



Clonard student email has changed!

Your student email has moved to a service at Microsoft called 'Office 365'.

You can access your student email from anywhere, on any device.

Your Clonard email address has changed!

Let's **imagine** your name is 'Jane Ryan':

- Your Clonard logon: ryanj
- Your 'old' Clonard email address: ryanj@clonard.catholic.edu.au
- Your **NEW** Clonard email address: jane.ryan@clonard.vic.edu.au

So, **TWO** major changes:

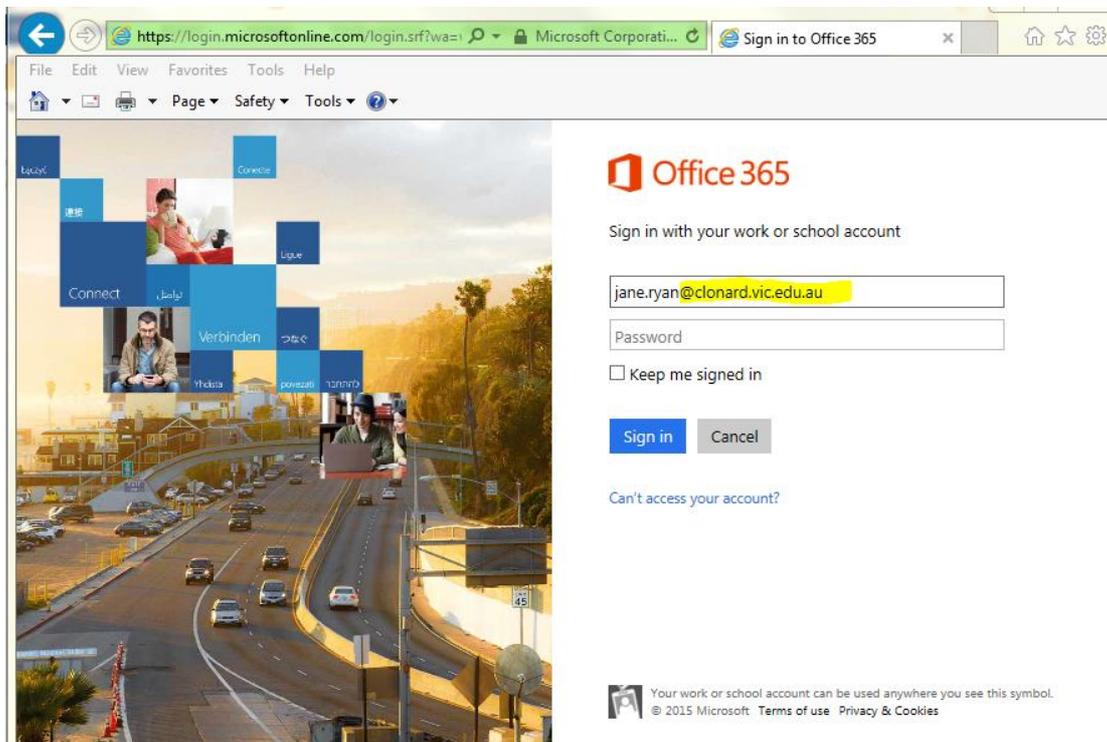
- Use your full name with a "."
- And '**catholic**' changes to '**vic**'.

Check the last page of this news for some special conditions.

