

# FAQS

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## Morling Student Email Accounts

### Why do I need a Morling email account?

- Having a Morling email account will allow you to access the Office 365 software for FREE! This includes software you will need for your studies at Morling: Microsoft Word, Excel, PowerPoint, Outlook and OneNote.
- The “.edu.au” address will also allow you to purchase other software (for eg. Adobe) at a student discounted rate
- This assists Morling in communicating with our student body, ensuring we do not incorrectly send communication to an external email account that does not belong to one of our students.

### Can I forward the emails to my existing email account?

Yes! When you login, follow the below steps:

- Select the “Settings” icon (located in the top right hand corner)
- Select “Options”
- Select “Accounts”
- Select “Forwarding”
- Input your preferred email address here.

Please refer to page 20 of the 2016 Student Handbook for further information.

### How can I access my Morling email account?

Visit <https://mail.office365.com> and use the username and password that were sent to your personal email account.

Please refer to page 20 of the 2016 Student Handbook for further information.

### What is my Morling email address?

Your email address will be the following: [firstname.lastname@morlingstudent.edu.au](mailto:firstname.lastname@morlingstudent.edu.au)

In the instance you’re not the only one with your first and last name, a number will be added after your last name. You will be notified of this when your email account is established.

### Can I use my Morling email account on my device (e.g., notebook, smart phone, laptop etc.)?

Yes! You can create an inbox to access your Morling email on any of your devices. Please refer to your specific device on how to set this up using your username and password.

### When did Morling begin using student email accounts?

Student emails were introduced in March 2016 for our entire student body. This is to streamline the way we communicate with our students, as well as giving benefits to our students in having a “.edu” email account, as well as free access to Microsoft Office 365.

### **How can I change my Morling email account password?**

When you login to your email account for the first time you will automatically be prompted to change your password.

If you would like to change your password at another time, simply follow these steps:

- Select the “Settings” icon (located in the top right hand corner)
- Select “General”
- Select “My Account”
- Select “Change Your Password”
- Follow the prompts

### **How do I use my Morling email account?**

You can download the short user guide on Morling Online:

- [www.morlingonline.edu.au](http://www.morlingonline.edu.au)
- Course Essentials & Forms
- Email Guidelines

### **How do I download Microsoft Office 365?**

When you are logged into your email account, simply select “Office 365” in the top right hand corner. This will take you to a page where you are able to download this software.

You can download the short user guide on Morling Online:

- [www.morlingonline.edu.au](http://www.morlingonline.edu.au)
- Course Essentials & Forms
- Office 365 Student Start-up Guide

### **What is the benefit of having Microsoft Office 365?**

Office 365 is available online all the time and save all of your documents in the cloud! This will help you to:

- Collaborate with other students and share documents
- Have access to your work from any computer at any time online
- Still have access to your files even if something happens to your computer