DMU Replay title: **Student Email (March 2020)**

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Hello, welcome to your student email.

Every student is given a student email account available throughout your registration period. It is accessed through MyDMU, the student portal.

Under the tile called ‘Student Resources’ there is a link to Office 365, where you can open your student account through Outlook. However, there is also a tile to open Outlook directly called ‘Email’, that I will now open.

If you have already signed in to the online services you will not need to sign in again.

But, if you have not signed in yet, then it will take you to the login page. Login with your usual account details, so that is your p-number and current password.

The first time you open Outlook you will need to choose your language and set the time zone.

The campus time zone is Dublin, Edinburgh, Lisbon and London.

This account has already been set up it goes straight through to the inbox.

The inbox includes some folders in this left-hand panel. In the central panel is the list of emails.

Outlook pre-sorts the emails, so emails you interact with get put into focused, and automated or bulk emails, etc, are put into other. You can also turn this feature off under settings, and change which list emails get placed.

When an email is opened it is shown in this right-hand panel.

You can see in this email there is an attachment. I have the option of previewing it, downloading it or saving it to OneDrive. Watch the video on Office 365 to find out more about OneDrive.

To send an email click New Message and you can now write your email, add an attachment, and so on and then send it.

Emails can be forwarded to another email account, such as a personal or work account.

Just click on the small cog to open the setting panel.

In the search settings box start typing forwarding. Select the Forwarding setting.

Now complete this forwarding form.

Ensure you tick the box to keep a copy of forwarded messages.

Type in your email address and now click save.

You can stop forwarding at any time.

As your student email account is the official form of communication that the university uses you need it for proof that you have sent and received emails.

If you need to send an email to an academic, you must use your student email, as academics are not able to respond to emails from a personal email account.

Your lecturers will contact you from Blackboard using your student email account so you much check it regularly.

It is also a useful back up in case you have problems with your other email account or change accounts midway through your course.

The search box lets you search for text and people. So, if I search for Rob I can see all the emails from Rob. Or if I type in Turnitin Receipt, you can see it has found all the receipts from Turnitin.

If you open My Accounts up here in the top right-hand corner you can see your email address which is based on your student or p-number.

Log off by opening My Accounts and click Sign Out.

Don’t forget to also logout of MyDMU.

Thank you for watching.