'. On the left, a 'Favourites' sidebar lists 'Inbox' (35), 'Sent Items', 'Drafts', and another 'Inbox' (35). The main 'Inbox' list shows three emails. The top email, 'Margaret River Senior High School News: Have Your Say ... Mon 17:06', is highlighted with a yellow oval. The right pane shows the content of the selected email, titled 'News: Have Your Say on Our School Uniform!', with a 'View news item' button at the bottom.

Creating a message

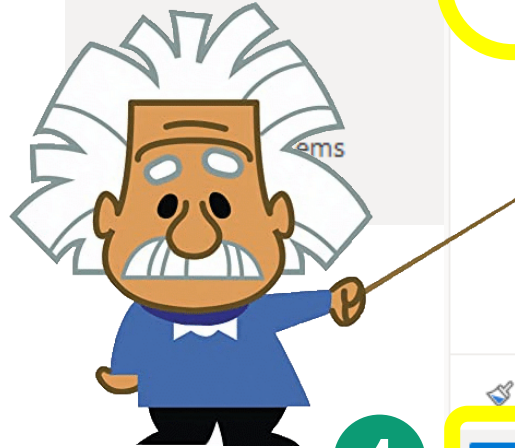
➔ Click on New message

➔ 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.



The screenshot shows the Outlook 'New message' form. A yellow box highlights the 'New message' button (1). A yellow box highlights the recipient field containing 'B BAYLEY Alex [Margaret River Snr High School] <Alex.Bayley@education.wa.edu.au>' (2). A green circle with the number 3 highlights the 'Type the subject here' text box. A yellow box highlights the 'Send' button in the bottom toolbar (4). The toolbar also includes 'Discard', 'Attach', 'Encrypt', and other options. The left sidebar shows 'Favorites', 'Folders', 'Inbox (517)', and 'Drafts (1)'. The top navigation bar includes 'Outlook', 'Search', and navigation icons.

Step 1: Start with a Subject Line

Write a short subject line in the subject box that tells the reader what your email is about.

For example:

- Assignment Extension Request
- Extra Time Needed for Homework
- Request for Appointment with Student Services

A clear subject helps the reader understand your email quickly.



Send ▾

To natalie.muir@education.wa.edu.au ✕

Cc

Appointment Request

Step 2: Start the message body with a Greeting

Begin your email with a nice greeting, like:

- Dear [Name]
- Hello [Name]

This shows you are polite and ready to talk


Send

To natalie.muir@education.wa.edu.au X

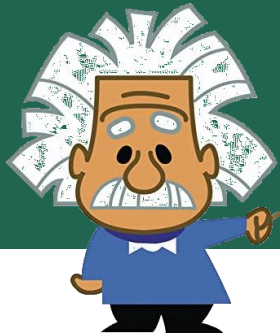
Cc

Appointment Request

Dear Ms Muir,



Step 3: Explain Why You're Writing



Write one or two sentences about what your email is about.

For example:

- "I'm writing to ask for an extension on my assignment due date."
- "I need a little more time to complete my homework."

To	natalie.muir@education.wa.edu.au ✕	Bcc
Cc		
Appointment Request		Draft saved at 16:26
Dear Ms Muir,		
I would like to organise an appointment with a student services member about current issues that I am having at school.		

Step 4: Use Kind Words

Be polite and friendly.

Use words like:

- "Please can you help me?"
- "Thank you for your time."

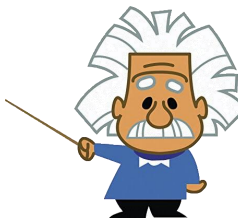
Appointment Request

Draft saved at 16:27

Dear Ms Muir,

I would like to organise an appointment with a student services member about current issues that I am having at school.

Can you please help me organise this?

