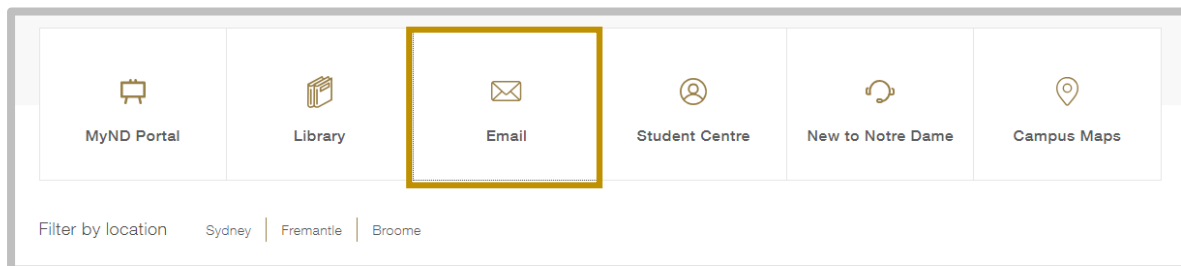


## O365: Create New Email

Please note students are encouraged to access their emails through their online portal Office 365. 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.

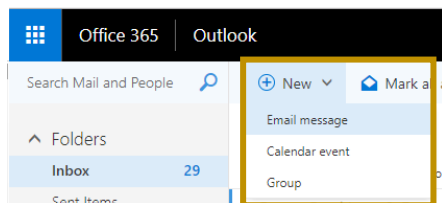
Please ensure you are connected to the internet before completing these steps.

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

4. Click **New**



5. Type Recipients' email address in the **To:** field  
Student emails are created using the format: [firstname.lastname1@my.nd.edu](mailto:firstname.lastname1@my.nd.edu)  
Staff emails are created using the format: [firstname.lastname@nd.edu.au](mailto:firstname.lastname@nd.edu.au)

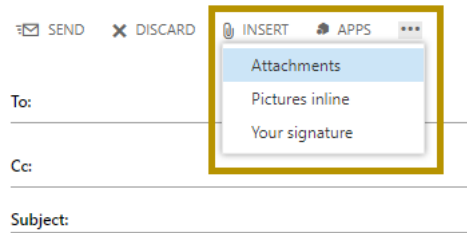
**To:** \*

6. Type a subject line in the **Subject:** field
7. Compose your email message

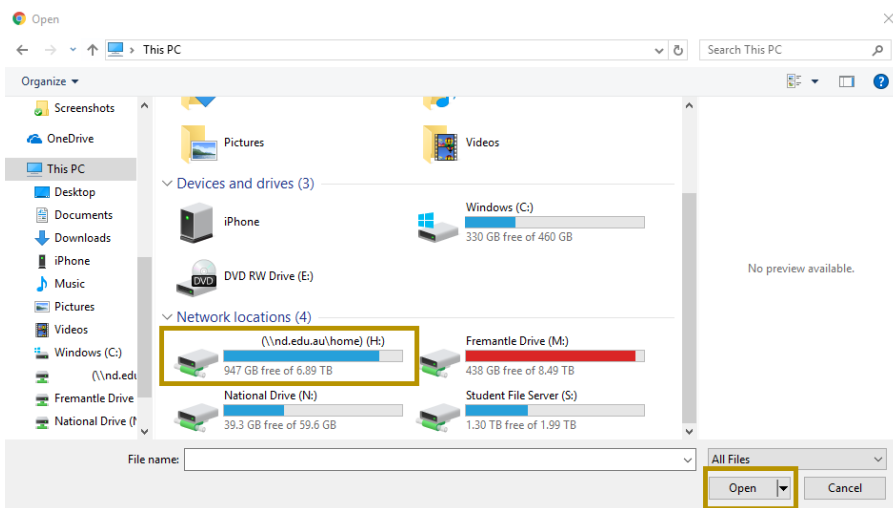


8. If you would like to send an attachment with your email

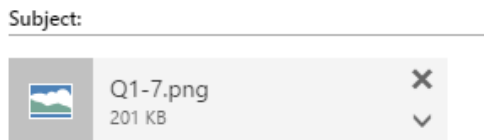
Click Insert and Attachments



9. Select file that you would like to attach, then click .Open



10. The attached files appear under the Subject line at the top of your email

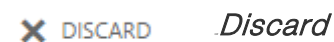


*If you would like to remove an attachment, click the cross in the top right corner*

11. Click **Send** when you are ready to send



*If you decided not to send the email message click*



If your email is failed to send, please check if the recipients' email address is correct, and make sure that email size is not exceeding the limit.

Please kindly contact your campus Service Desk if you require assistance.

**Fremantle**

08 9433 0777  
8am – 5pm WAST

[fremantle.it@nd.edu.au](mailto:fremantle.it@nd.edu.au)

**Sydney**

02 8204 4444  
8am – 5pm AEST

[sydney.it@nd.edu.au](mailto:sydney.it@nd.edu.au)

**Broome**

08 9192 0632  
8am – 4:30pm WAST

[broome.it@nd.edu.au](mailto:broome.it@nd.edu.au)