



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

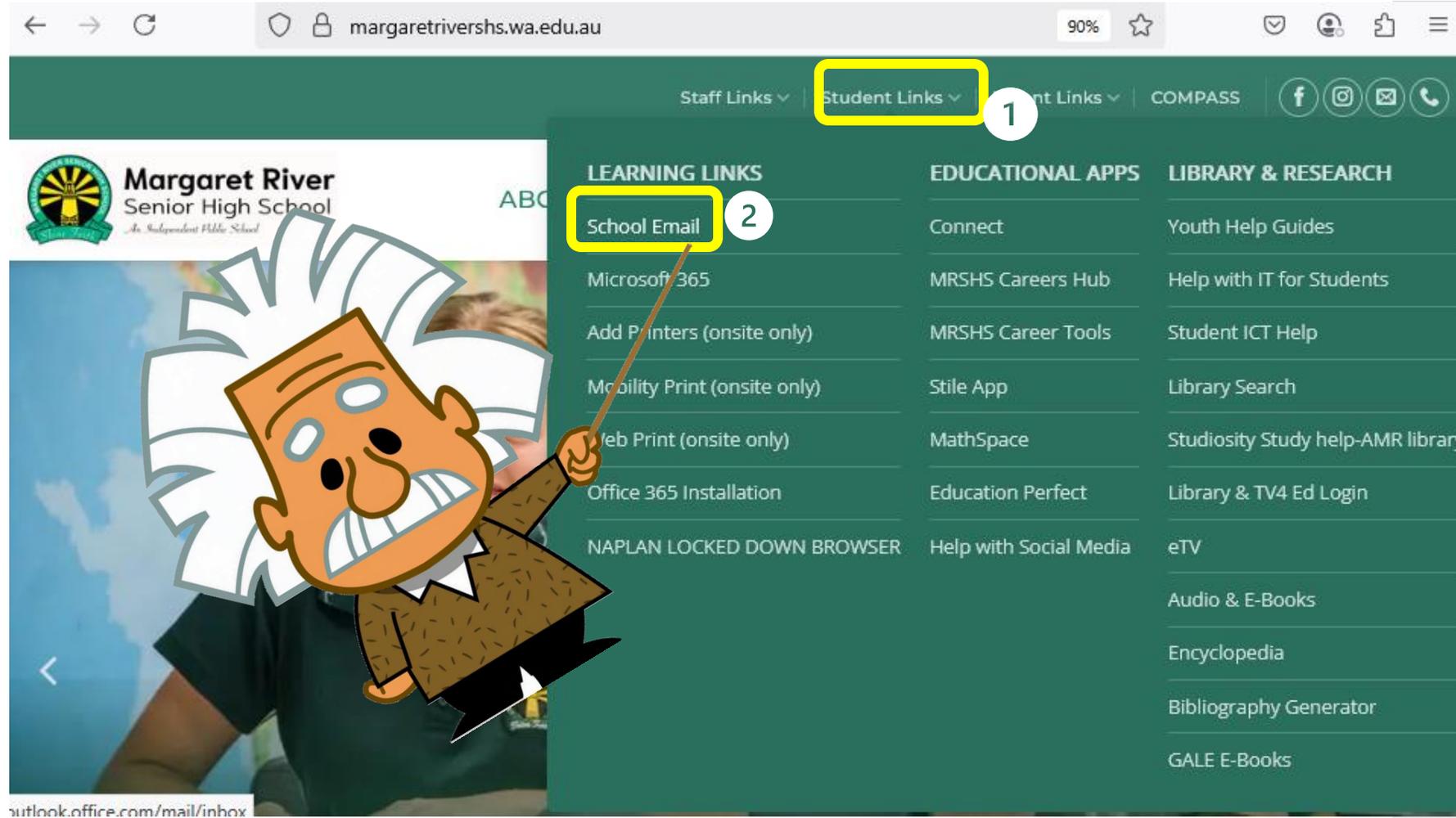
Usually given by:

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

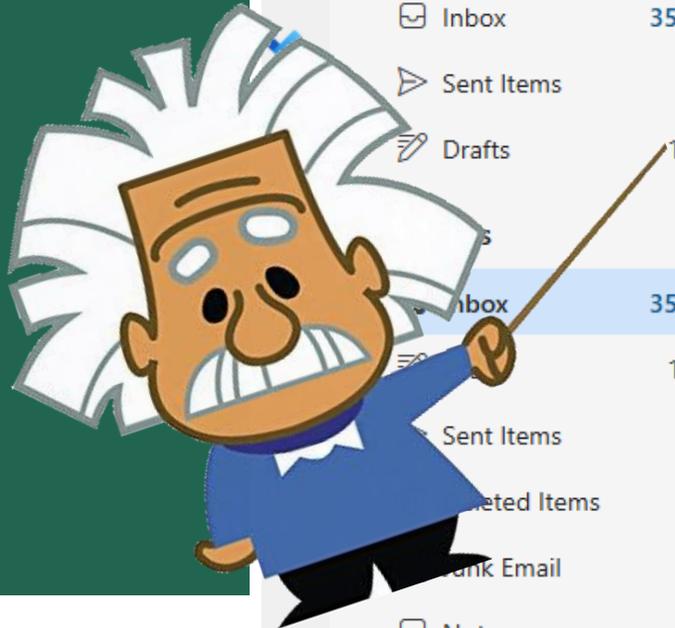
No

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 tabs show 'Email - 1 1 - Outlook' and 'New Tab'. The address bar contains the URL 'outlook.office.com/mail/inbox/id/AAQkAGYzYzlkNDRiLTcxYzItNGUwOC1iYTQ4LTZINjNINzE5Y2UxYwAQAFiJQU...'. The Outlook header includes a search bar and navigation tabs for 'Home', 'View', and 'Help'. Below the header is a toolbar with 'New email' and various action icons. The left sidebar shows a 'Favourites' section with 'Inbox' (35), 'Sent Items', and 'Drafts' (1). The main inbox area is divided into 'This week' and 'Last week' sections. A yellow oval highlights the first email in the 'This week' section: 'Margaret River Senior High School News: Have Your Say ... Mon 17:06 Warning: This email was sent fro...'. Below it are other emails from 'Margaret River Senior High School' and 'Adobe'. On the right, a preview 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.

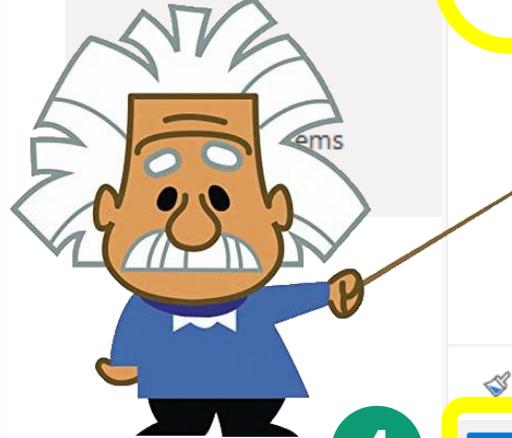
Creating a message

➔ 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.



Outlook

Search

New message

Send Attach Encrypt Discard

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

Cc

Type the subject here

Type your message here

Send Discard

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

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?