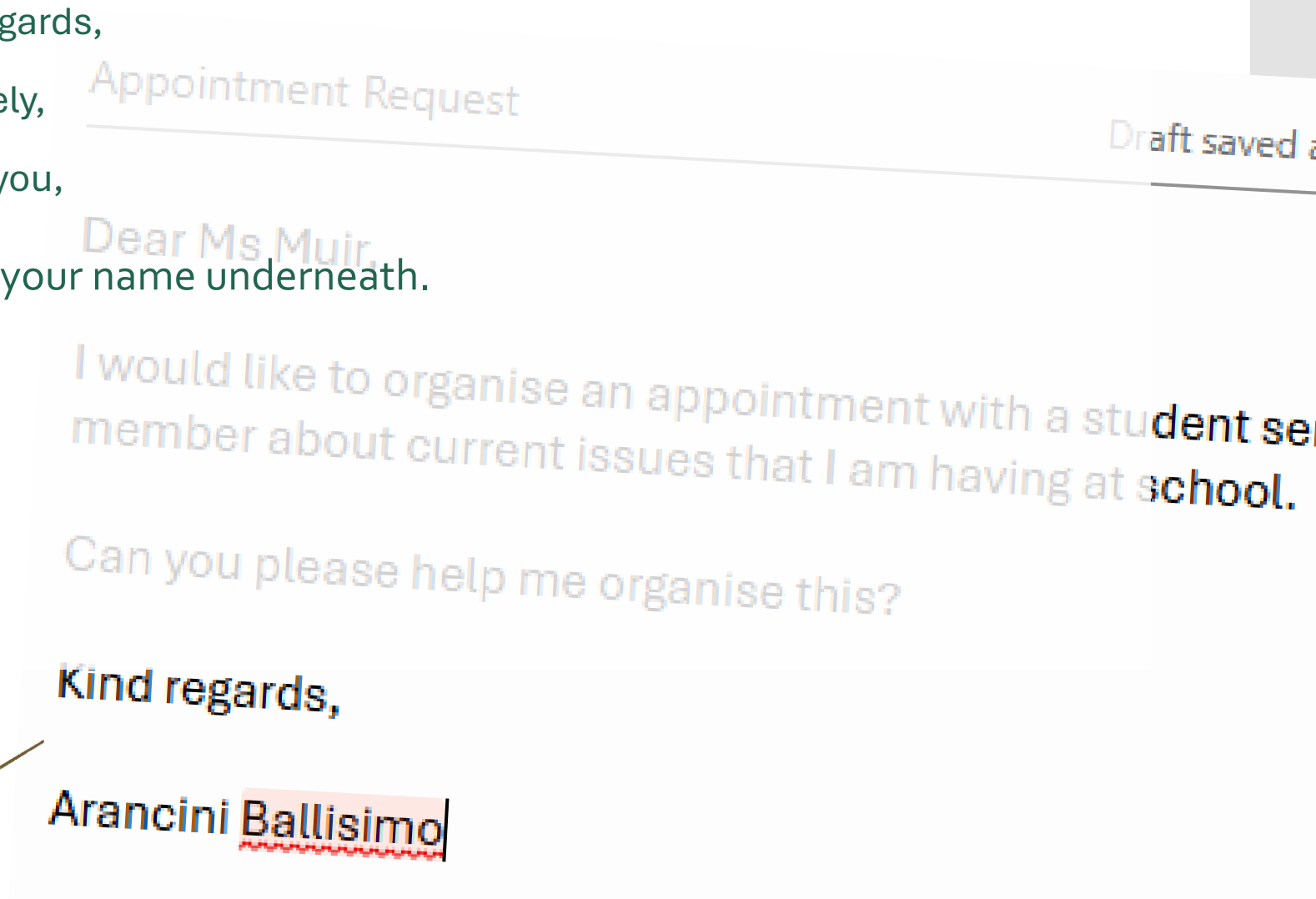


Step 5: Finish Nicely

End your email with a polite closing, such as:

