Student Email information and instructions

Prince of Peace Lutheran College's student email service provides students with a communication and collaboration tool to assist in their studies.

The email service is cloud based utilising Microsoft's Office 365 service.

Office 365 has the following features:

- 50 GB mailbox
- Office Online - Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.
- Web conferencing - Conduct meetings over the web with HD video conferencing, screen sharing, and instant messaging.
- File storage and sharing – One Drive for Business gives users 25 GB of personal storage.
- Security - Cutting-edge security practices with five layers of security and proactive monitoring help keep your data safe.
- Privacy - Microsoft does not scan emails or documents for advertising purposes.

The Students email address is based on their student number and has the following format:

"Studentnumber"@student.poplc.qld.edu.au

E.g. 11111@student.poplc.qld.edu.au

The password is the same as the student user account as school, any issues with passwords are to be forwarded to the IT Department via a teacher.

This email service is subject to the same terms and conditions of the College's Acceptable Use Policy.

Note: Junior Campus accounts can only send to .poplc.qld.edu.au and .princeofpeace.qld.edu.au email addresses.
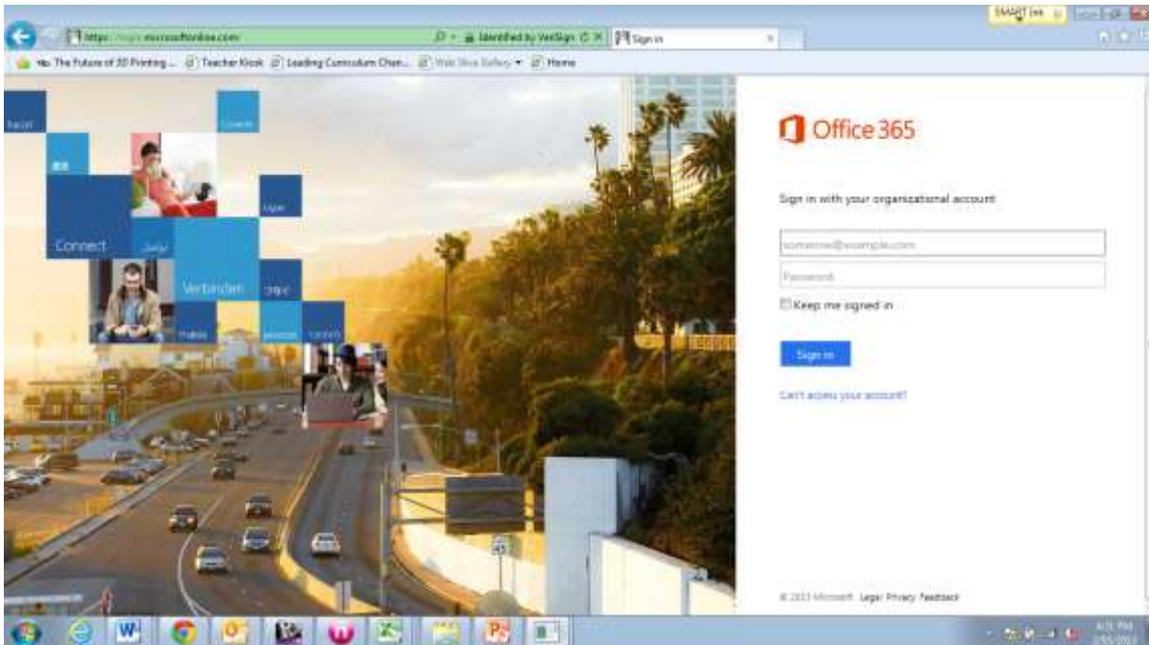
The email account can be accessed several ways:

- From school by following "Office 365 Portal" bookmark in Internet explorer.
- Off campus navigate to **login.microsoftonline.com** or search Office 365 login
- Follow the link from the Class Portals section of the POPLC website.
- Apps for iPhone and iPad are available in the App Store search "OWA"

First time use:

It is advised to login to your email account for the first time onsite using a college computer.