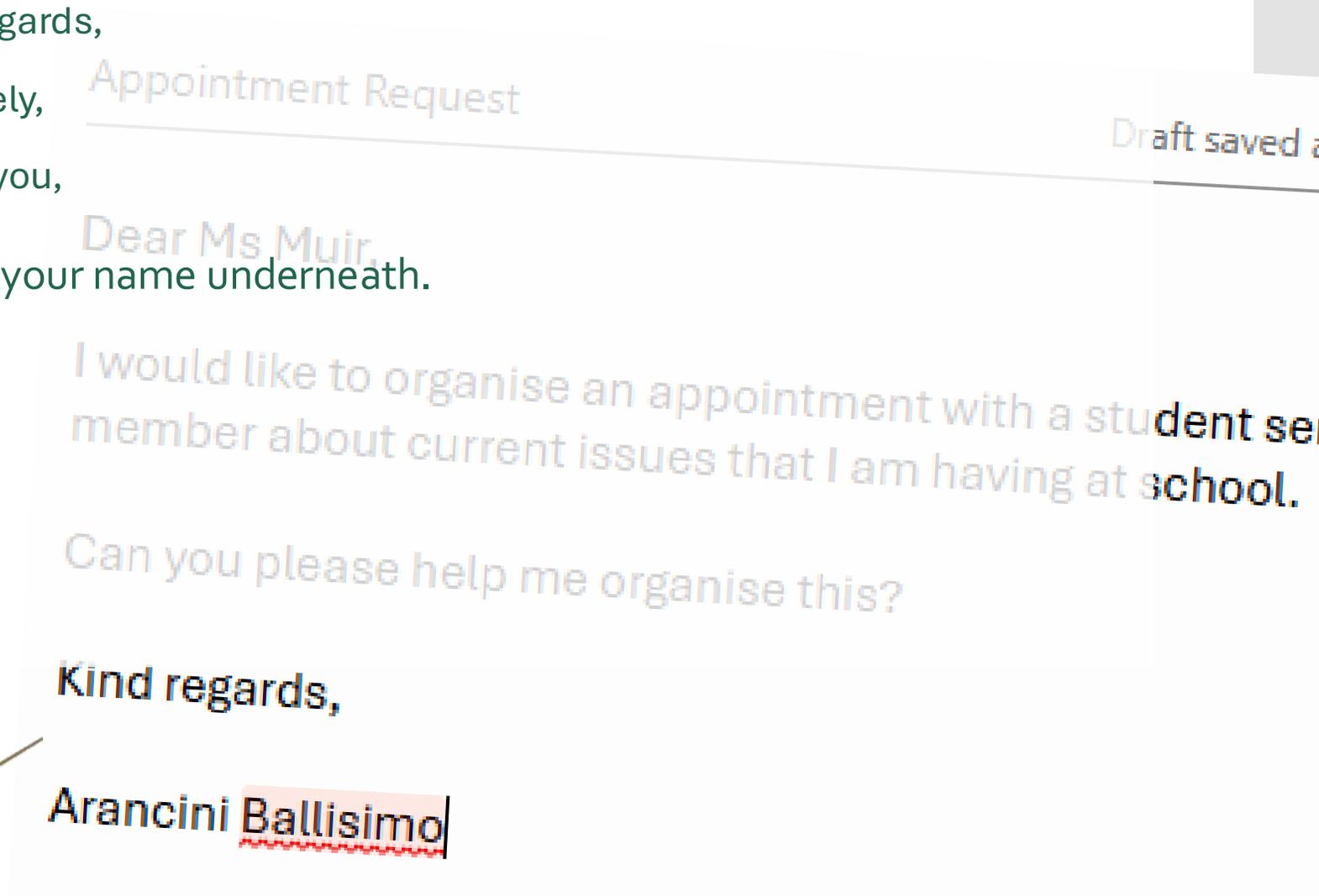


Step 5: Finish Nicely

End your email with a polite closing, such as:

- Kind regards,
- Sincerely,
- Thank you,

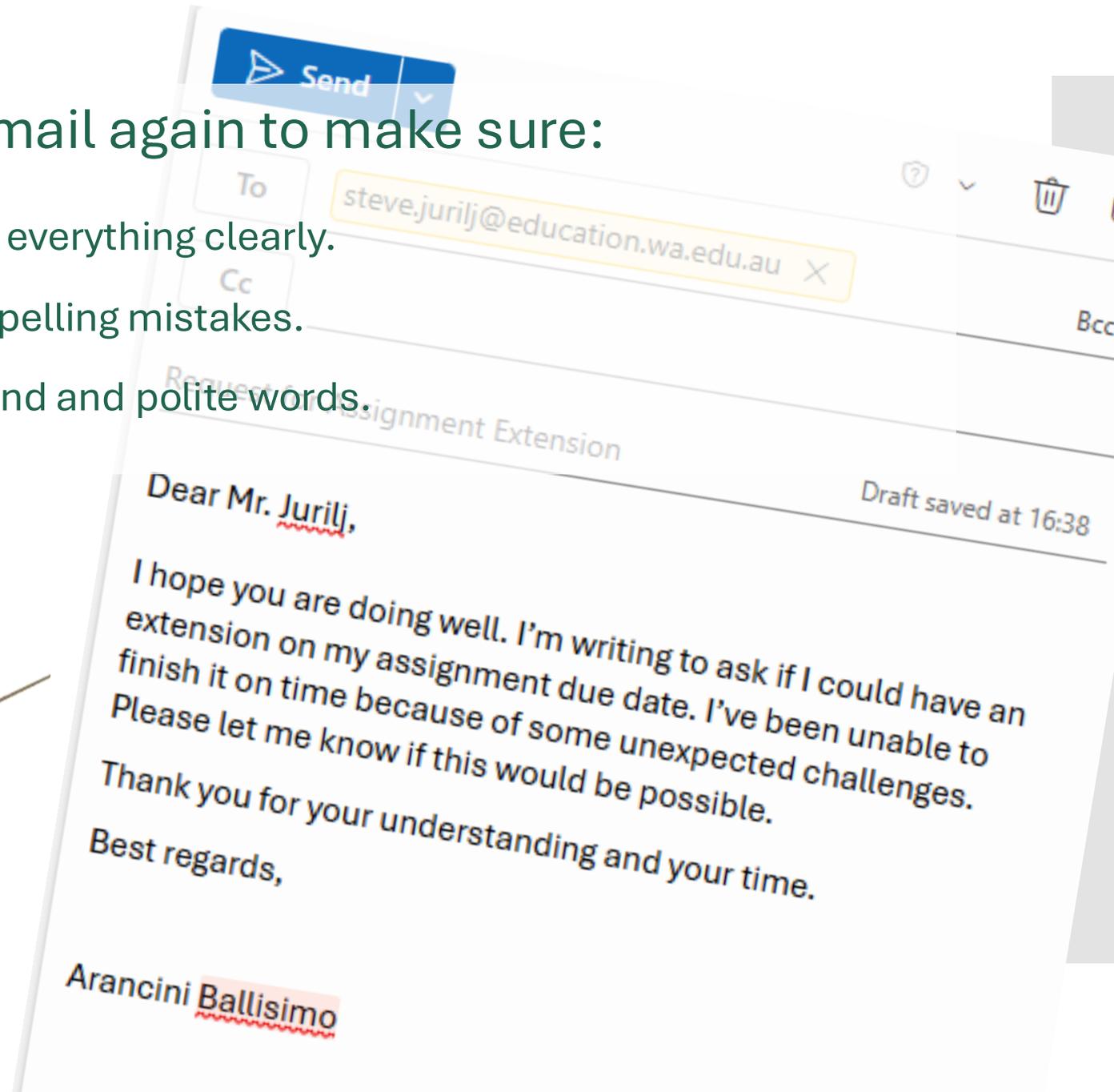
Then add your name underneath.



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 email is monitored by the Department of Education
& the School

By using your email you agree to the
Appropriate use of online

services to be used responsibly and in
accordance with Department policies

at all times.



[Online Policy](#)

[Department Online Services for Parents](#)

