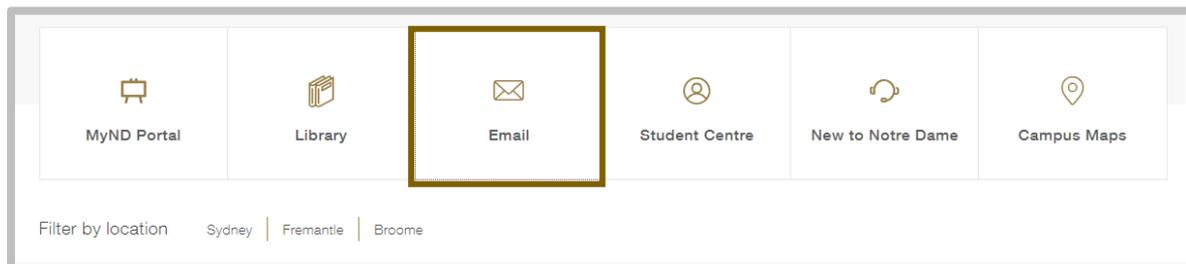


O365: Contacts

Students can access the Global Address List (GAL) to find contact details of staff and students within the university. For example, if you are a student, all important contacts are included (e.g. contacts of Student Administration Office).

Students can also create personal contacts that are not accessible through the GAL. You can create contacts to store the information about people you communicate with, including their e-mail address, street address, and telephone numbers.

1. Access the **Students** page on the ND website:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links

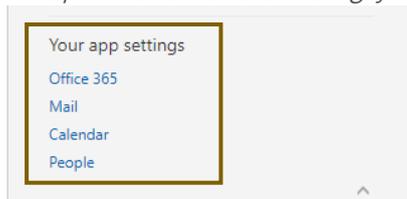


3. Enter your **Student ID** and password to access the portal.
Username: 32001234
Password: Nd01021994

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



6. Click **People** under your *App Settings*
All options for customising your mailbox



7. Click **New**, then select **Contact**
8. Fill in the following details

Name

First name and Last name

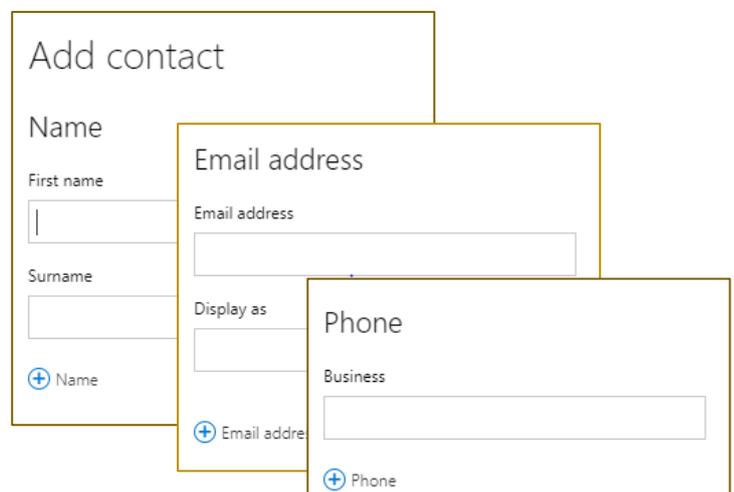
Email Address

Email address and Display as

Phone

Mobile, Business or Home

9. Click **Save & Close**.



How do I create a group

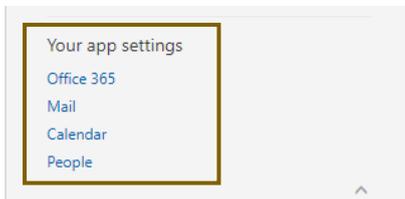
Instead of inserting multiple email address on email or meeting invitation, you can create and manage your contacts in a group.

Please note that the groups that you create in your contacts folder aren't available to other students.

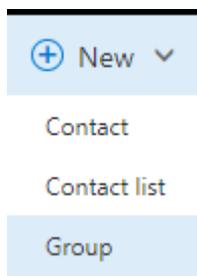
To access more options for your inbox click the **cog** icon