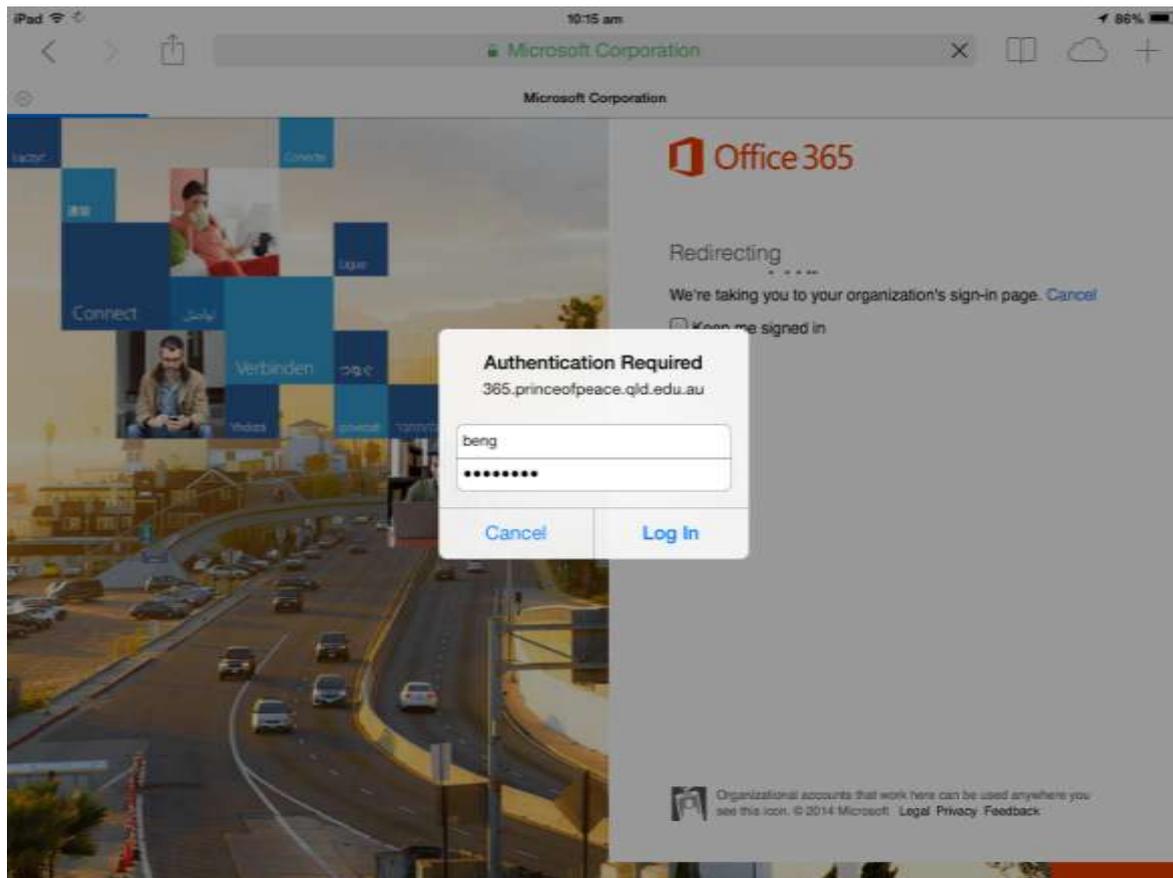Go to login.microsoftonline.com

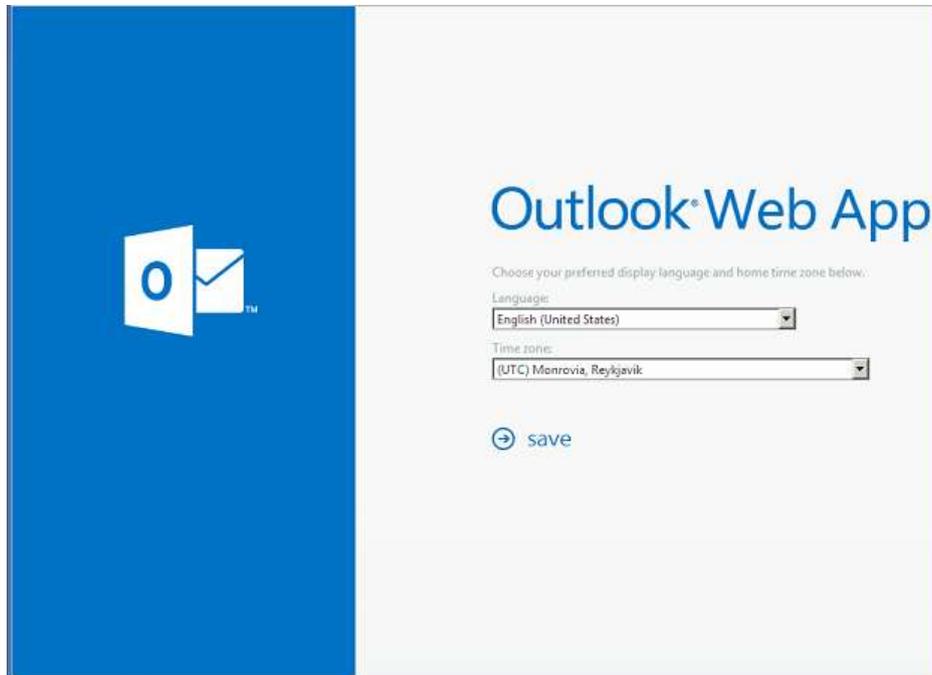**Enter your email address. E.g. 11111@student.poplc.qld.edu.au**