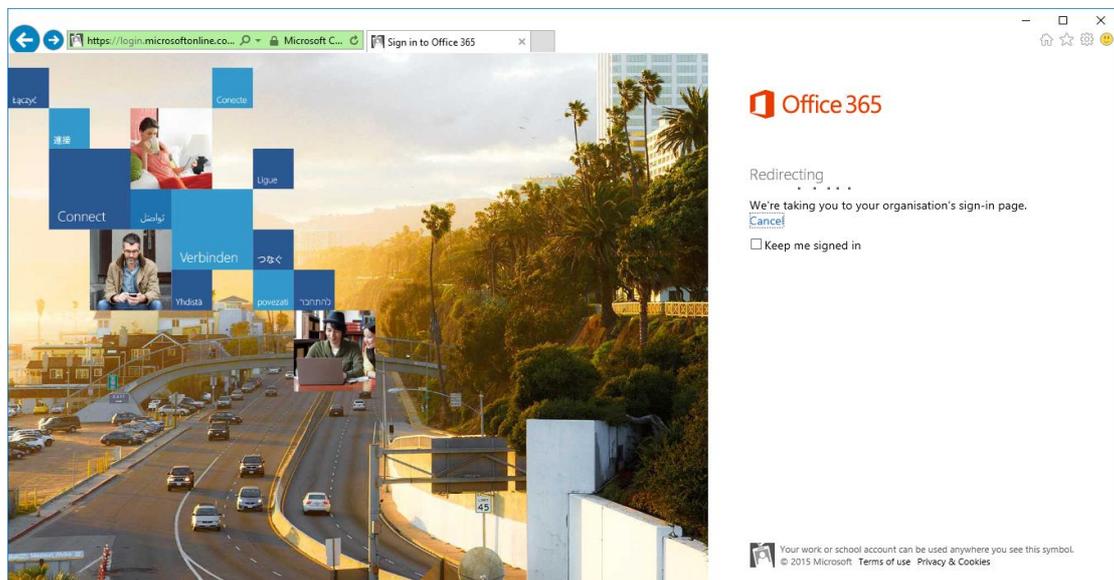
Signing in to your 'Office 365' mail

You find Office 365 at the URL <https://outlook.office365.com>

Sign in with your **NEW** Clonard email address.

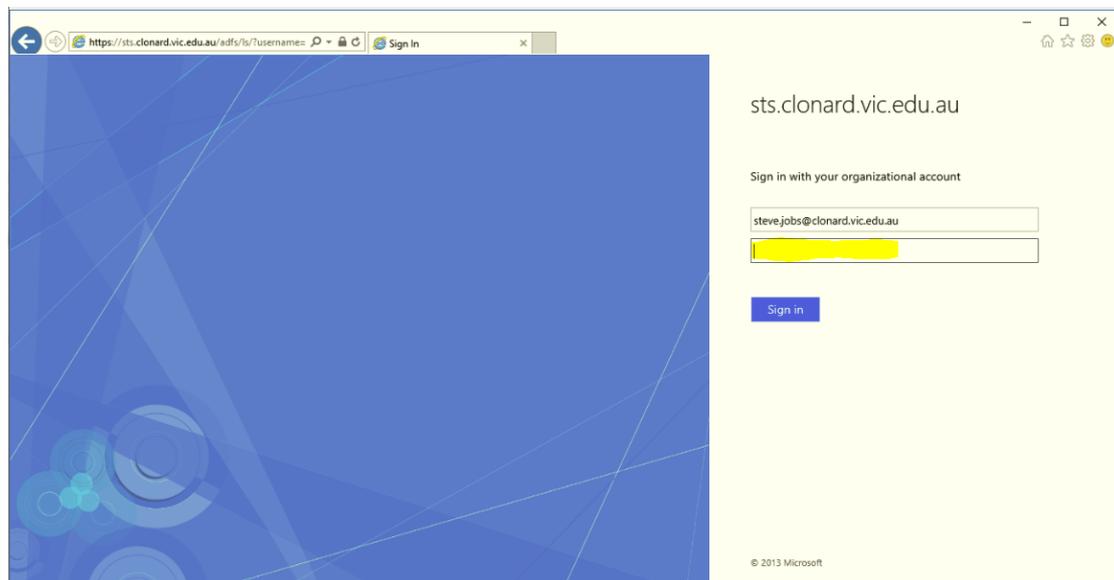


As soon as you click away from your username, Office 365 will automatically redirect and start to look up your credentials.



If you are on the Internet away from school on a different computer or on a phone, you will be prompted for your password.

This is exactly the same password that you use to log on to your computer.

