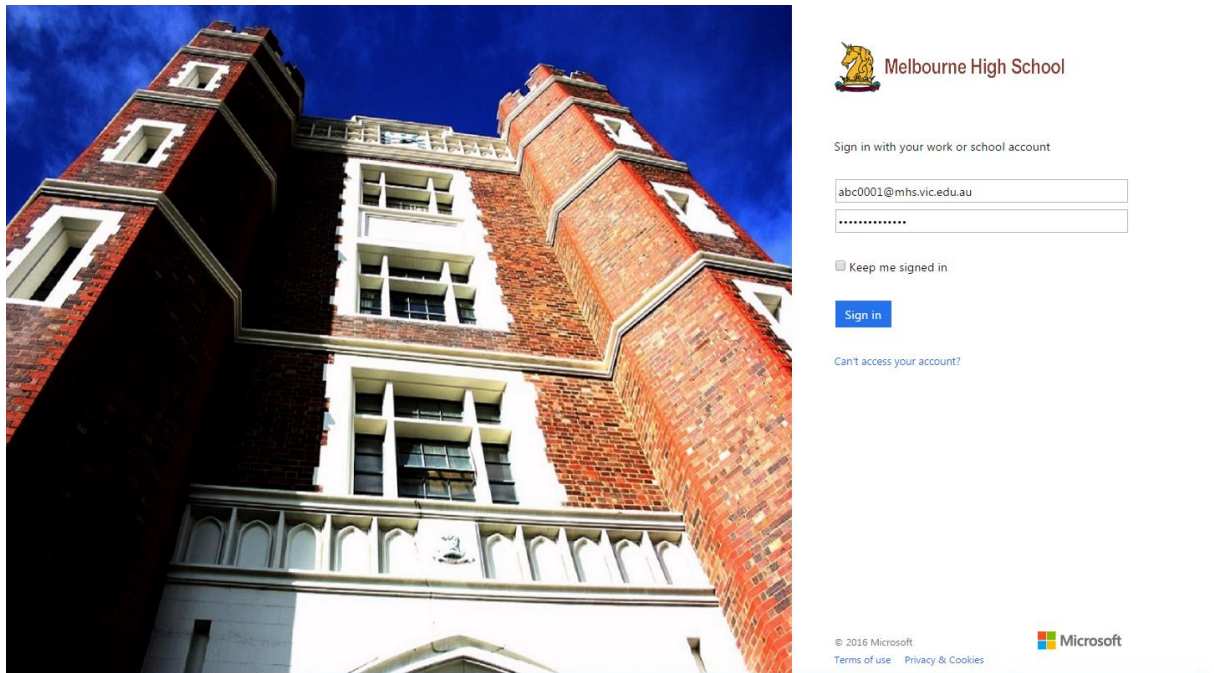


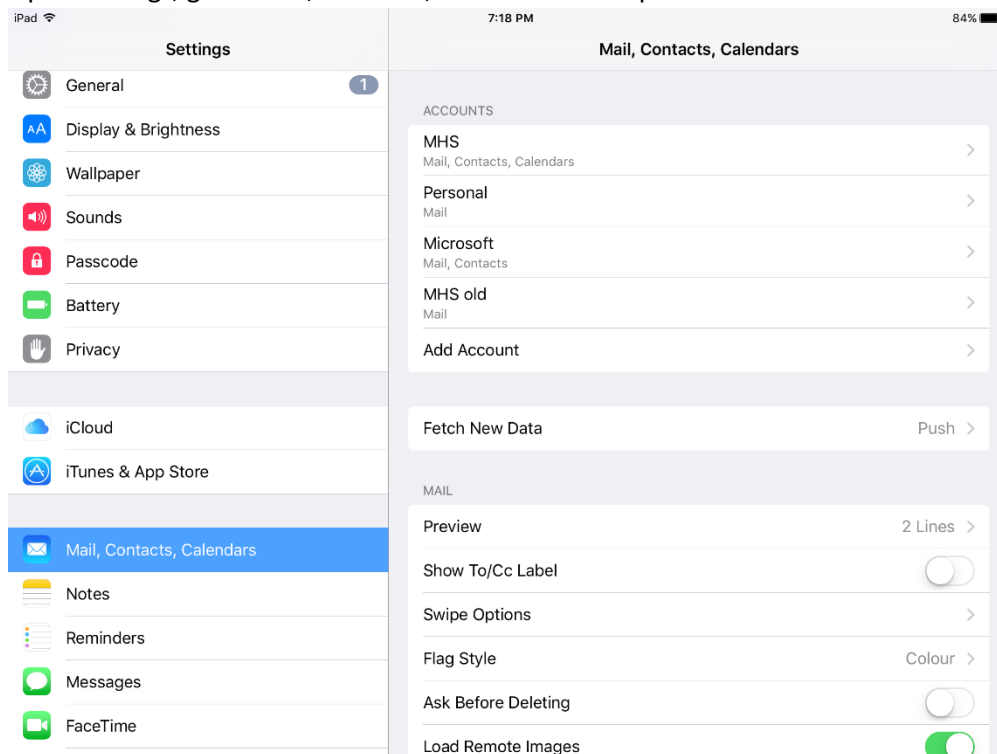
1. Go to <https://outlook.office365.com>
2. Log in with your username in the form abc0001@mhs.vic.edu.au and compass password



