

Student email & Office 365

Quick Start Guide



Doncaster
College

University
Centre

Accessing your email

From a College or University Centre Computer

- Log on to a College or University Centre computer using your student ID and password.
- Click the 'Student email' shortcut **on your desktop** to load your email

From home or a personal device

- Visit studentmail.don.ac.uk
- Click the 'Click here to access your account' at the top of the page
- If prompted, enter your **student email address** and **College or University Centre password** to login.

Remember: Your email address is your student DC number @student.don.ac.uk. e.g. dc00123456@student.don.ac.uk



Sign in with your organizational account

Keep me signed in

Sign in

Tip: You will find help, support, and information on making the most of your email, calendar, and online storage along with any important service messages on studentmail.don.ac.uk. So please take a moment to look over the page before logging in.

Problems Logging in?

If you have trouble accessing your email account from home or College contact the Learning Resources and IT support desk:

Visit: supportdesk.don.ac.uk

Tel: 01302 553 579

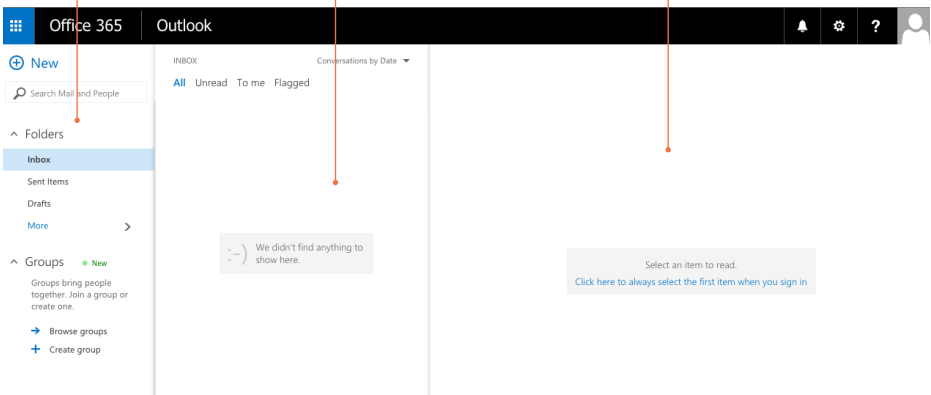
Using your email

Below is a screenshot of what your email service looks like. If you are familiar with Microsoft Hotmail or Outlook you will already know how to use your student email.

Navigate around your email here

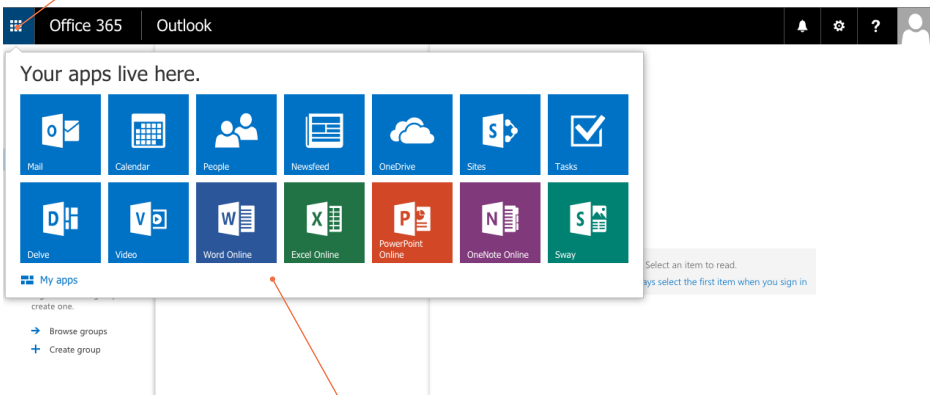
Your emails are saved here

Read your emails here



As well as email, you have access to Microsoft Office 365 apps including Word, Excel, and PowerPoint. These apps can be used online or Installed onto your PC or Mac.

Click here to access your Office Online Apps

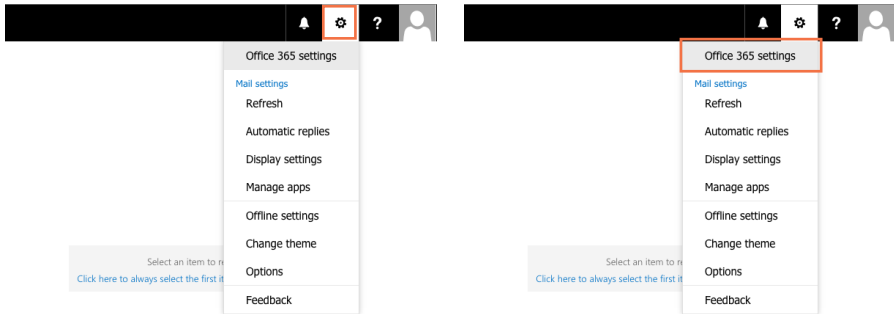


Click an app to launch it in your Web Browser

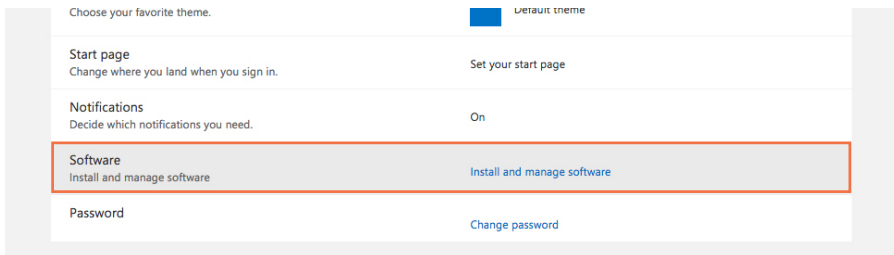
Installing Office 365

In addition to using the web versions of Office, as a student at Doncaster College and University Centre you can download your FREE copy of Office 365 for PC or Mac. Follow the instructions below to get started..

1. Click on the cog icon in the top right of your email
2. Click on 'Office 365 settings' in the menu



3. Under the 'Software' section of Office 365 settings, click 'Install and manage software'



Office

Install Office for Mac 2011

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook.



Language:

Note: Installing additional languages on a computer that already has this version of Office for Mac 2011

Review system requirements

4. Choose your preferred language and click 'Install'. After a short while¹ you will have Microsoft Office 365 on your PC or Mac ready to use.

This links to your Student Email account so that you can save work to your OneDrive and access it anywhere²

¹ Install time will depend on your Internet connection and computer speed

² Access from anywhere with an Internet connection and supported web browser