Appropriate use of online services

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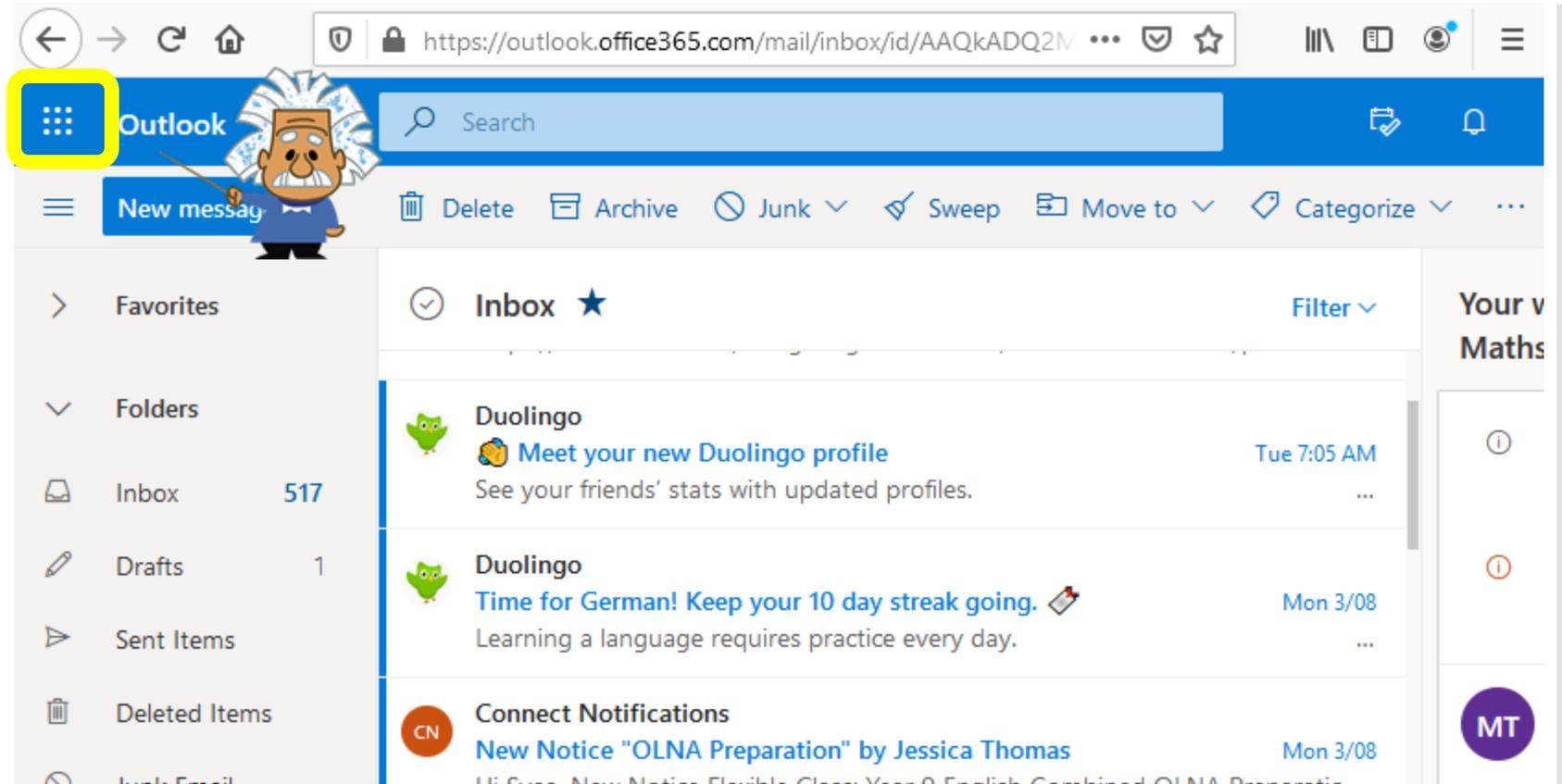
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