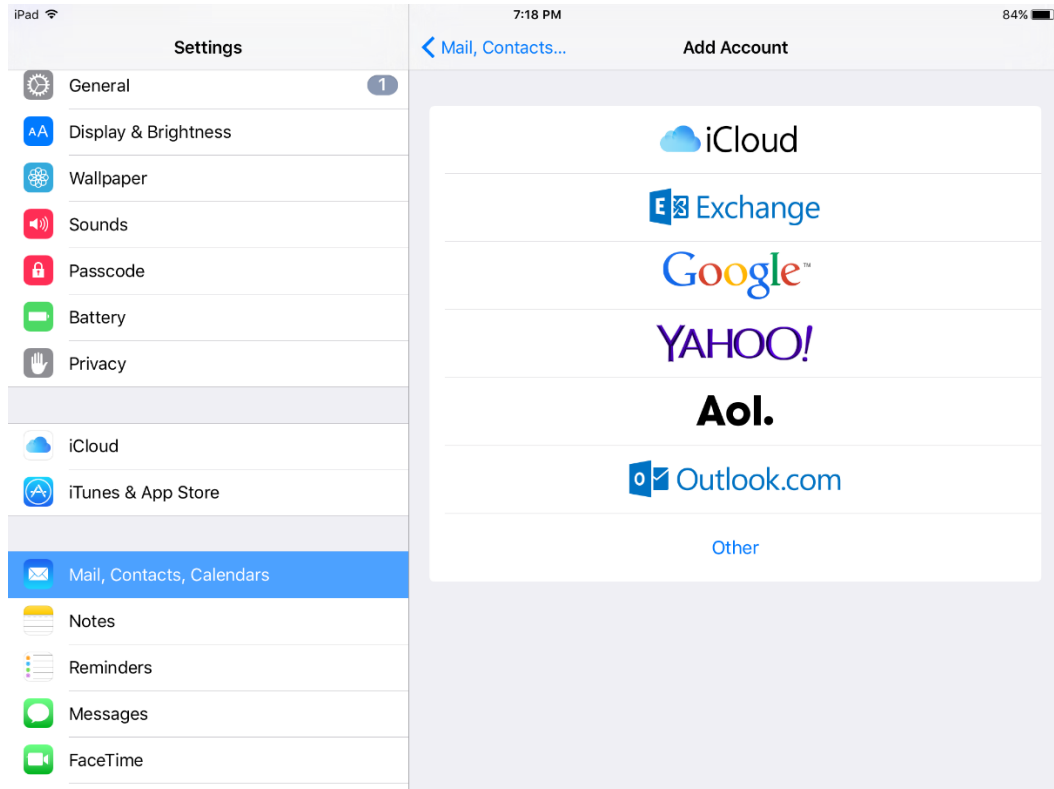
3. If asked, set your time zone
4. This is the new webmail interface, your email will come in here and you can send email from your MHS email account from here.