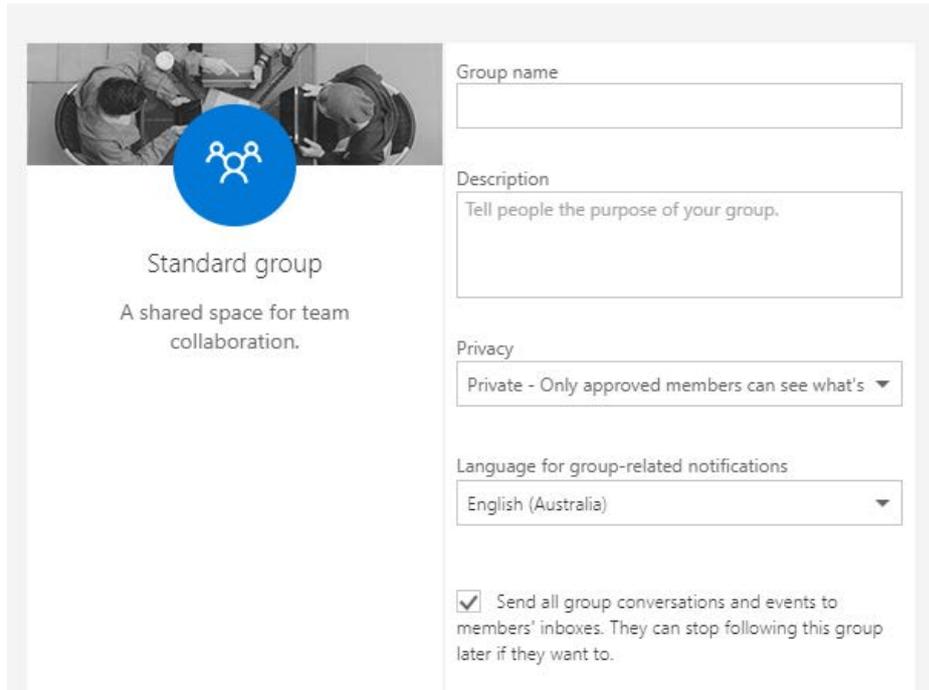
1. Click **People** under your *App Settings*
All options for customising your mailbox.



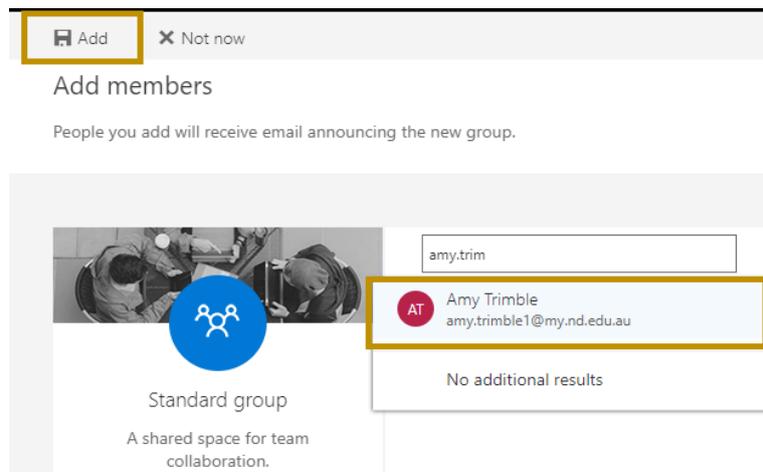
2. Click **New**, then select **Group**.



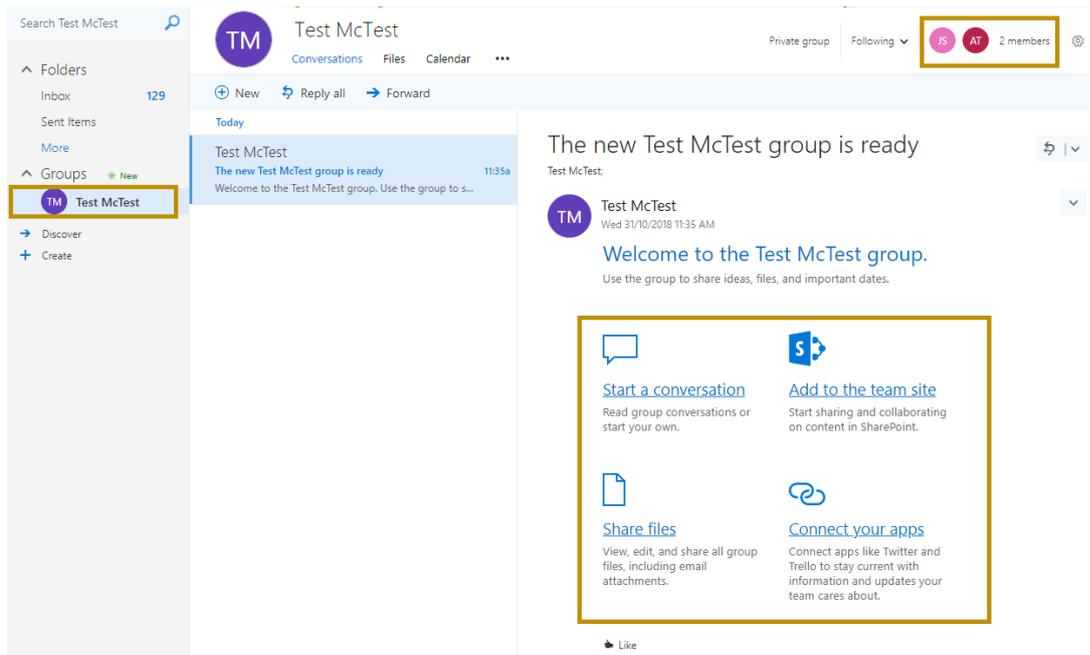
3. Choose the **group type**, then click **Next**
4. Type the group details, Click **Create**



5. Type the email address of members that you would like to add to the group, then click **Add**



Groups are listed on the left side Menu under the Groups heading. Emails sent within the group are listed in the message box. Options for the group are listed on the right-hand side of the screen.



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

Fremantle

08 9433 0777
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au