

AskOtago | Uia Ōtākou

Student Email - Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW

PURPOSE	To understand how student email works
OUTCOME	You will be able to use student email on any device
OWNER	<p>Student IT Contact us... Phone: 034795170 Facebook page and chat: www.facebook.com/uostudentit Web: www.otago.ac.nz/studentit</p>
REVISION	5/02/2020



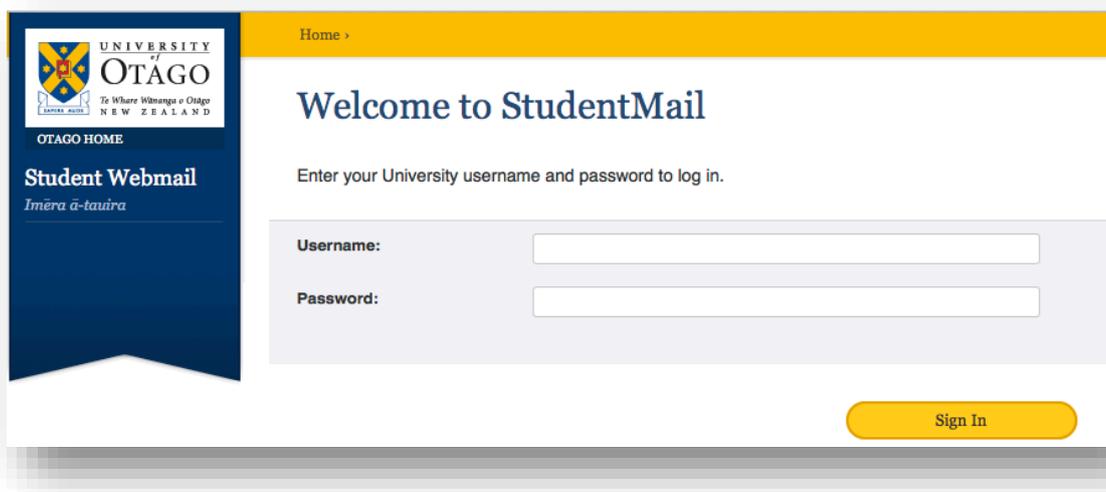
Student Mail (aka StudentMail or Student webmail)

It is vital that you check your student email account regularly. – it is the method used by your lecturers, department and university staff to contact you. Information about room changes and tutorial sessions are often sent to your student email account.

To access your university student mail, go to:

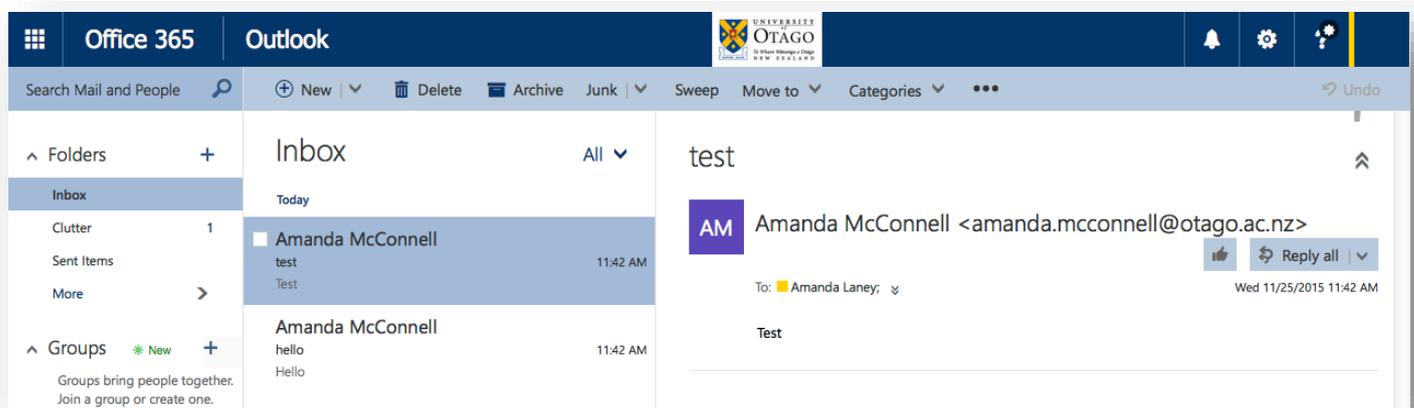
- otago.ac.nz/studentmail
- University of Otago webpage > **For current students** > **Student Webmail**
- Student IT Help page (otago.ac.nz/studentit)
- your Smartphone App (you need to download the Microsoft Outlook App)

Enter your student username and password in the login page and press **Sign In**.