iPad Mail Setup

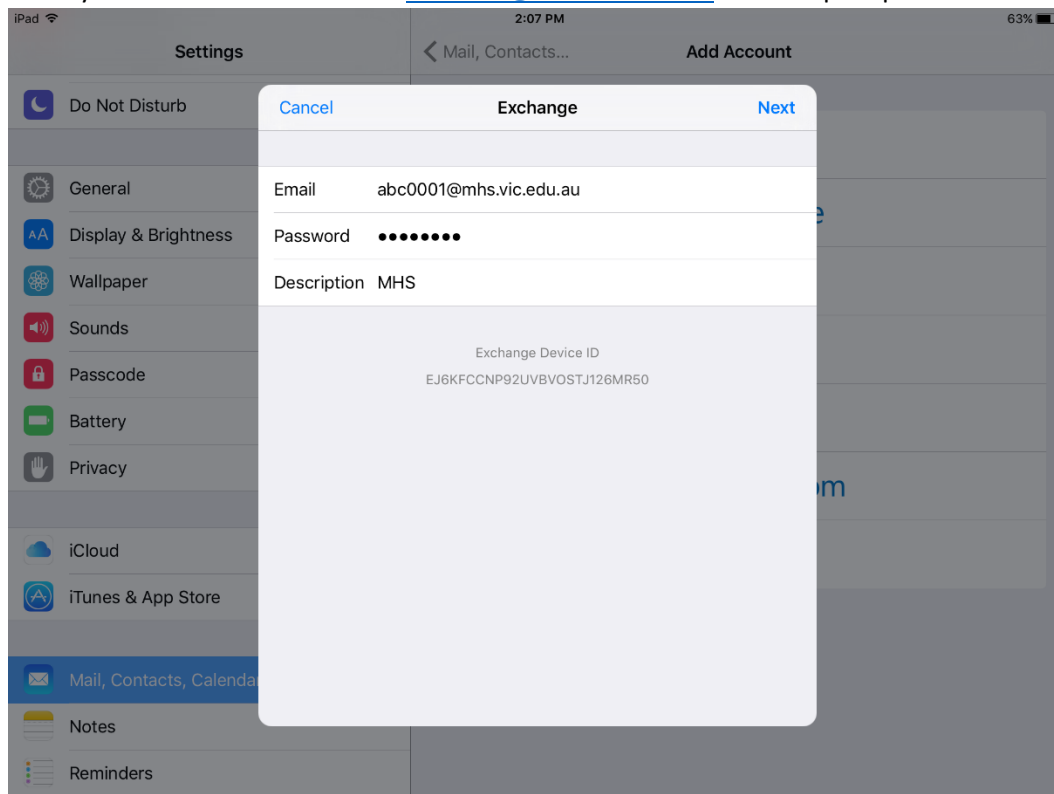
5. Open settings, go to Mail, Contacts, Calendars and tap new account



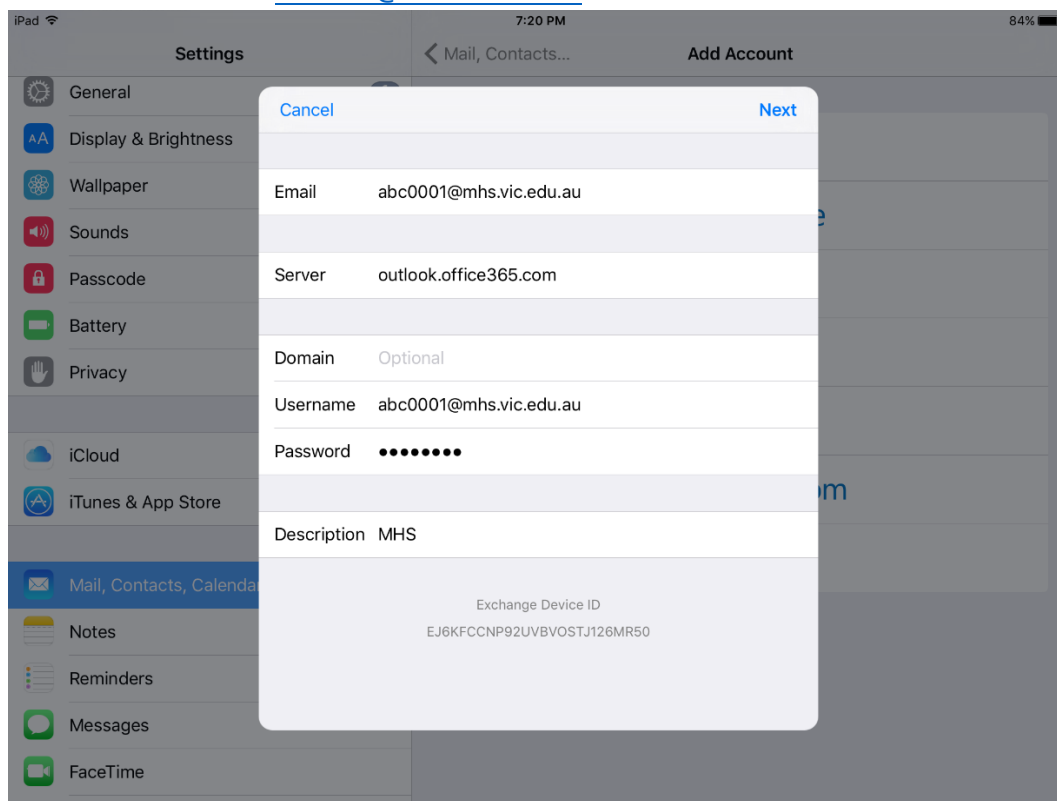
6. Select exchange from the account type