Then click the password field. It should automatically authenticate and login.

If not connected using a college computer on campus, you will have to enter your college **username (student number) and** password when prompted into a popup dialog box. This is a one time only process per device.
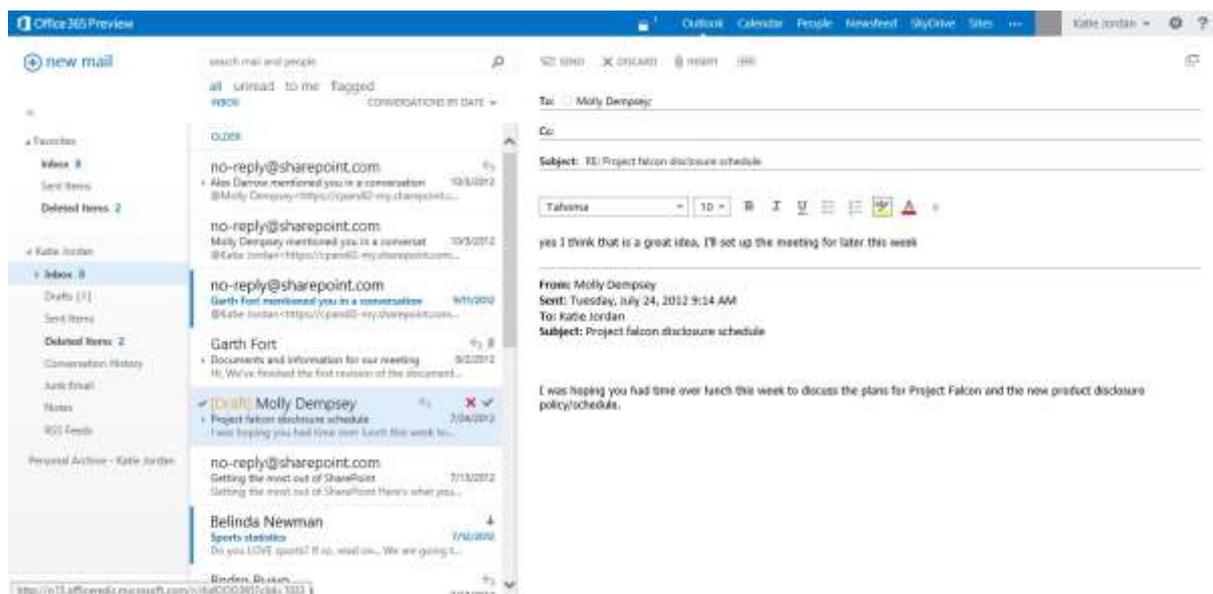
Initial Setup

Set the time zone to **UTC +10 Brisbane**

You will then me presented with you inbox. Other functions can be
accessed from tabs across the top of the screen.

OneDrive:

Office 365 uses One Drive for business as a built in Cloud Storage tool. It also allows access to Office Online to create documents online.
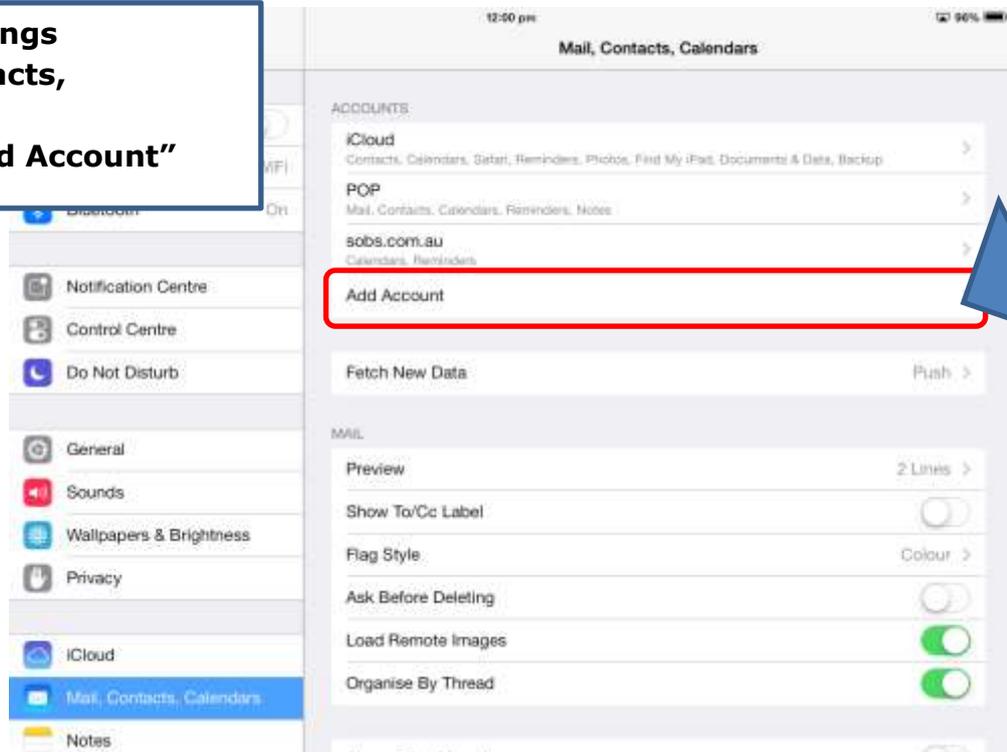
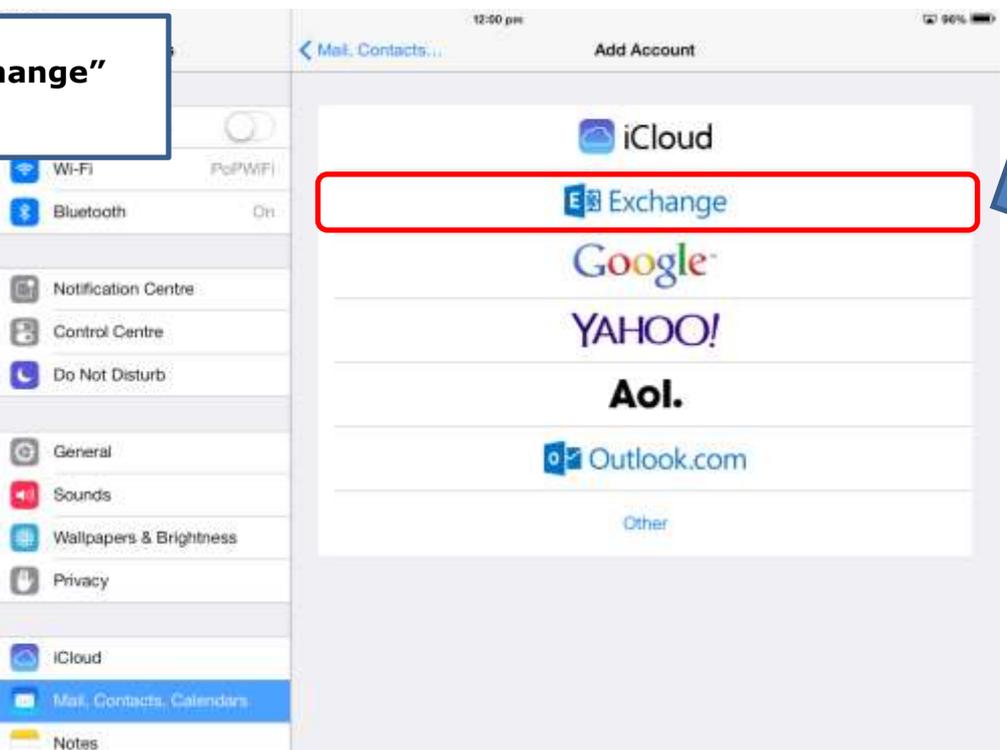## It can be accessed from the OneDrive tab on the top of the page