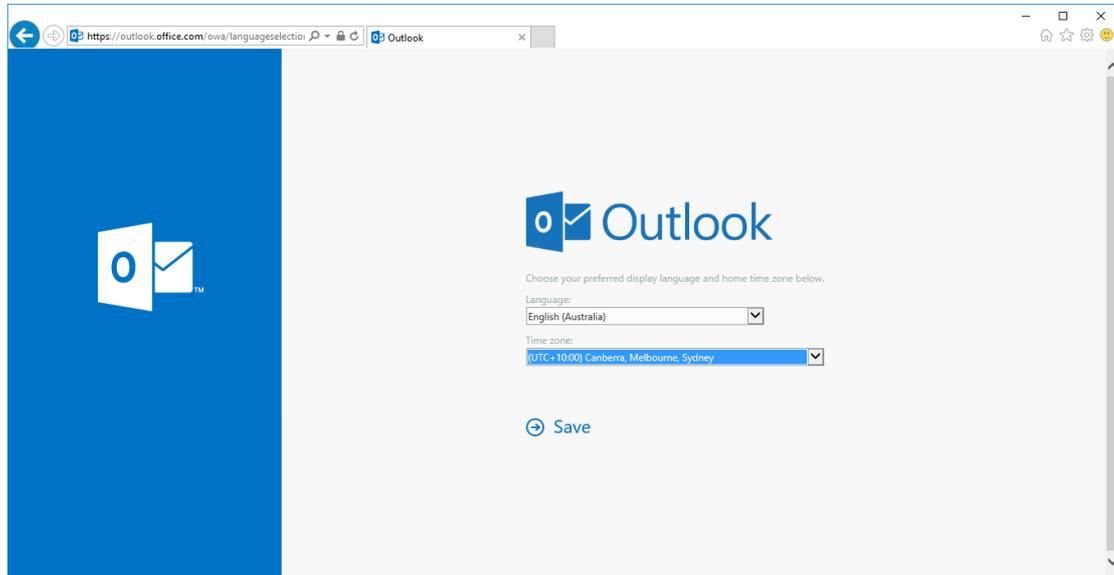


The first time you log on, you are asked to set the **Time zone**.

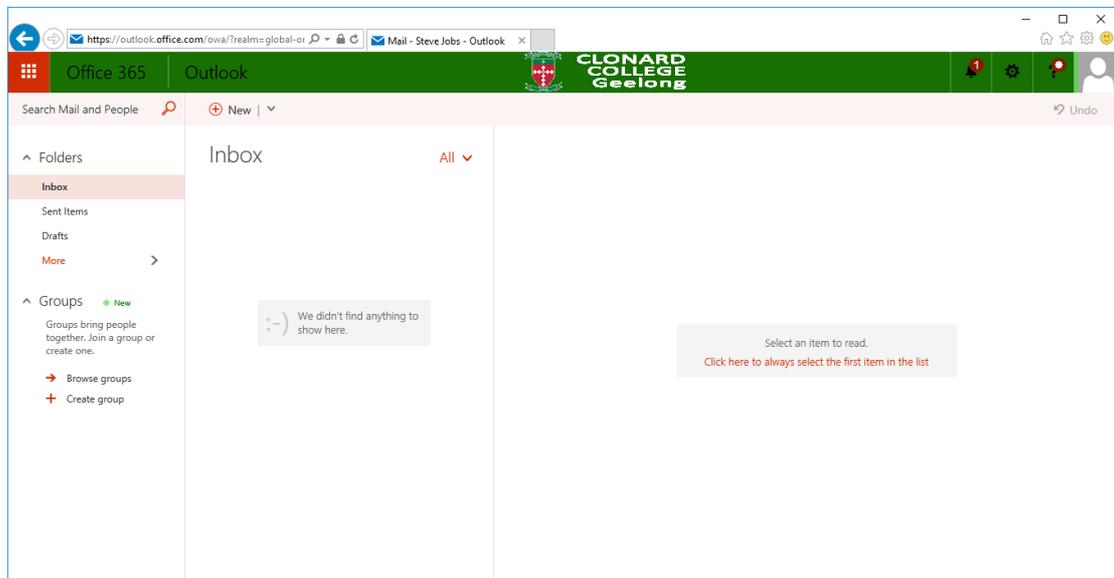
- We are “(UTC +10:00) Canberra, Melbourne, Sydney”.

Also check that the **Language** is “English (Australia)”

Click ‘Save’.