- Kind regards,
- Sincerely,
- Thank you,

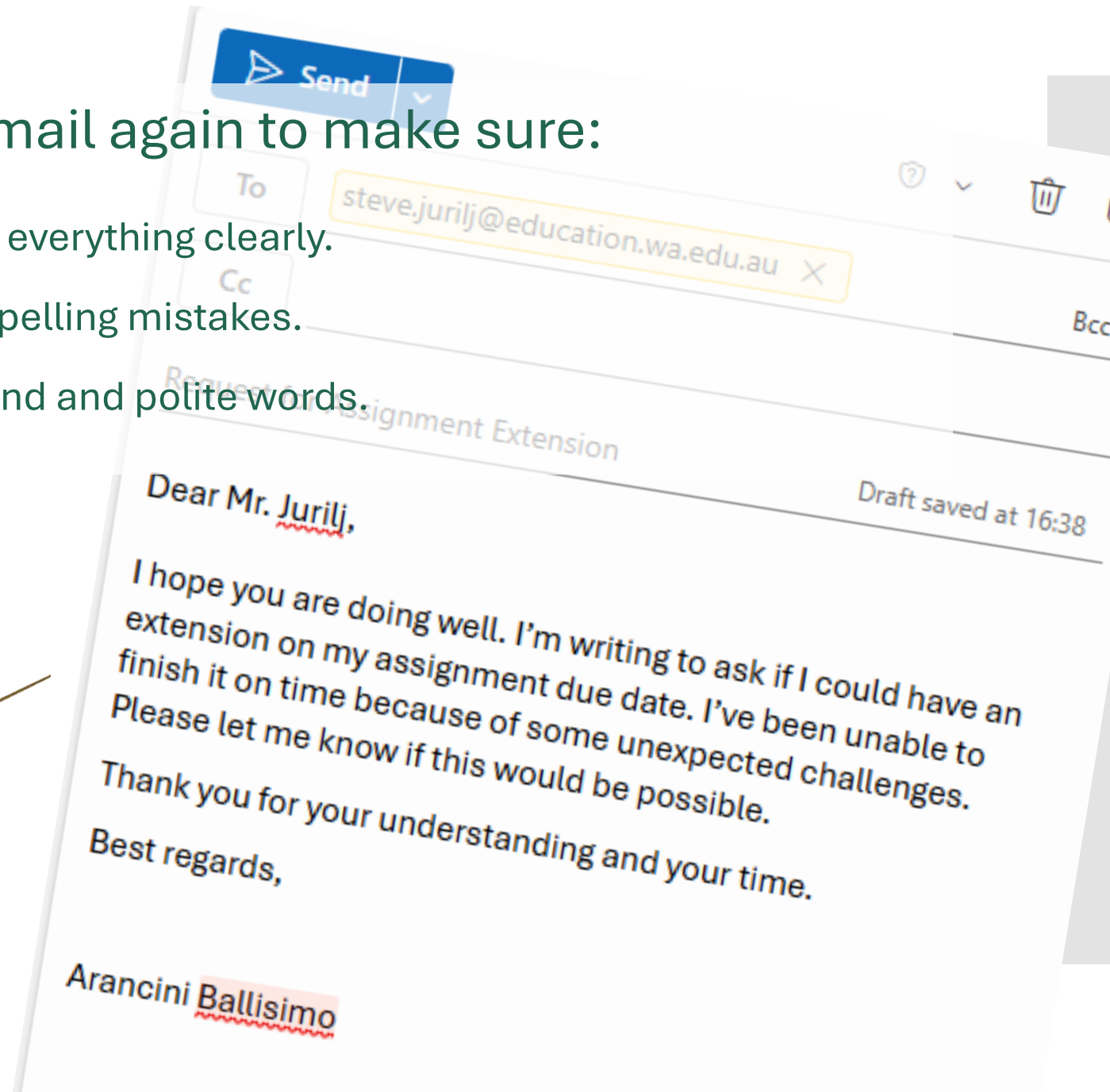
Then add your name underneath.



Step 6: Check Before Sending

Read your email again to make sure:

- You've written everything clearly.
- There are no spelling mistakes.
- You've used kind and polite words.