Choose which document type you want, it will automatically be saved to your OneDrive.
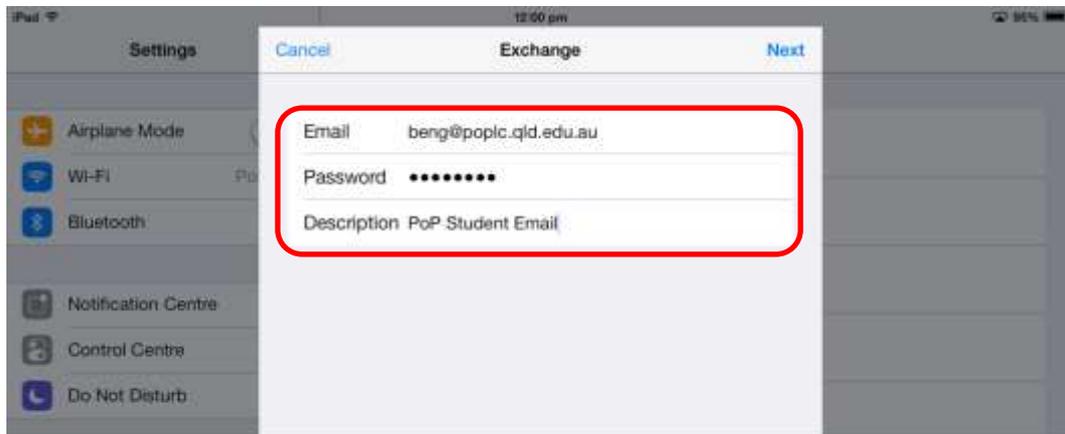
Student Email: iPad, iPhone Setup Instructions

PRINCE
of PEACE
LUTHERAN
COLLEGE

2. **Go to Settings**
3. **Mail, Contacts, Calendars**
4. **Select "Add Account"**

12:00 pm   90%

Mail, Contacts, Calendars

ACCOUNTS

iCloud
Contacts, Calendars, Safari, Reminders, Photos, Find My iPad, Documents & Data, Backup

POP
Mail, Contacts, Calendars, Reminders, Notes

sobs.com.au
Calendars, Reminders

Add Account

Fetch New Data   Push >

MAIL

Preview   2 Lines >

Show To/Cc Label   ⊘

Flag Style   Colour >

Ask Before Deleting   ⊘

Load Remote Images   🟢

Organise By Thread   🟢

Bluetooth   On

Notification Centre

Control Centre

Do Not Disturb

General

Sounds

Wallpapers & Brightness

Privacy

iCloud

Mail, Contacts, Calendars

Notes

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1. **Select "Exchange"**

12:00 pm   90%

‹ Mail, Contacts...   Add Account

iCloud

E Exchange

Google

YAHOO!

Aol.

Outlook.com

Other

Wi-Fi   PoPWIFI

Bluetooth   On

Notification Centre

Control Centre

Do Not Disturb

General

Sounds

Wallpapers & Brightness

Privacy

iCloud

Mail, Contacts, Calendars

Notes

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nurturing God-given potential

5. **Enter your student email address and password.**
6. **Name the account description to PoP Email or similar for easy identification.**

