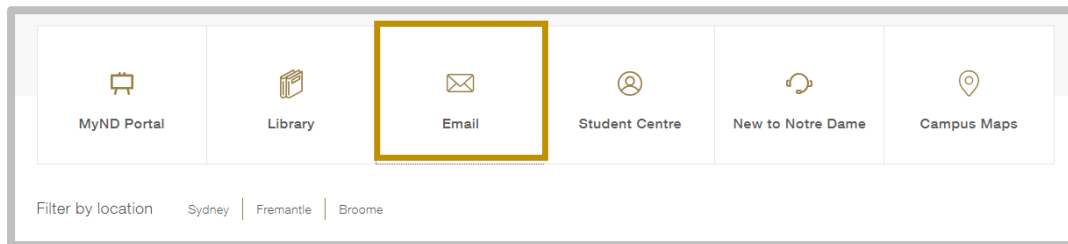


## O365: Email Setup (POP & IMAP)

IMAP and POP settings for Office 365 email are found under the mail settings of the user's email portal. Please note students are encouraged to access their emails through their online portal Office365. IT Services does NOT support customisations to your mailbox as it may affect the delivery of mail.

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

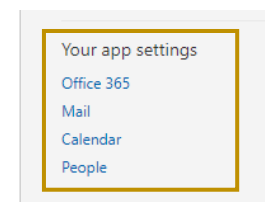


3. Enter your **Student ID** and password to access the portal.  
Username: 32001234  
Password: Nd01021994

To access more options for your inbox click the **cog** icon

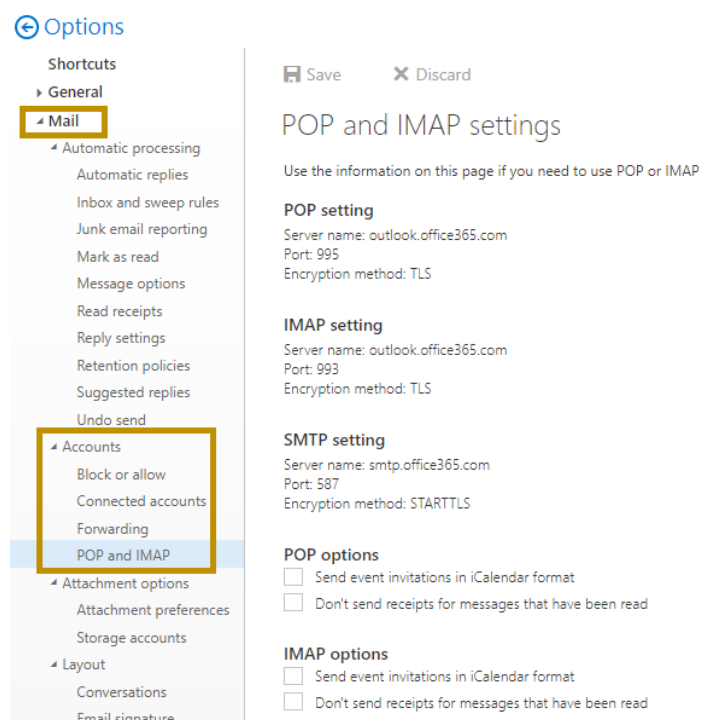


4. Click **Mail** under your *App Settings*  
*All options for customising your mailbox are found here.*



5. Maximise the **Mail** menu
6. Click on **Accounts**
7. Click **POP and IMAP**

POP and IMAP settings for your mailbox are listed under this menu.



**Options**

- Shortcuts
- General
- Mail**
  - Automatic processing
    - Automatic replies
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
    - Suggested replies
    - Undo send
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP**
  - Attachment options
    - Attachment preferences
    - Storage accounts
  - Layout
    - Conversations
    - Email signature

**POP and IMAP settings**

Use the information on this page if you need to use POP or IMAP

**POP setting**  
Server name: outlook.office365.com  
Port: 995  
Encryption method: TLS

**IMAP setting**  
Server name: outlook.office365.com  
Port: 993  
Encryption method: TLS

**SMTP setting**  
Server name: smtp.office365.com  
Port: 587  
Encryption method: STARTTLS

**POP options**

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read

**IMAP options**

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read

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)