

## Accessing your LearnLink e-mail

### Objective

This help sheet is designed to guide you through the process of accessing your Department for Education e-mail via LearnLink, as well adding your LearnLink e-mail to Microsoft Outlook.

### Before you begin

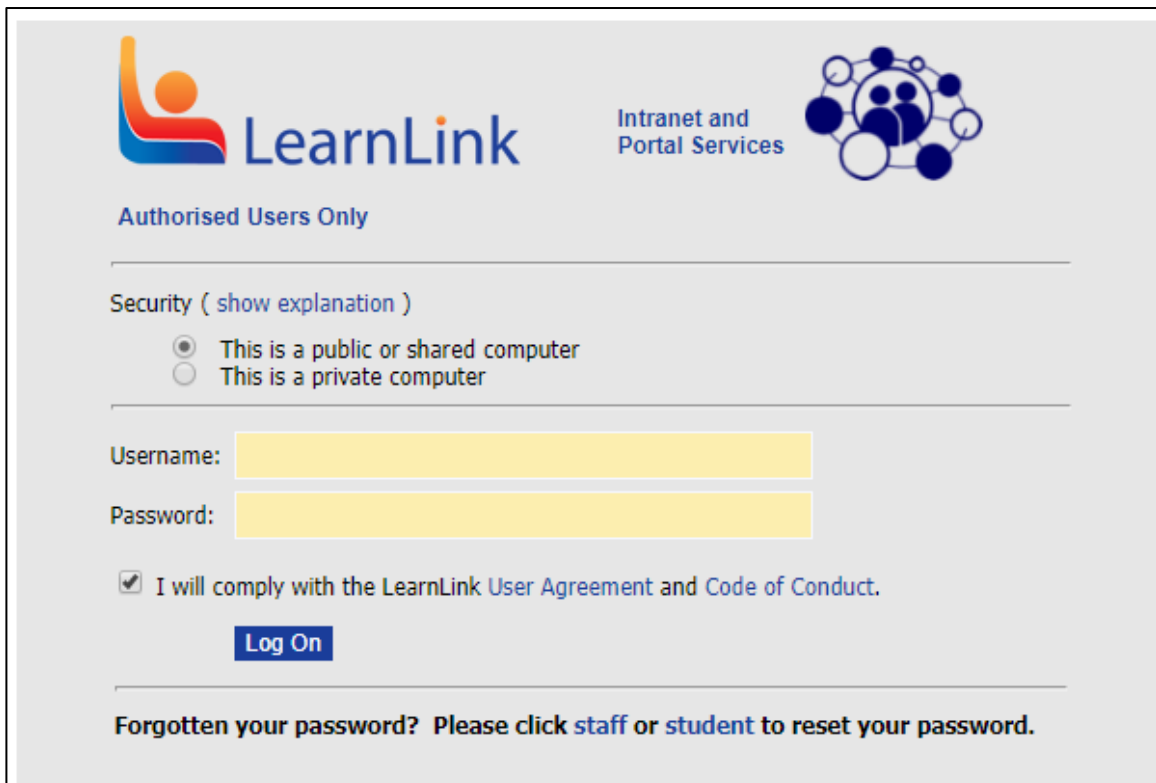
You need to know both your LearnLink e-mail address and password. If you're unsure of either of these details, please contact OAC Learning Technology Services on (08) 8309 3636, Monday to Friday, 8:00 am to 4:00 pm daily excluding public holidays.

Please note students are only allocated LearnLink accounts/e-mail who are in Year 3 or upwards.