Remember
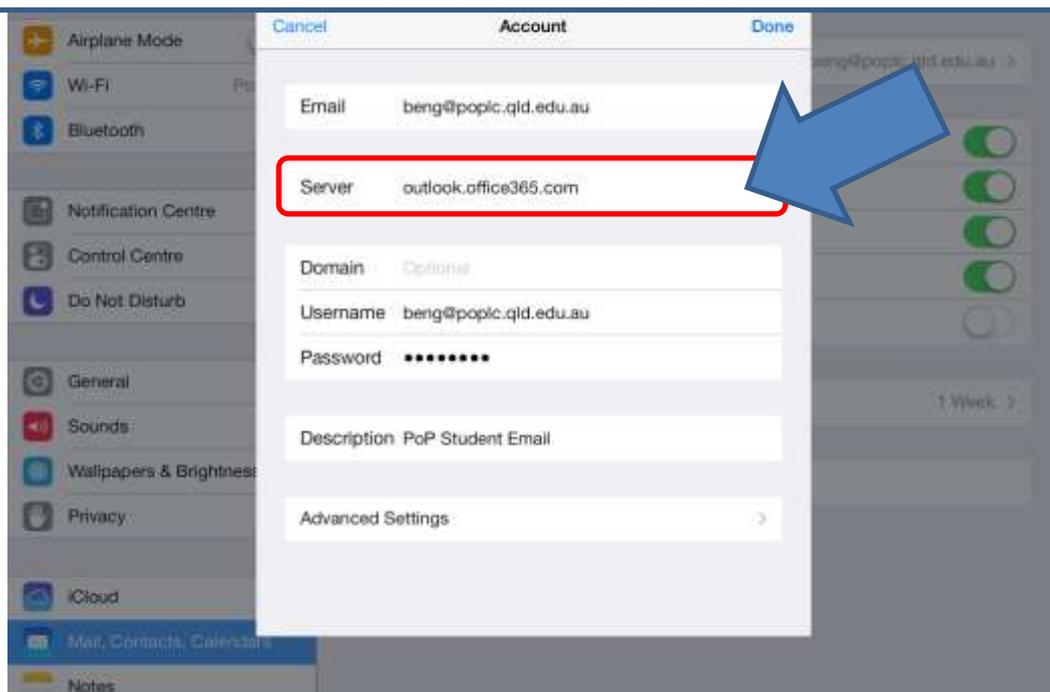
9. **Student email address is:**
   11111@student.poplc.qld.edu.au
10. **Password is the same that you use to log into college computers.**
11. **If you change your password at school, your devices will need to be updated with the new**
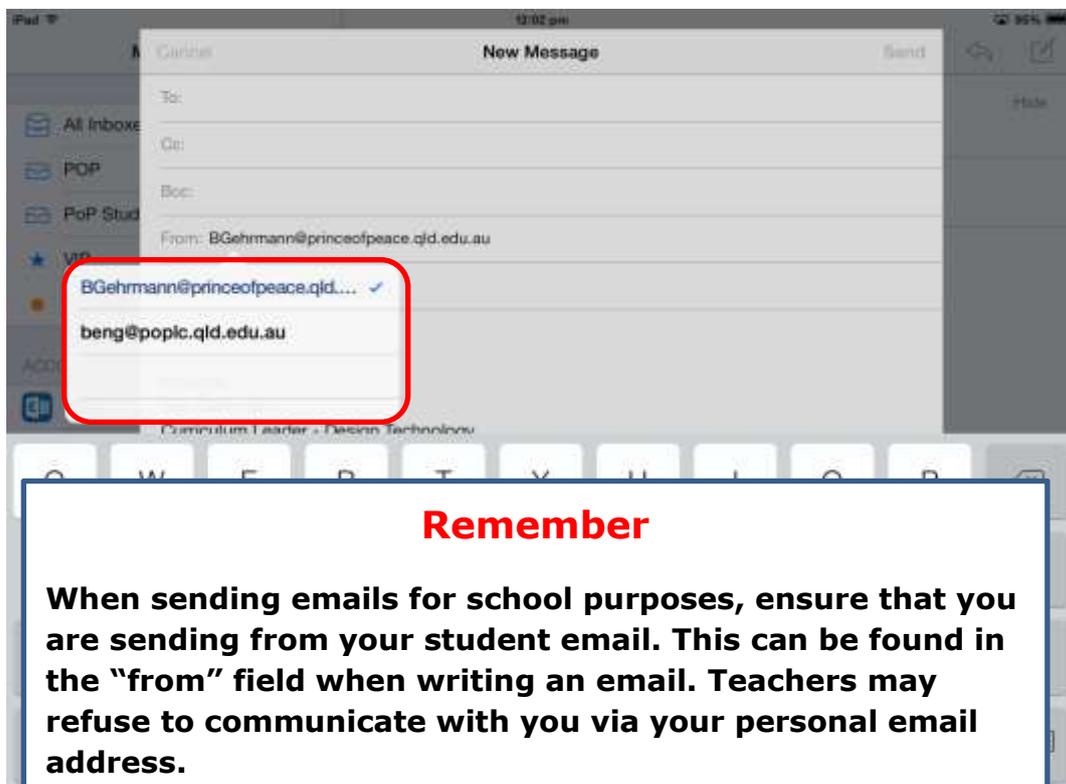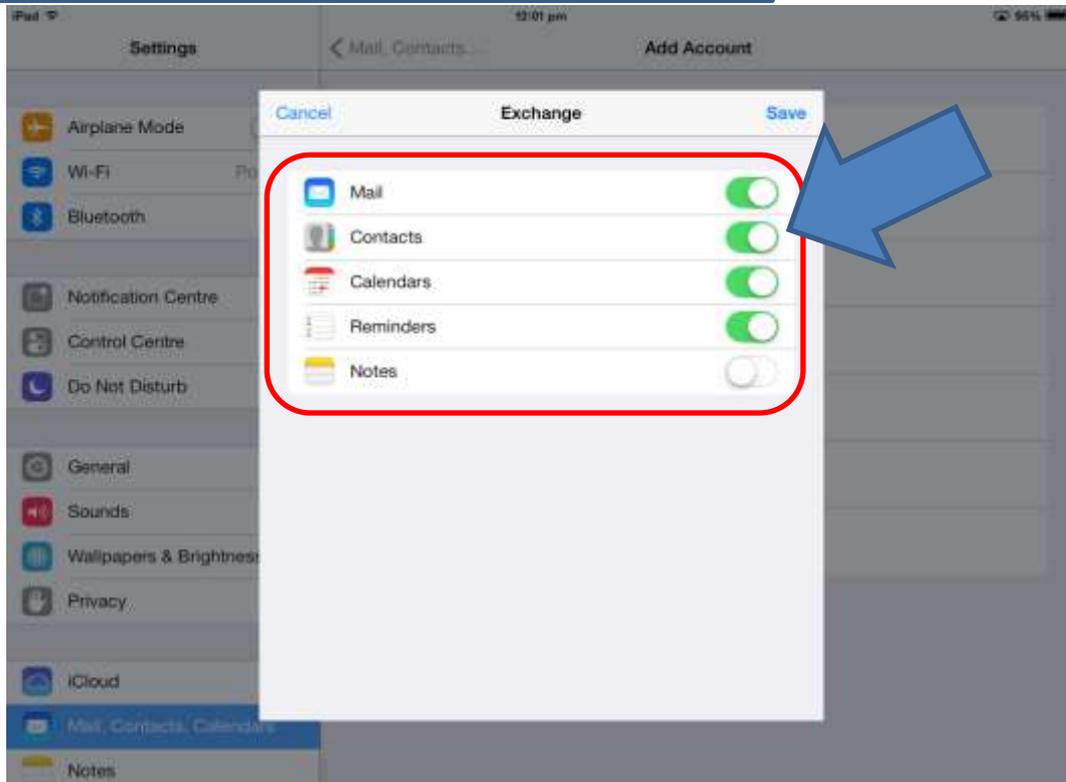
7. **You may be prompted for a server address, if so:**
   outlook.office365.com