Please note the help and assistance section at the bottom of the login page – if you have any trouble with your student mail, feel free to come and ask us for help.

Your student email account will look similar to this:

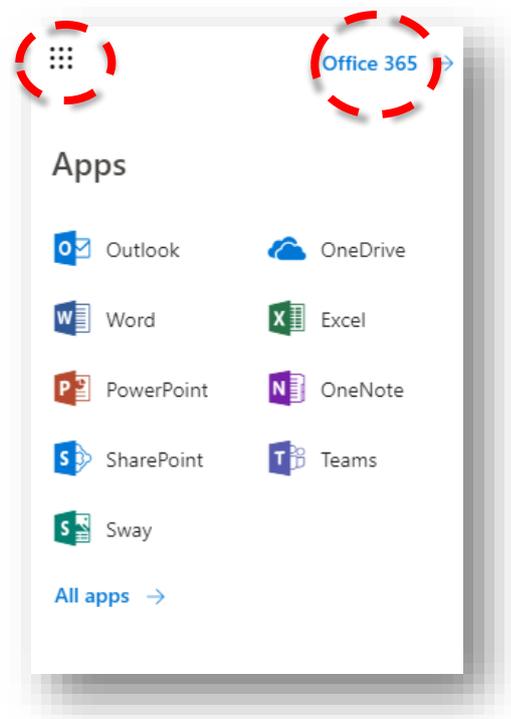


Top left menu options:

Clicking on the grid of nine squares produces a list of links to all of the online resources available to you from within your studentmail account.

Click on the Office 365 link for direct link to downloading Office 365 on your devices (only available to current students that have completed enrollment).

Click **Install Office**



Top right menu options:

Located at the top right-hand side of the screen are 4 different options:



The **bell icon** indicates any calendar notifications you have

The **cog icon** produces an Office365 and Mail settings menu when you click on it

The **question mark icon** shows a Help menu when clicked on

The fourth option is the square to the right of the ? (some people may have a **person icon**, **others blank**). At the bottom of this menu is the sign out option.

Your studentmail:

The main part of the screen is divided into three parts:

A list of folders (down the left)

- The folders that are visible are not all that are available. They are the folders that are currently marked as your “favorites”
- Press the “More...” button at the bottom of this folder list to see all folders available.

- You can click on the star image to the right of the folder name (shows when you hover your mouse over the folder name) to choose which folders you would like in that favorite list.

Inbox (middle section)

All emails that get sent to your inbox will be listed here. It is a good idea to also check your Junk E-Mail folder regularly just in case important emails get treated as spam.

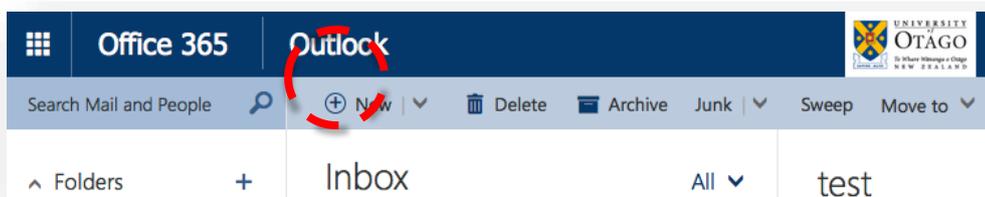
- To read any of the emails in this list, click on the email
- Clicking the email will also give you several options relating to that selected email. These are located in the light blue section along the top of your screen.