### Accessing your LearnLink e-mail via the web

1. Go to [www.learnlink.sa.edu.au](http://www.learnlink.sa.edu.au)

Figure 1: Login page for LearnLink



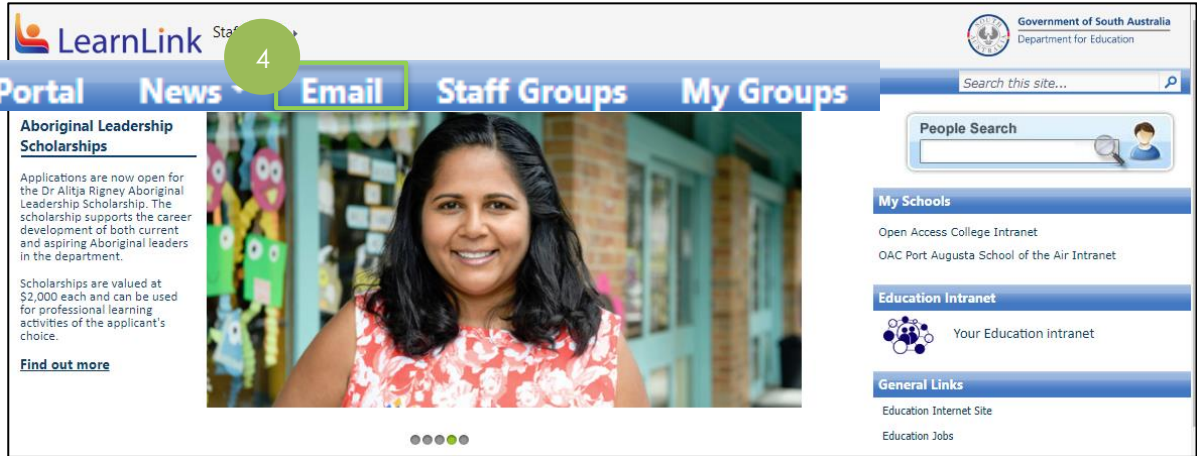
2. In the **Username** field, type the first part of your LearnLink e-mail address (everything up to @schools.sa.edu.au – the ending should be inserted automatically).

Alternatively, you may also wish to type your EDID (in the format of 000000000X) for students or your Person ID (in the format of 0000000) for staff (if known).

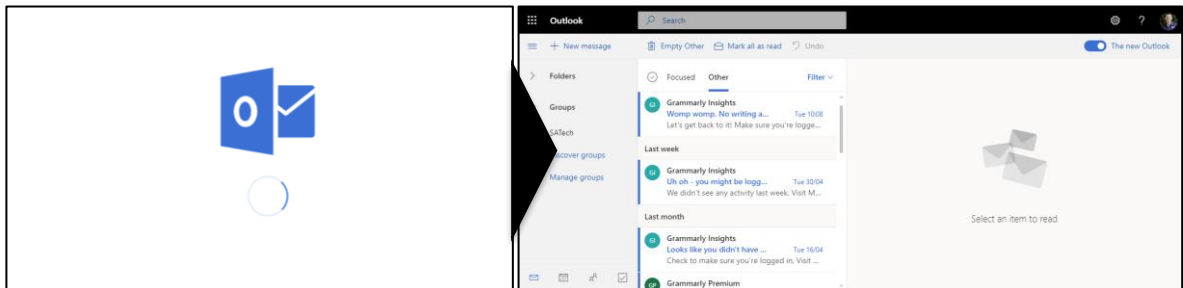
In the **Password** field, type your LearnLink password.

- The LearnLink portal should appear.

**Figure 2: Screenshot of the LearnLink portal screen focused on the navigation bar**

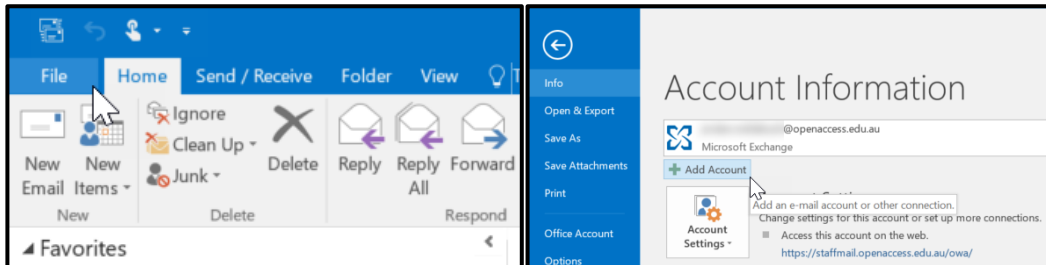


- Click on the **Email** link on the navigation bar.
- Your e-mail inbox will load