Getting to other Office 365 Online apps

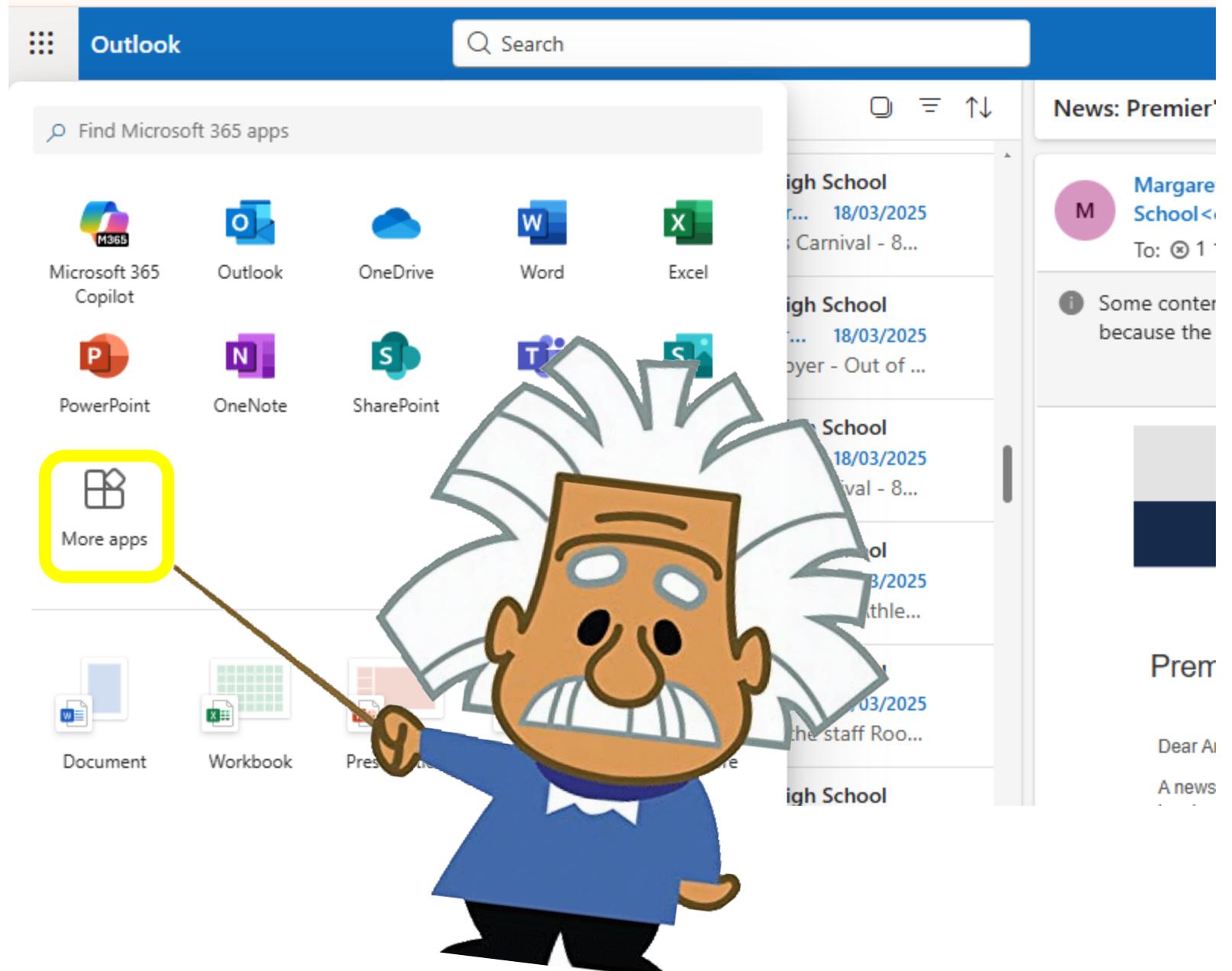
➔ Click on the 9 box app launcher at the top left of your email