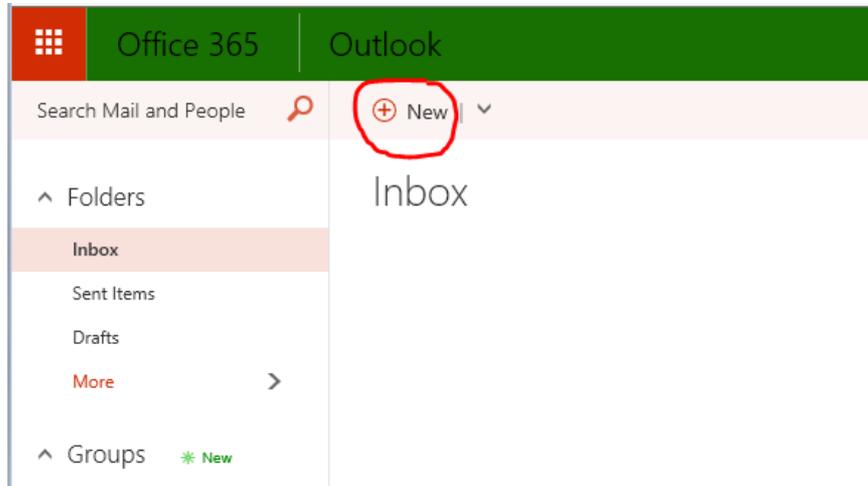


The next screen you see is your Office 365 mail.



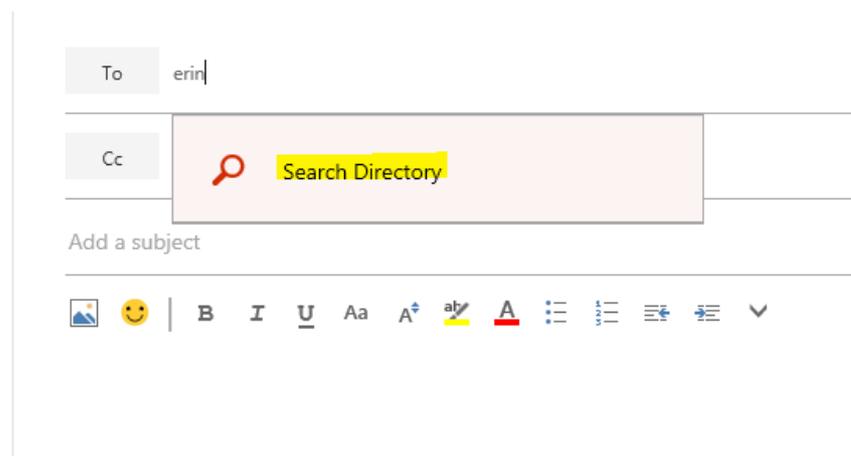
To send a new email:

Click on the “+” to start a new message.

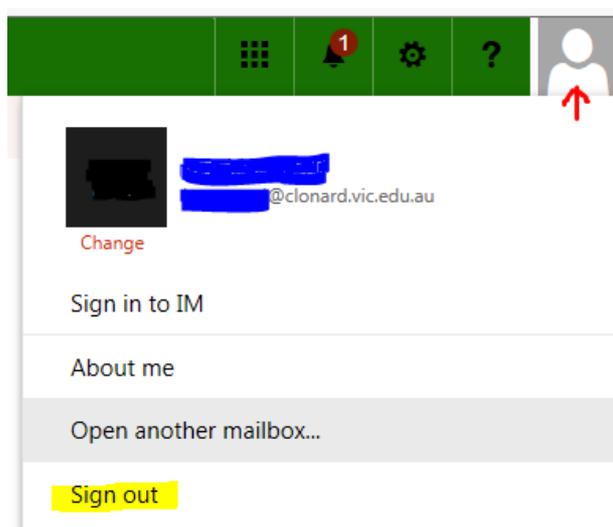


To send a message to your Clonard school friend 'Erin', just start typing her name and then click the 'Search Directory'.

Office 365 will search the Clonard student directory and show you all the girls with the name 'Erin'.



Remember to sign out when finished!



Change your subscriptions!

If you get email from services like Spotify or Pinterest and you want to keep getting them, you should log on and change your account to your new email address.

Some special conditions:

If your family-name has spaces in it:

Imagine your name is 'Carla Van Zeel'.

Your NEW email address would be 'carla.vanzeel@clonard.vic.edu.au'

The spaces in your family-name get dropped.

If your family-name has ' in it:

Imagine your name is 'Erin O'Bryan'.

Your NEW email address would be 'erin.o'bryan@clonard.vic.edu.au'

Email for your teachers:

Email for your teachers **DOES NOT CHANGE** for now.

It will change to Office 365 sometime in 2016, but you and your parents will be told when.

'Zscaler' logon for Internet when back at Clonard:

When you are back at Clonard and Zscaler prompts for credentials, you use your 'old' Clonard email address: **ryanj@clonard.catholic.edu.au** (in this example).