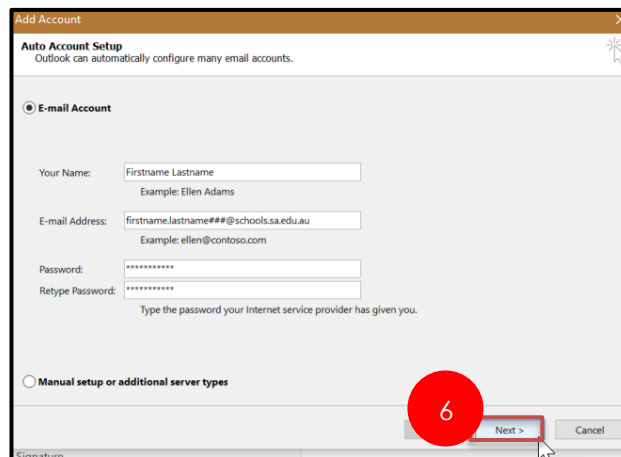


## Adding your LearnLink e-mail account to Microsoft Outlook for Windows

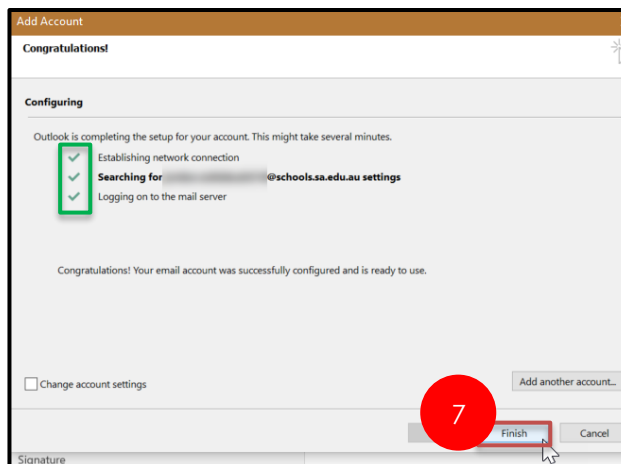
1. Open **Microsoft Outlook** on your computer.
2. Go to **File > Info > Add Account**



3. In the **Your Name** field, type your full name.
4. In the **E-mail Address** field, type your LearnLink e-mail address.
5. In the **Password** and **Retype Password** fields, type your LearnLink password.
6. Then click on the **Next** button.



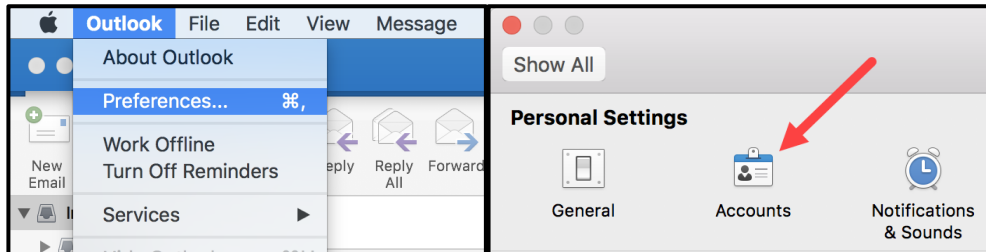
7. Wait for Outlook to locate your LearnLink account. Once you see **three checks**, click on the **Finish** button.



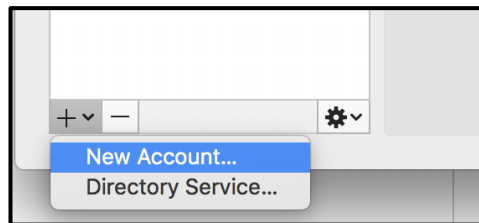
8. Close and restart Microsoft Outlook.
9. Your LearnLink inbox should appear on the left of Outlook and begin syncing your e-mails.

## Adding your LearnLink e-mail account to Microsoft Outlook for macOS

1. Open **Microsoft Outlook** on your computer
2. From the menus in the top left, go to **Outlook > Preferences > Accounts**



3. In the bottom left, click the **+** (plus) and select **New Account**



4. Enter your **LearnLink Email**, click **Continue** and then **Done** once it locates your account

<p>Email</p> <p>firstname.lastname###@schools.sa.e</p> <p><b>Continue</b></p>	<p><b>Add Another Account</b></p> <p>Done</p>
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5. Enter your **LearnLink Password**, an **Account description**, close the **Accounts** window, click on the **Outlook** menu in the top left and select **Quit Outlook**

<p><b>Authentication</b></p> <p>Method: User Name and Password</p> <p>User name: @schools.sa.edu.au</p> <p>Password: .....</p>	<p><b>Edu 1</b> Exchange/Office 365 Account</p> <p>Account description: LearnLink</p>
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6. Start **Outlook** again and enter your **LearnLink Password** if prompted
7. Your LearnLink inbox should appear on the left of Outlook and begin syncing your e-mails.