

Accessing your Student LearnLink e-mail

Objective

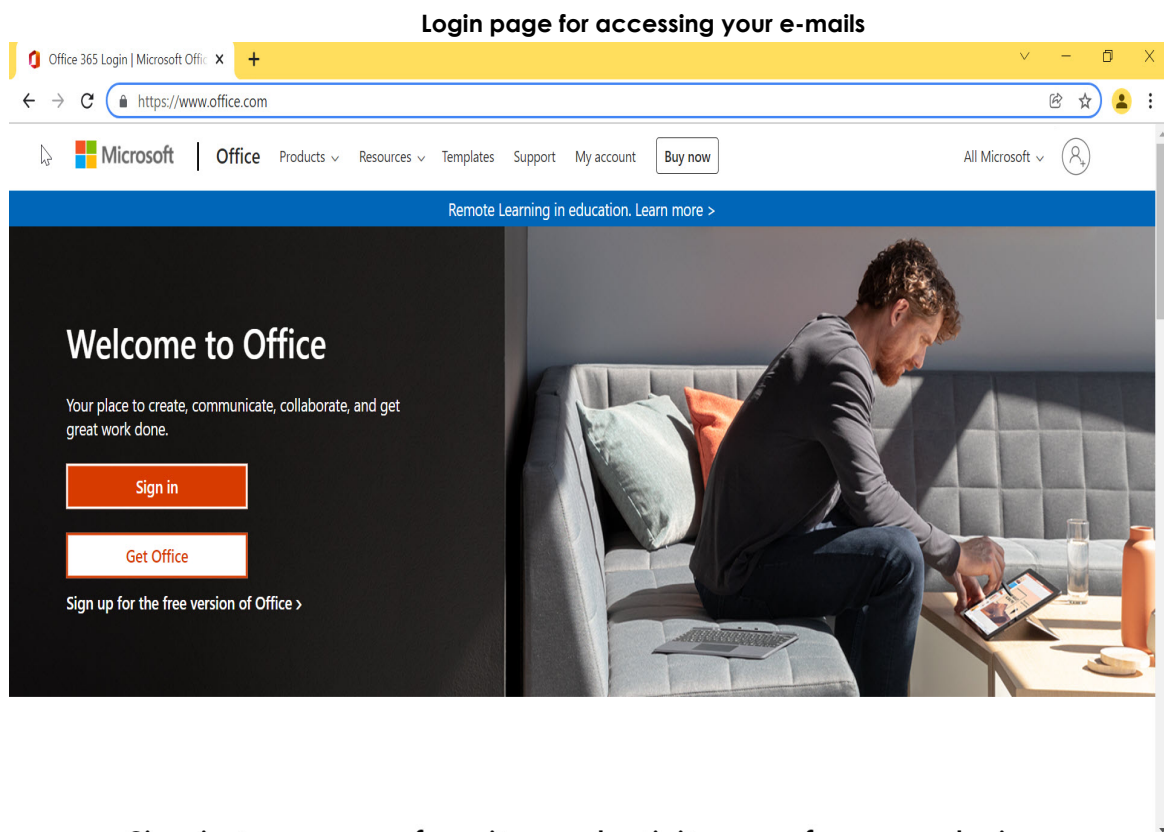
This help sheet is designed to guide you through the process of accessing your Department for Education e-mail.

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.

