



# 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 <u>www.learnlink.sa.edu.au</u>

#### Figure 1: Login page for LearnLink

	LearnLink	Intranet and Portal Services	
Authorised	Users Only		
Security ( sh	ow explanation )		
	is is a public or shared computer is is a private computer		
Username:			
Password:			
I will con	nply with the LearnLink User Agree	ement <mark>and</mark> Code of C	onduct.
1	Log On		
Forgetten	our password? Please click st	off or student to re	sect your password

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 00000000X) for students or your Person ID (in the format of 0000000) for staff (if known).

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





3. The LearnLink portal should appear.

## Figure 2: Screenshot of the LearnLink portal screen focussed on the navigation bar



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

	III Outlook	₽ Search	o ? 🛞
	= + New message	🗈 Empty Other 😑 Mark all as read 🤊 Undo	The new Outlook
	> Folders	⊙ Focused Other Filter ∽	
0 🗹	Groups	Grammarly Insights Womp womp. No writing a Tue 1008 Let's get back to it! Make sure you're logge	
	iscover groups	Last week	
	Manage groups	Grammarly Insights Uh oh - you might be logg Tw 30/04 We didn't see any activity last week. Visit M	
$\bigcirc$		Last month	Select an item to read
		G Grammarly Insights Looks like you didn't have Toe 16/04 Check to make sure you're logged in. Visit _	
		Grammarly Premium	





# 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

E 5 (	* =		$(\epsilon)$	
File Ho	ome Send / Receive	Folder View 🖓 T	Info Open & Export	Account Information
	Clean Up -	$\mathbf{A} \mathbf{A} \mathbf{A}$	Save As	@openaccess.edu.au Microsoft Exchange
New New Email Items •	Sunk - Delete	Reply Reply Forward All	Save Attachments Print	Add Account
New	Delete	Respond		Change settings for this account or set up more connections.
▲ Favorites		<	Office Account Options	Access this account on the web. Settings - https://staffmail.openaccess.edu.au/owa/

- 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.

uto Account Setup Outlook can autom	tically configure many email accounts.	Ť
E-mail Account		
Your Name:	Firstname Lastname Example: Ellen Adams	
E-mail Address:	firstname.lastname###@schools.sa.edu.au Example: ellen@contoso.com	
Password: Retype Password:	******	
	Type the password your Internet service provider has given you.	
Manual setup or a	dditional server types	
	6 Next	Cancel

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

Add Account	×
Congratulations	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
Searching for @schools.sa.edu.au settings	
Logging on to the mail server	
Congratulations! Your email account was successfully configured and is ready to use.	
Change account settings	Add another account 7 Finish Cancel
Signature	L.

- 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

<b>É</b>	Outlook File Edit Vi	ew Message			
• •	About Outlook		Show All		/
0-	Preferences ೫,		Personal Settings		
New Email	Work Offline Turn Off Reminders	eply Reply Forward			
	Services ►		General	Accounts	Notifications & Sounds

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



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

Authentication			
Method:	User Name and Password		
User name:	@schools.sa.edu.au		
Password:	••••••		
EXChange/Office 365 Account			
Account description:	earnLink		

- 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.