

## Office 365 Login–Emmaus College

We are in the process of implementing Office 365 for the College. Office 365 will give access for students to install Office 365 applications on their personal devices up to 5 devices, 1TB of Personal cloud storage (OneDrive), 50GB of Mail box and much more.

But there are few changes that we had to do in order to get everything working together (Default email address, Office365 login,etc )

The purpose of this email is to make sure that you are configured to get your emails without any issues with the new configurations.

**Change over to the new system will be commencing on Friday 18<sup>th</sup> of December 2015 and it will take the weekend to complete the process.**

**Use following information to access your emails after 21<sup>th</sup> of December 2015.**

1. You can access to college emails via <https://portal.office.com>

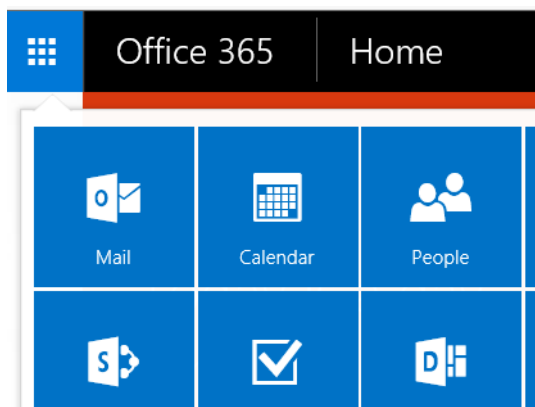
Your username is [username@emmaus.vic.edu.au](mailto:username@emmaus.vic.edu.au)  
(It is the same network username as in studywiz  
With “@emmaus.vic.edu.au” )

Password is same as your studywiz password.

2. Click on



3. Click on “Mail” Tile



Sign in with your work or school account

Keep me signed in

[Can't access your account?](#)

## Setting up mail on iPad

Go to Settings > Mail > Select the college email account > Change following settings

Email: [username@emmaus.vic.edu.au](mailto:username@emmaus.vic.edu.au)

Server name: outlook.office365.com

Domain: leave it blank

Username: [Username@emmaus.vic.edu.au](mailto:Username@emmaus.vic.edu.au)

Click “done”

If the mail accounts settings cannot be changed,

Go to Settings > General > Profile > Profiles & Device Management > Remove only “MDM Profile” and “CA Certificate” and Repeat the tasks as above.

If you need assistance, please email [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au) from another email.