Accessing your LearnLink e-mail via the web

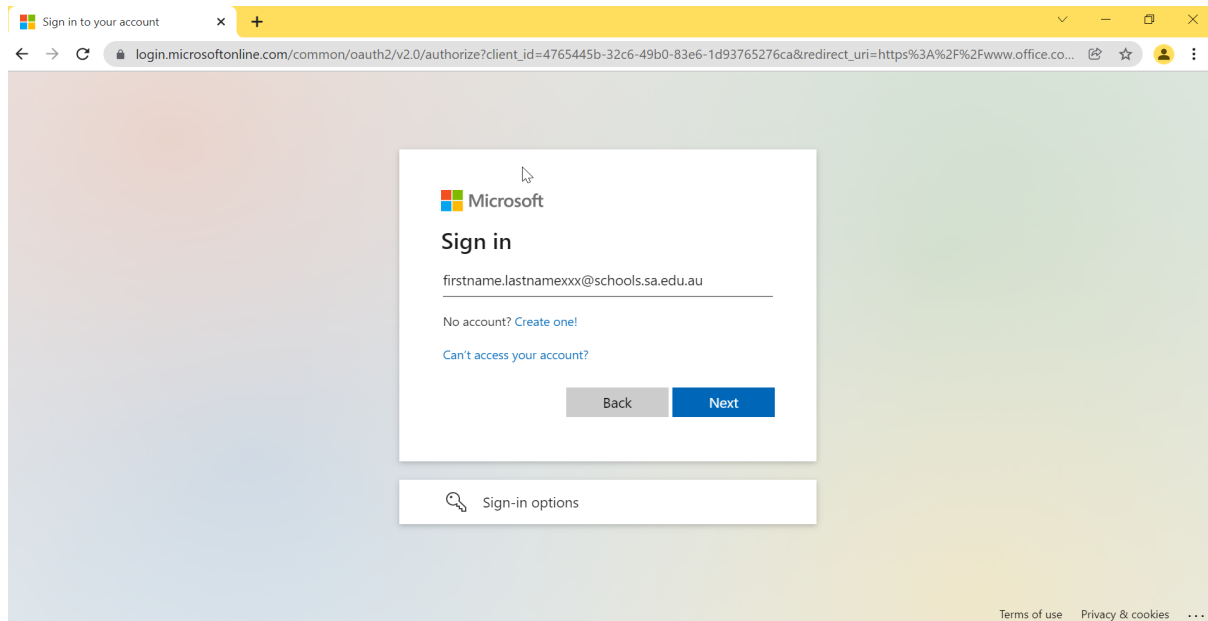
1. Go to <https://www.office.com/>



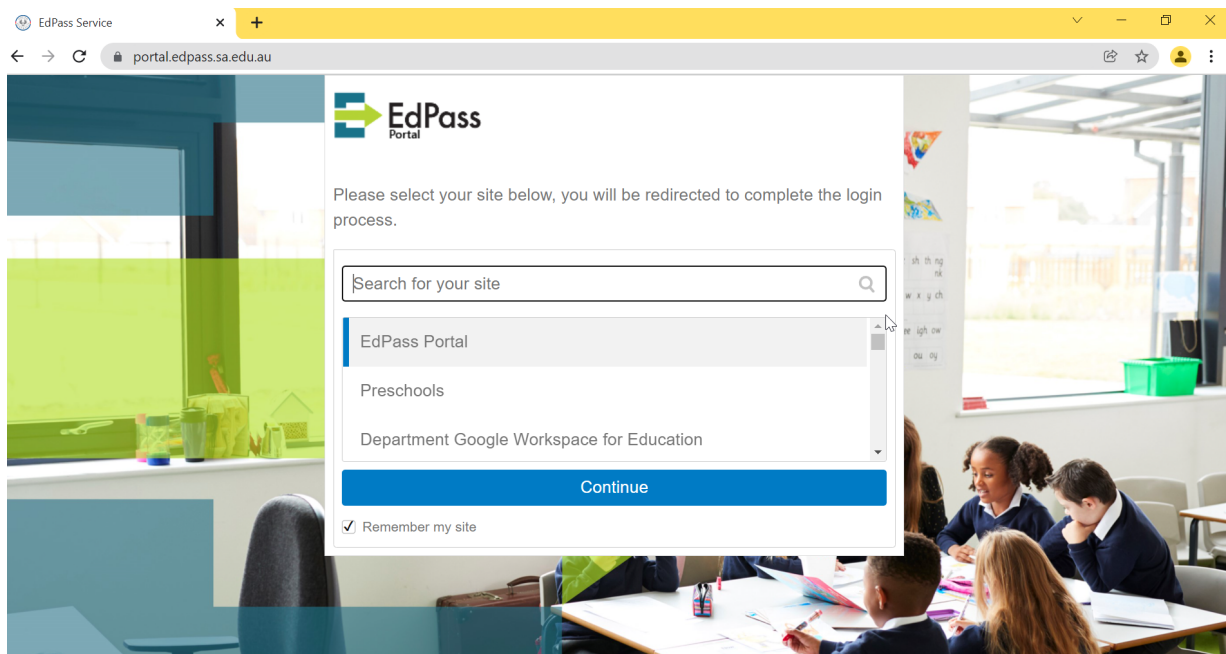
2. Click on the **Sign In** button

3. Enter your learnlink e-mail address in the Email field and click on next..

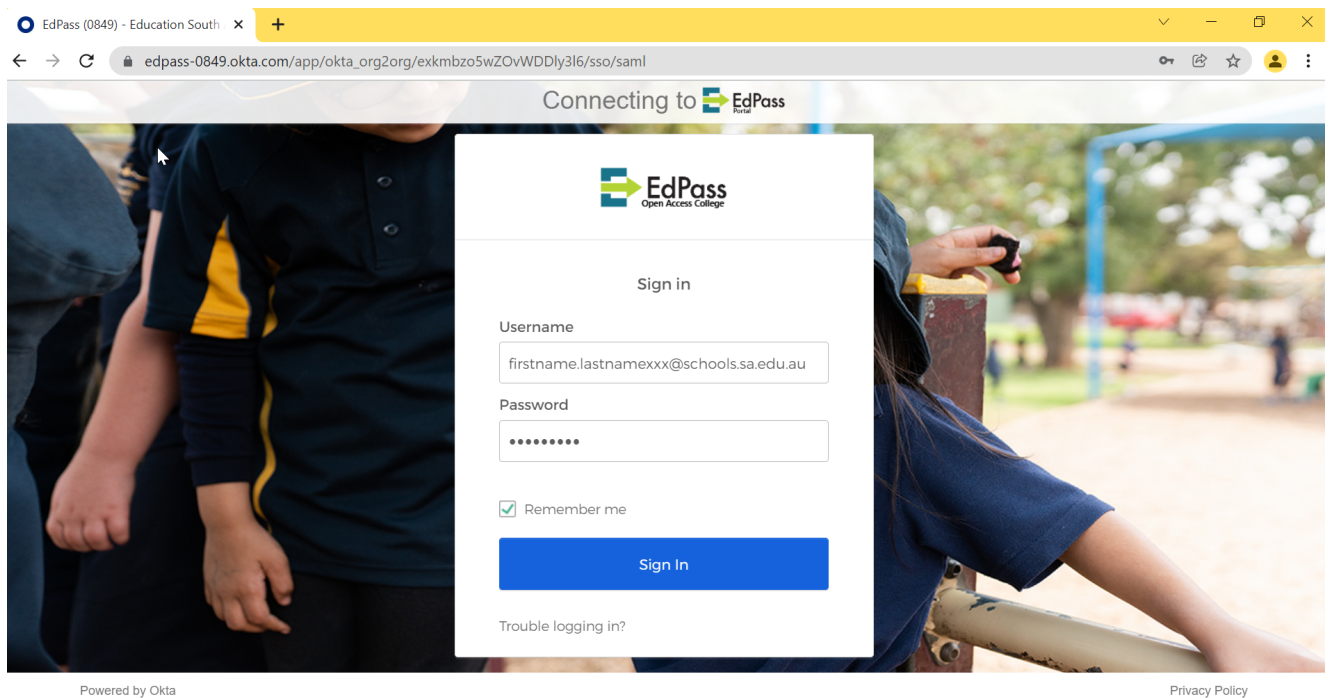
Screenshot of the username field



4. EdPass Site selector screen appears



5. Select EdPass Portal option
6. EdPass portal will navigate to EdPass login page.
7. Type in your **Learnlink email address** and **Learnlink password** and click on **Sign-In**.



10. To access your e-mails scroll down to the **Microsoft Office 365 Mail** option and click on it.
11. A new tab will open providing access to your e-mails, where you can read, write, reply and forward e-mails.