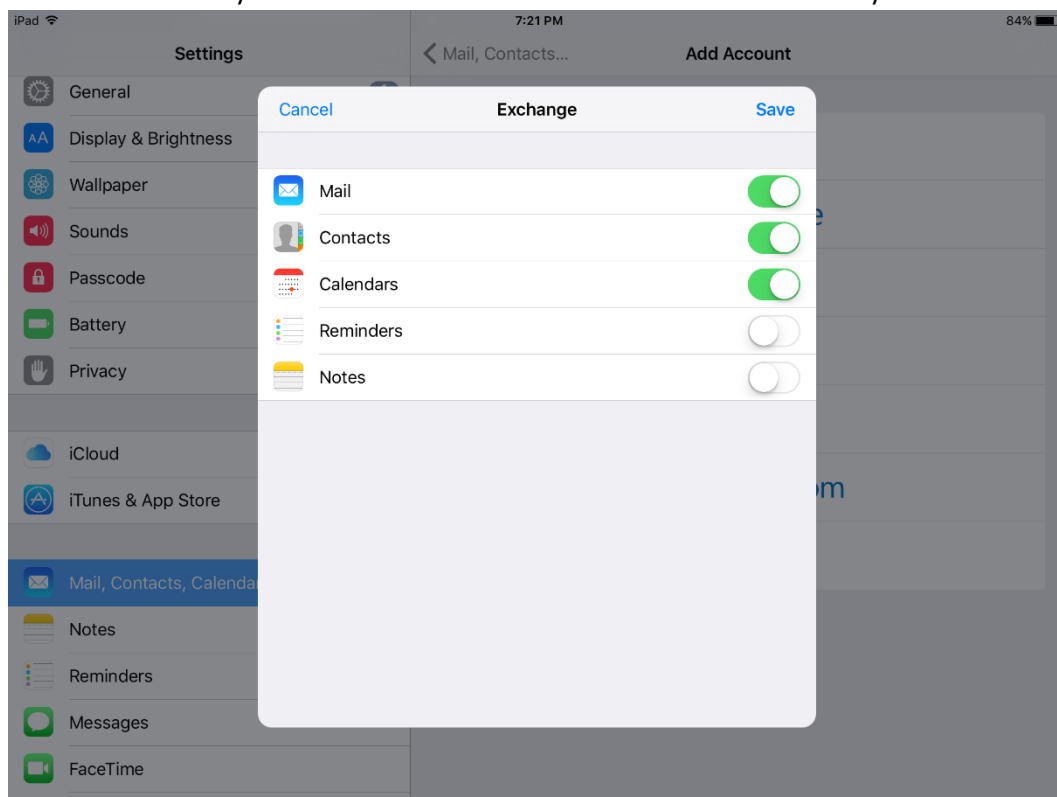
7. Enter your username in the form abc0001@mhs.vic.edu.au and compass password



8. If the following screen appears, enter outlook.office365.com as the server and your username in the form abc0001@mhs.vic.edu.au



9. Select the services you want to use and select save. You can now access you mail in the mail app.



10. You can now optionally delete the Netspace mail account from your iPad.