Email display

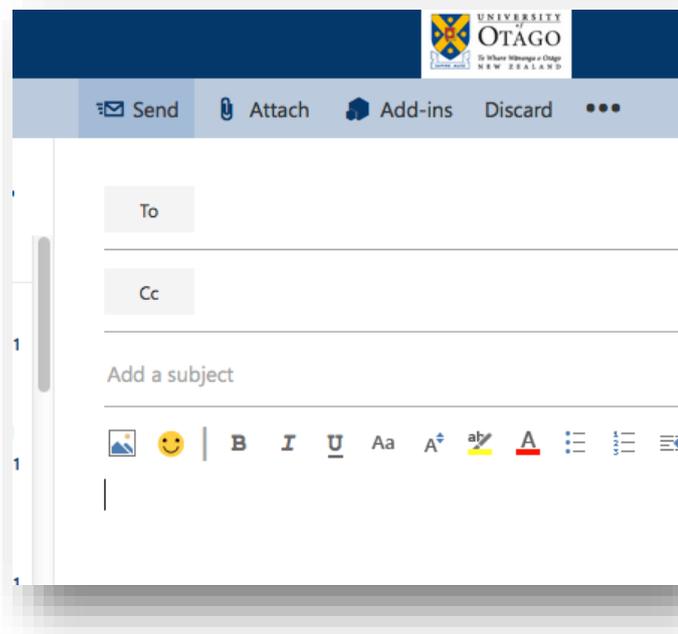
The third part of the screen displays the email content once you have clicked on the particular email you want to read.

Sending Emails

To send an email using your studentmail, click on the New button in the light blue section along the top of your screen.



The following will show in the right hand section of your screen:



Add the email address of who you wish to send to

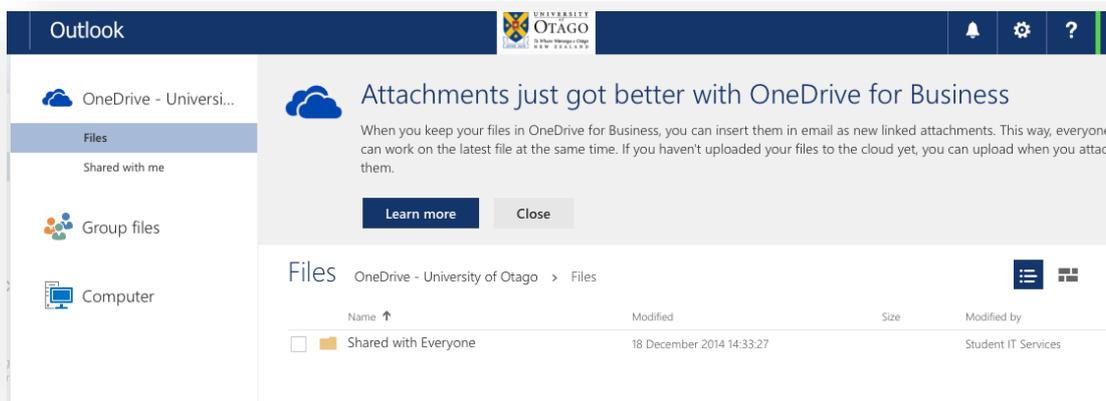
Add a subject that lets your reader know the content of your email

Type the content of your email in the bottom section below the formatting icons.

Attachments

If you need to add an attachment to the email, click on the Attach button (in the light blue section along the top).

Clicking on this will bring up the following screen:

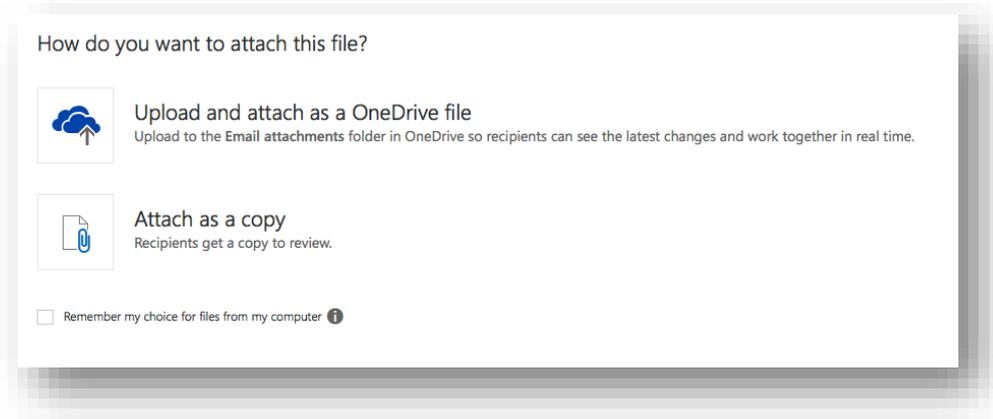


If the file you wish to attach is in your university OneDrive, select the file you wish to send from the files displayed.

If the file you wish to attach is on your computer, you will need to click the Computer icon (left hand side) first, then locate and select the file you need.

Once you have chosen a file to attach, you will get the following options:

- Choose OneDrive file if you are wanting to work on a document with someone
- Choose Attach as a copy if you simply want to send a copy for the recipient to read (like an assignment)



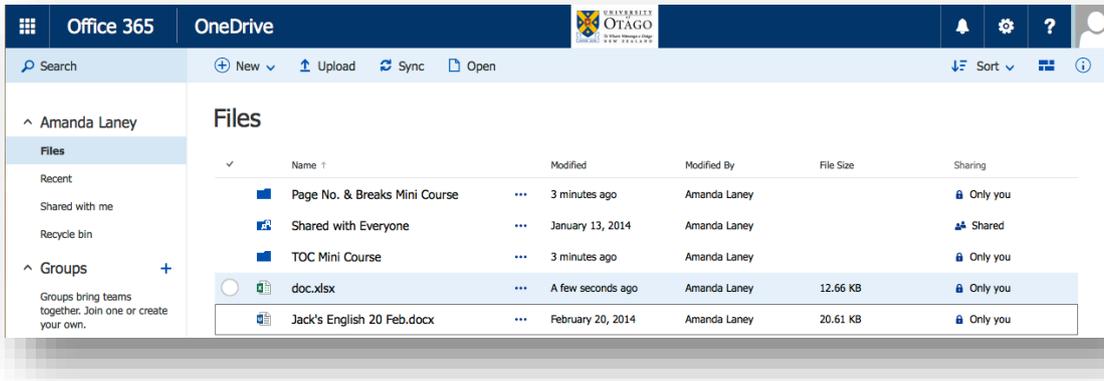
Once your email is complete, **press Send** (in the light blue section along the top).

OneDrive (within studentmail)

The University of Otago offers one terabyte of FREE online storage for every student through Microsoft OneDrive.

This is a great backup area for while you are studying. The files you upload or save to this area are available to you anywhere that has an internet connection.

To get to OneDrive within your student email, click on the tiles icon in the top left corner and choose the OneDrive option.



You can also add files to this area by logging in to the Student Desktop and saving to the OneDrive location there:

- You can add files into this area by:
 - Clicking the upload option in the menu along the top,
Or from the studentdesktop:
 - Drag and drop files into the OneDrive folder (O:)
 - File Save as > choose OneDrive – University of Otago as the location

You can open the files within this area by clicking on the name of the file.

Forwarding you studentmail

If you would prefer to have your emails sent to a personal email address that you use, you can set up forwarding.

1. Click on the cog icon at the top right of your screen
 2. Choose Options from that menu
 3. From the left-hand menu, go to: Mail > Accounts > Forwarding
 4. Click on the circle beside “Start Forwarding” and enter the email address to forward to below.
 5. Make sure **Keep a copy of forwarded messages** is ticked.
- Many important emails are sent to bulk recipients and can end up in your junkmail. To prevent these emails from being treated as spam, add otago.ac.nz to the safe senders list in your personal email account that your studentmail emails are forwarding to. (see the Student IT handbook or a Student IT Advisor if you need any assistance with this)
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