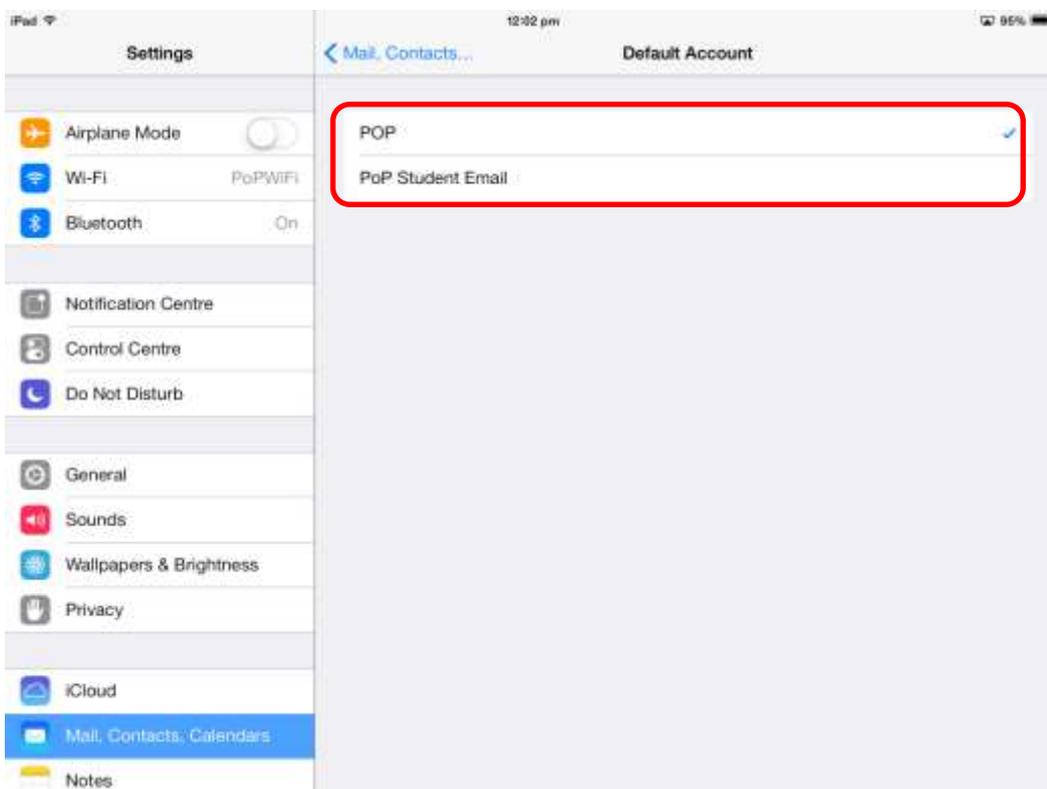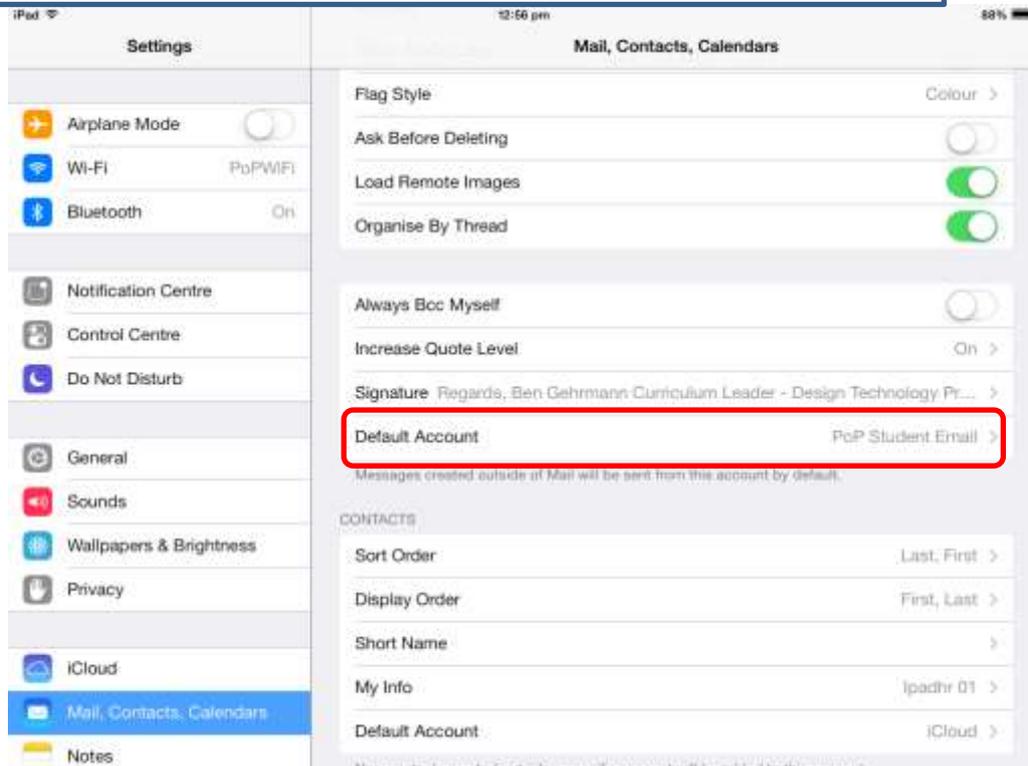8. **All other fields should be as below**

12. **Ensrue you select Mail and Contacts, any other options are optional.**

Remember

When sending emails for school purposes, ensure that you are sending from your student email. This can be found in the "from" field when writing an email. Teachers may refuse to communicate with you via your personal email address.

You should also change the account to be the default mail account in settings.

Setup for other devices:

Generally, the following device types are comaptbile with Office 365 Mail.

- Android phones and tablets
- Blackberry Devices
- Nokia Devices (Symbian OS)
- Windows Phone and RT Devices

Setup instructions for these other compatible device types can be found at:

https://office.microsoft.com/en-au/support/phone-and-tablet-setup-reference-HA102828259.aspx?CTT=5&origin=HA102818686