Be Aware:

Your student email is monitored by the Department of Education
& the School

- When you use your email you agree to the Departments Appropriate use of online services
- Email must be used responsibly and in accordance with Department policies
- Please be polite at all times.



[Students Online Policy](#)

[Telecommunications Use Policy](#)

[Department Online Services for Parents](#)

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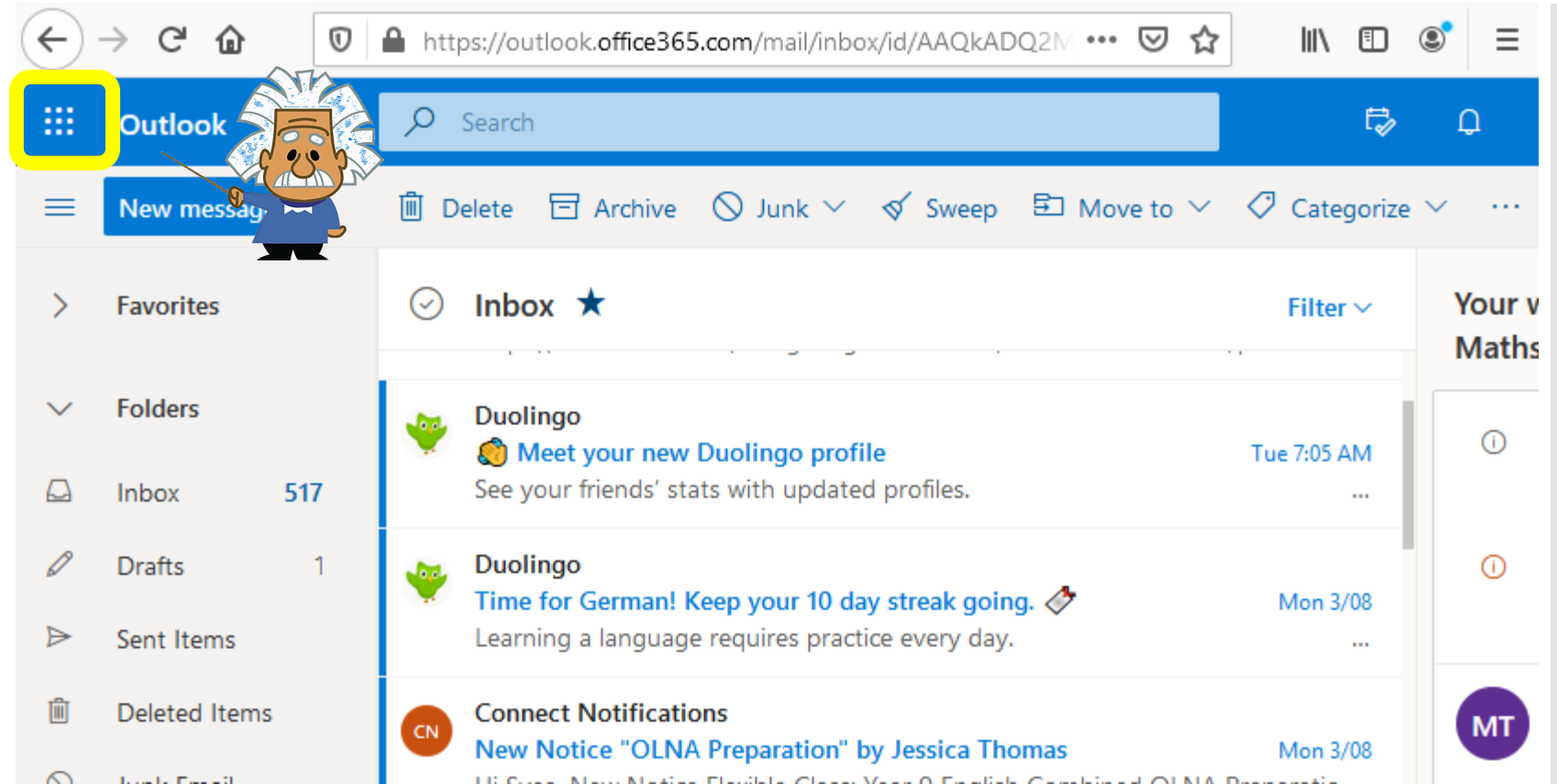
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Getting to other Office 365 Online apps

