

## 4. GETTING STARTED WITH YOUR STUDENT EMAIL

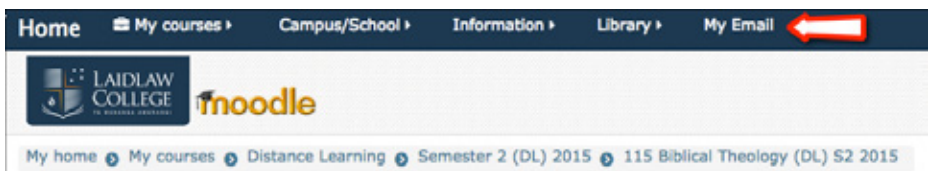
**NOTE: It is vital that you set up your student email account!  
Email is the primary means of communication with all students  
so it is essential that your student email is operational  
and checked regularly.**

Laidlaw College students are required to access and maintain their Laidlaw email address. Laidlaw College offers all students access to Office 365, and the ability to download Office apps onto their personal devices. This guide will help you to set up and manage your student account.

Other Moodle guides can be found under 'Information / IT Support / IT Information' on the main menu, then under 'Using Moodle'.

### 4.1 Accessing your Email

The student email is found in 'My Email' on the main menu of Moodle. Access this by clicking on 'My Email' menu, and then click Office365.



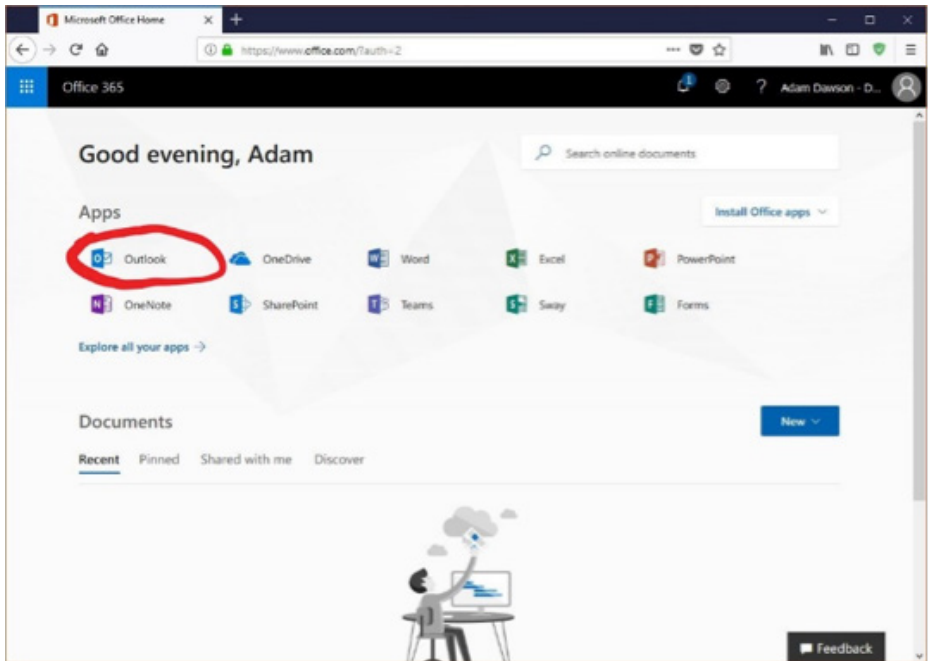
### 4.2 Accessing your student email account

Your student email account is managed by Microsoft Office 365, so when you login to your Moodle account via Microsoft, you are automatically logged in to your student email account. You can also access it directly via [www.office.com](http://www.office.com), and entering your college Office 365 username and password.

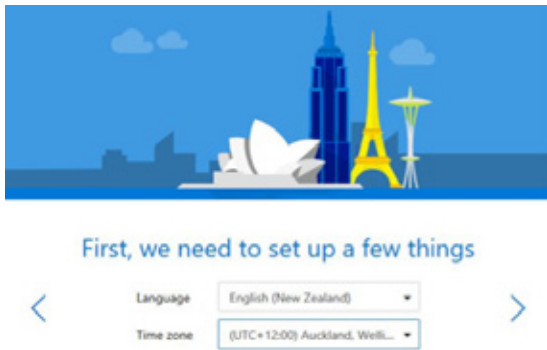
Use of your student email is a **compulsory** part of your study at Laidlaw College. Your student account is available via the internet around the clock.

### 4.3 Setting up your Office 365 Outlook email account

After logging in to Office 365 (either through the My Email link in Moodle, or directly via the Office.com website), click the “Outlook” button on the page.



The first time you access Outlook on your student account, you will be asked a few questions, like your country and timezone. Ensure that you set them like the picture below:



For the other options, such as the theme, feel free to choose what you like best.

The Outlook email service is quite intuitive and easy to learn, but if you get stuck, Microsoft have provided a very smart help system on the top-right corner of the page. Just click the question mark next to your name, and type in what you're trying to do. The smart help system will then try to find the feature you need, or a help article that explains how to do it in an easy-to-understand way.

If you're well-and-truly stuck and the Microsoft Help isn't "helping", then please contact Student IT Support at [ithelpdesk@laidlaw.ac.nz](mailto:ithelpdesk@laidlaw.ac.nz) or (09) 836 7816 and we will do our best to assist during our business hours.

## **4.4 Managing your student Outlook email account**

It is vital that you regularly check your student email account for new messages. Sometimes important administrative information will be sent to your account, and, once sent, it is assumed that you have read them. If you find your student email account is being clogged with message alerts from Moodle, you may want to set up a 'daily digest' option. If so, please check the "Getting started with online discussion" guide for instructions. If you do set up a daily digest, you must carefully scan through each message to ensure that you do not miss anything important.

## **4.5 Additional online student services**

For the purposes of your Laidlaw College study all you need to be able to do is view and reply to email sent to your student Outlook email account. Use of the OneDrive and other Office 365 tools is at your own discretion, and no support for these services is offered through Laidlaw College.

## 4.6 Forwarding your student Outlook email to your personal email account

### IMPORTANT

If you are used to using another email address as your primary email address, it is strongly recommended that you have your student Outlook email automatically forwarded to your preferred email address.

**To set up email forwarding from your student Outlook email account to a pre-existing personal email account, please [CLICK HERE](#) and follow the directions in the tutorial.**

If you have any difficulties with forwarding, please contact IT Services.

It is also possible to download messages from your student.laidlaw.ac.nz account to a desktop or mobile email application, which requires more work to set up. This will allow you to download and author student email from an app such as MS Outlook, Apple Mail, GMail or whichever email application you use on your computer, tablet or smartphone. Full instructions are available from the "Help" function once you login to your student Outlook email account. Please note that no support is offered for the download option from Laidlaw College's IT Department.

## 4.7 Getting Help

If you need assistance in using Moodle or Email then please contact IT Services.

- By phone – 09 836 7816 or from on campus dial ext: 816.
- By email – [ithelpdesk@laidlaw.ac.nz](mailto:ithelpdesk@laidlaw.ac.nz)
- Or the online helpdesk – <http://helpdesk.laidlaw.ac.nz>