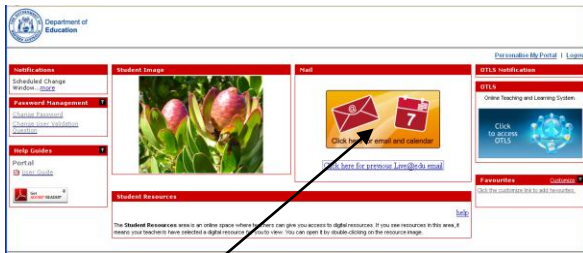


## Student Guide: Using Office 365 email and calendar

### Step 1. Log in to the Student Portal

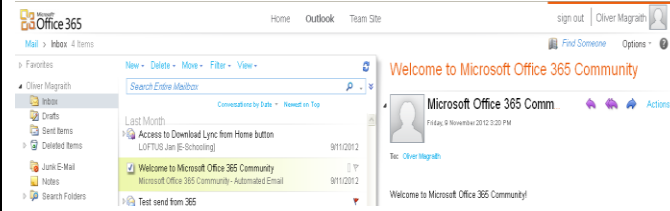
- Students log into the Student Portal <http://portal.det.wa.edu.au> with their allocated username and password.



Click the email and calendar icon in their Portal.

### Mail and Calendar services

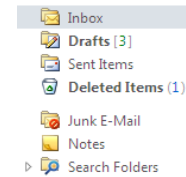
- On clicking the icon students are directed to the email and calendar service:



- Students can send and receive email, create contacts and calendar items including tasks and meetings.
- The **Options** button allows users to adjust display options, create email rules and set a display theme.

### Mail


- The left hand pane of the screen allows users to change the view.



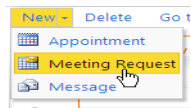
- Students can create new folders.
- The middle pane allows students to create new email and manage existing mail.




### Calendar

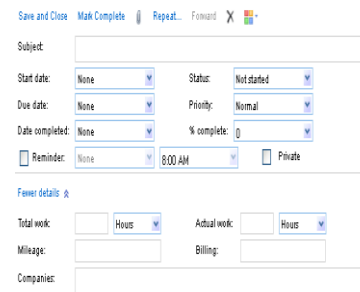
- To access the calendar, click the  **Calendar** icon.
- The top left window will display your calendar with Today highlighted and any days with appointments or meetings marked by an outline box.

Select New to create a new entry.



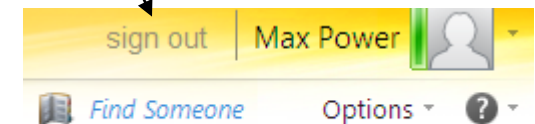
### Tasks

- To access tasks, click  **Tasks** in the left hand side pane.
- Folders for tasks can also be created.
- Click **New** - a pop-up window will open where details of a new task can be added:



### Signing Out

- Closing down the service properly is very important as it prevents anyone else accidentally accessing your email
- Click **sign out** at the top right hand side of any screen.



### Help for Students

Students can access online help by selecting the help icon located in top right hand corner

- Students should seek help from their teacher, or designated staff member.