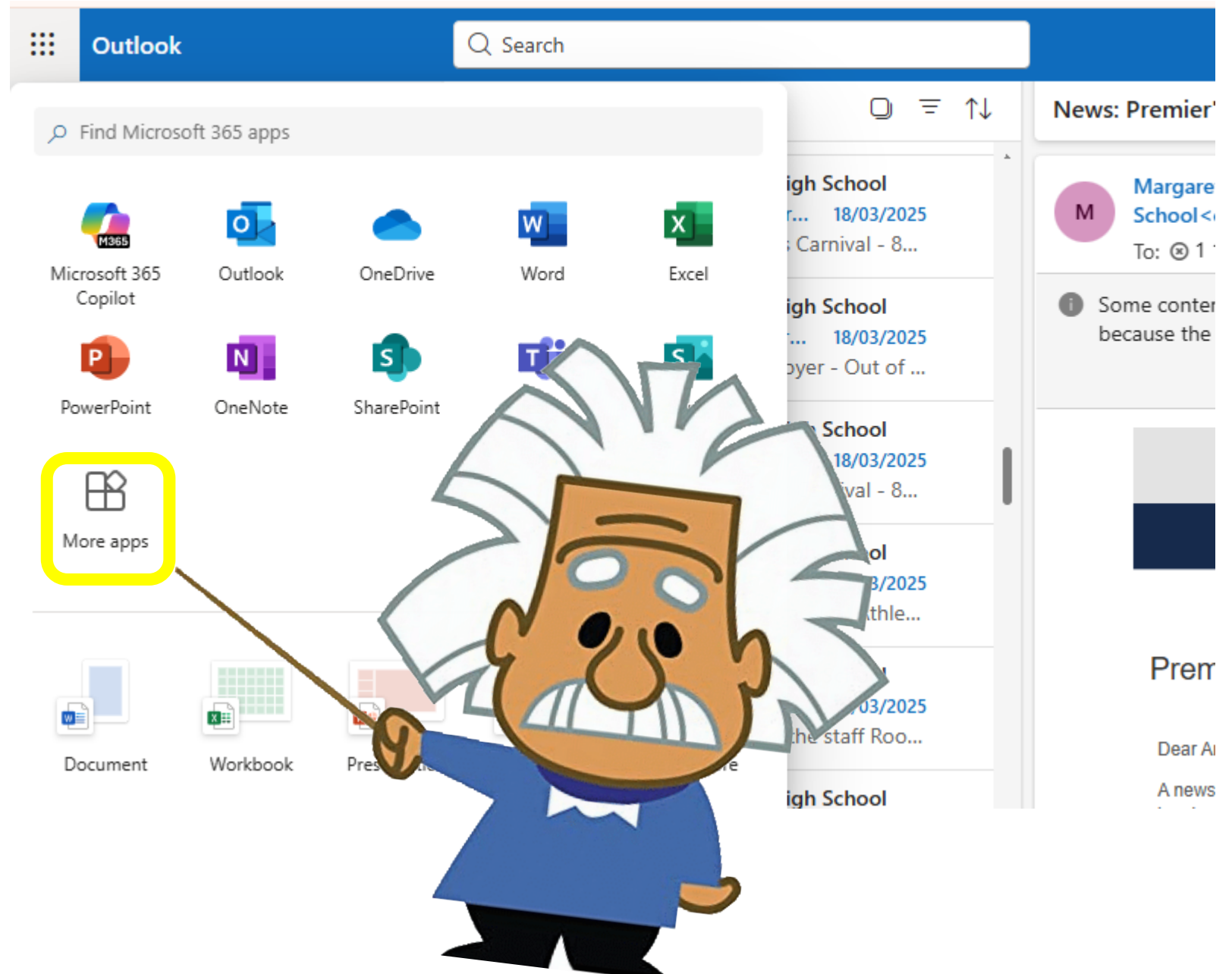
➔ Click on the 9 box app launcher at the top left of your email