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



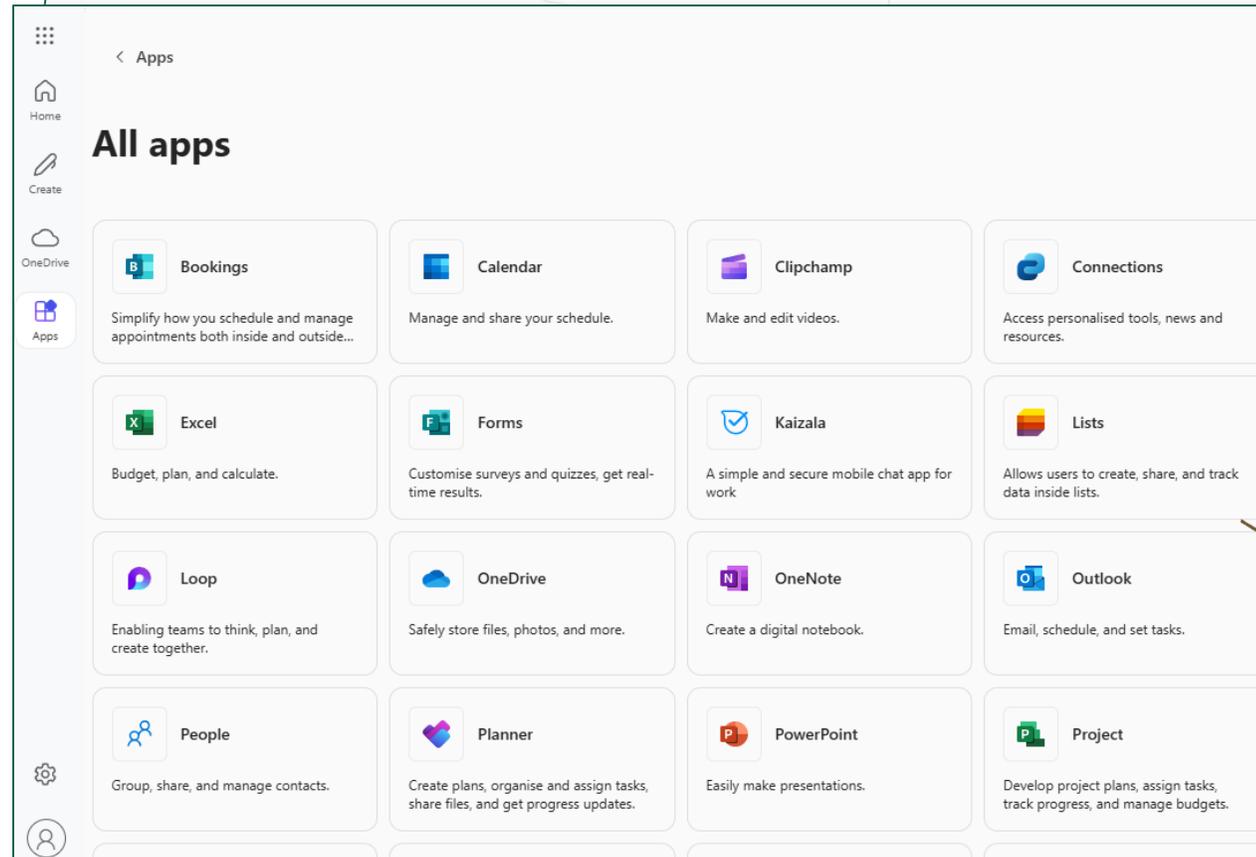
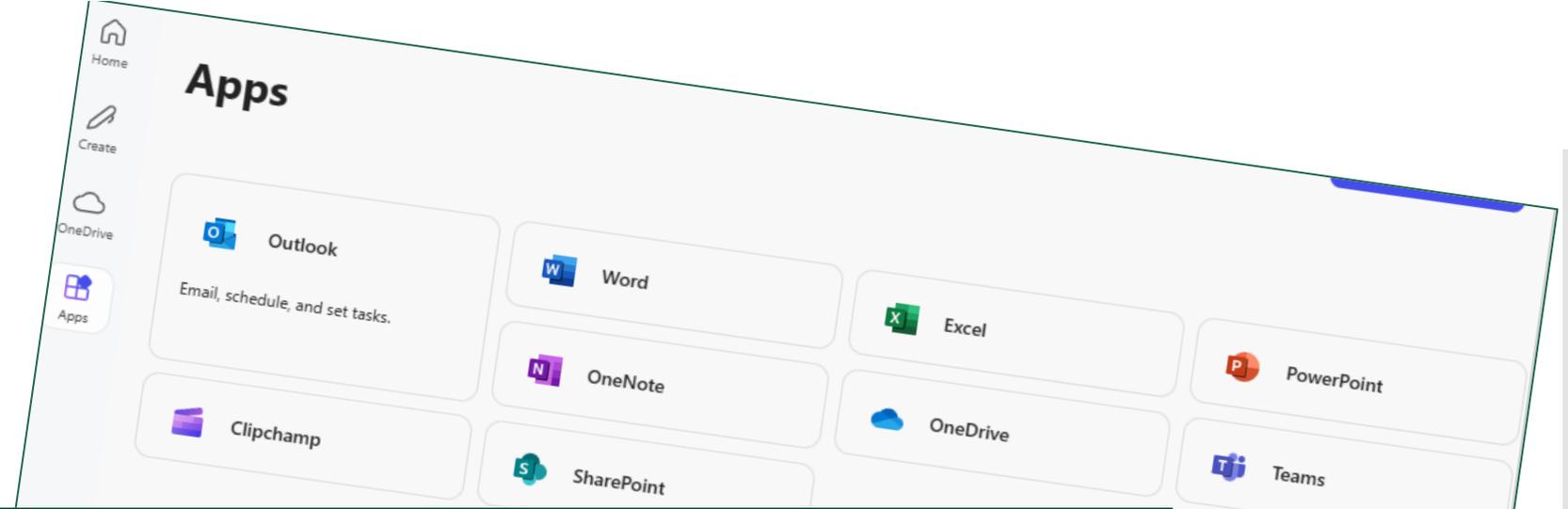
The image shows a screenshot of the Microsoft Outlook web interface. At the top, there is a blue header with the Outlook logo and a search bar. Below the header, a search bar labeled "Find Microsoft 365 apps" is visible. A grid of application icons is displayed, including Microsoft 365 Copilot, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. A yellow box highlights the "More apps" button, which is represented by a grid icon. A cartoon illustration of Albert Einstein, with his characteristic wild white hair and a blue suit, is positioned in the foreground, pointing with a stick to the "More apps" button. The background shows a list of emails and a sidebar with a profile card for "Margare School" and a notification.

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!