HOW TO USE YOUR STUDENT EMAIL

ACCESSING YOUR EMAIL FROM HOME

**STEP 1:** Go to the Kangan website – [www.kangan.edu.au](http://www.kangan.edu.au)

**STEP 2:** Click on the *Student Portal* option – you will be asked to log in.

To log in put in your *student number* on your *Kangan ID card* and your password. If you don’t know your password it will need to be reset.

Call the library on Library phone number: 9279-2424

Or email: [LLC@kangan.edu.au](mailto:LLC@kangan.edu.au)

**STEP 3:** Double click on the *email logo* to open your email.
HOW TO USE YOUR STUDENT EMAIL

You may be asked to log in again. If you need to put in your student email. This will be your student ID number followed by @student.kangan.edu.au and then your password.

Example: ID number 100567893 – Email = 100567893@student.kangan.edu.au
(if this doesn’t work try your ID number only – if there is still trouble contact the library on the details above).

When your mail opens it will look like this.
INBOX: Your inbox contains every email you have been sent. The newest mail is on the top. As you scroll down the mail becomes less recent.

SENT ITEMS: All of the emails you send will appear in this folder.

DRAFTS: If you cannot finish writing an email and have to close your email down, the unfinished version of what you wanted to send will be saved in the Drafts folder. This way, you can come back and complete the message you wanted to send.
**SENDING AN EMAIL**

First click on the new option.

Once you click on New you will see a new email template appear. To understand how to use it, look at the picture below:

Click send to send the email.

Click attach to include files in your email, like Microsoft Word documents.

To

Type in the email address of the person or persons you want to email.

Cc

Add in others to also view your message (This is not required).

This is the subject. Type something brief about the purpose of your email.

**Type your message here.** You can also click and drag files into here to attach them.

Click discard to cancel your email.

Click send to send the email.
FORWARDING YOUR EMAILS

Forwarding your emails means you can allow any email sent to your Kangan email address to also be sent to your home email address.

**STEP 1:** Select the settings on the upper right hand corner of the page. It looks like this.

![Settings button](image)

**STEP 2:** In the Search Outlook settings box type: *Forwarding* and press enter.

![Search Outlook settings](image)

**STEP 3:** Click on the *start forwarding* circle and fill out your details.

![Forwarding settings](image)

- **Make sure you click this.**
- **Type your personal email address here.**
- **Click the circle to start forwarding.**
- **Click the circle to stop forwarding.**