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



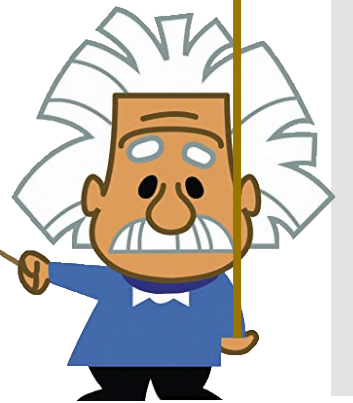
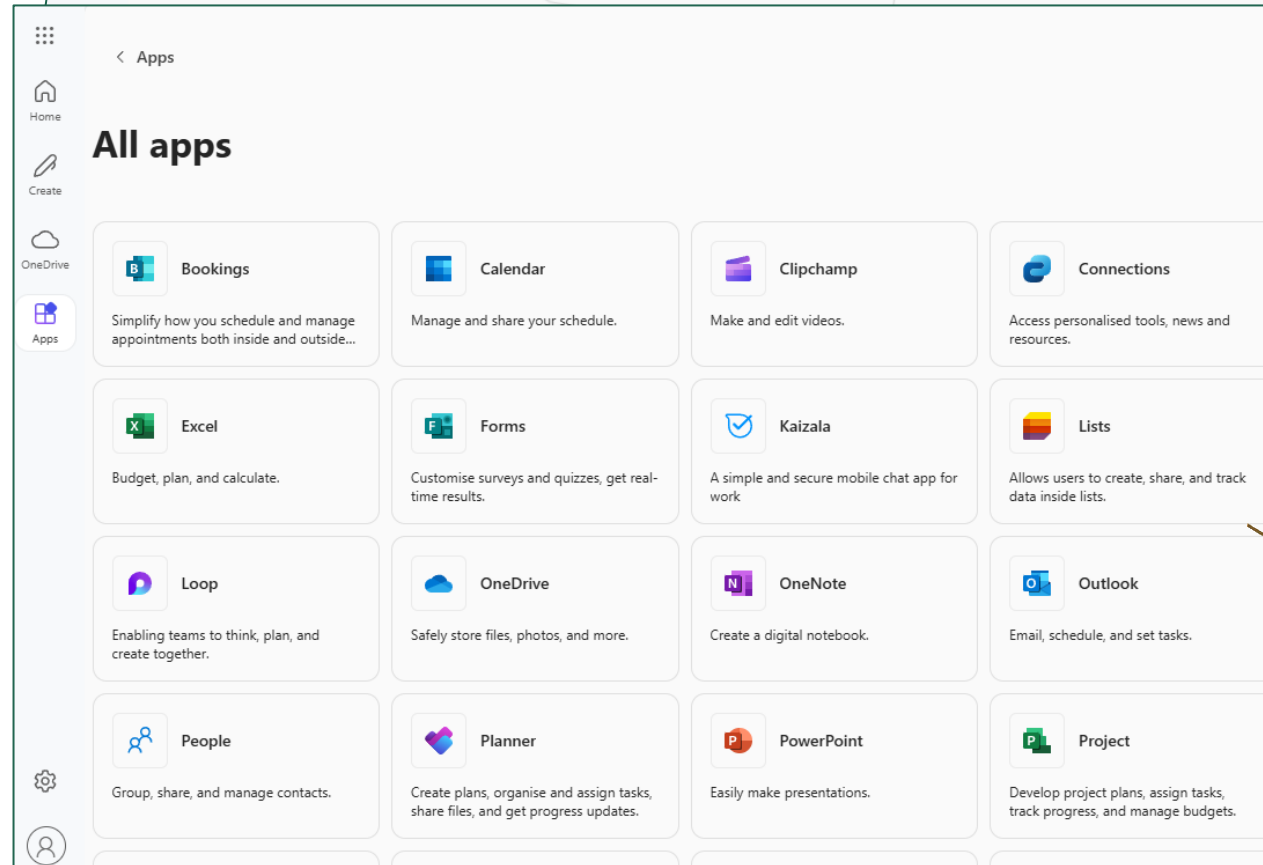
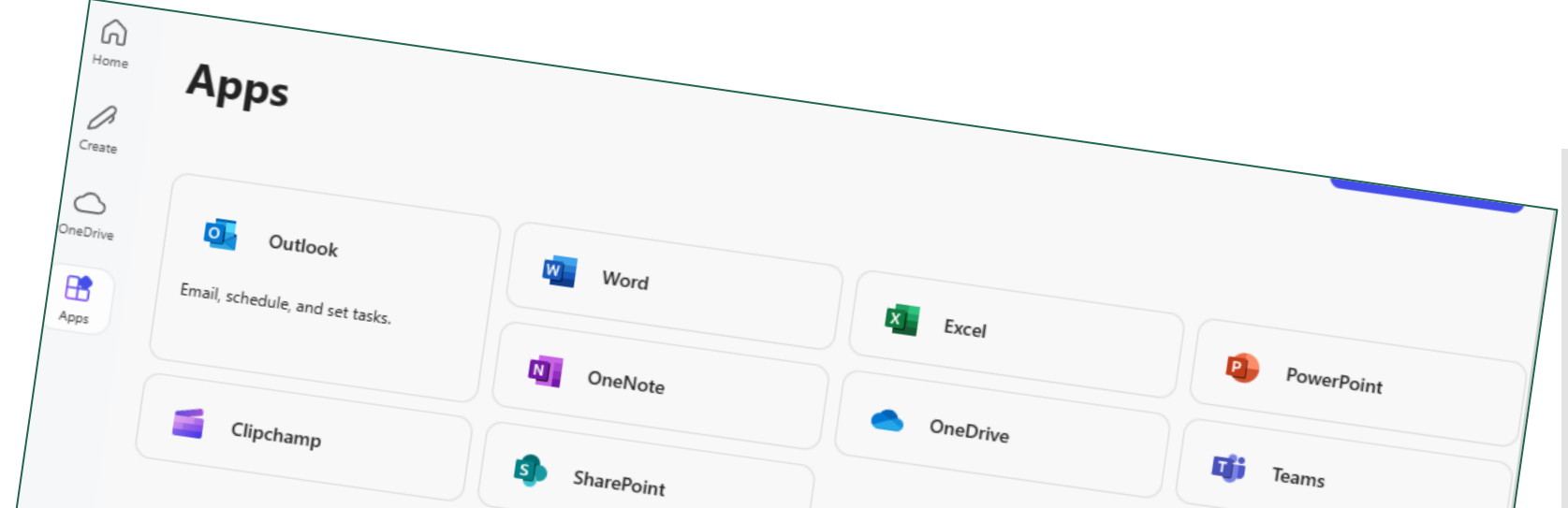
The screenshot displays the Outlook application interface. At the top, there is a search bar labeled "Outlook" and "Search". Below this is a search bar for "Find Microsoft 365 apps". A grid of application icons is shown, including Microsoft 365 Copilot, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. A yellow box highlights the "More apps" icon, which is a grid of four squares. A cartoon character of Albert Einstein, with his characteristic wild white hair and a blue suit, is pointing with a stick at the "More apps" icon. The background shows a list of emails and a news section on the right.

You have other apps including:

You have a choice of many different online apps including:

- ➔ Calendar
- ➔ Clipchamp
- ➔ Forms
- ➔ Lists
- ➔ Reading Coach
- ➔ To Do &
- ➔ Whiteboard

You can see all available by clicking - **All apps**



For more help please see
Ms Stene & Mr Atkins
in the Library or email
mrshs.it@education.wa.edu.au
or ask your teacher!