**Login to the Student Portal**

- Students log in to the Student Portal [http://portal.det.wa.edu.au](http://portal.det.wa.edu.au) with their allocated username and password.

Click the email and calendar icon in their Portal.

**Mail and Calendar services**

- Here students can send and receive email, create contacts and calendar items including tasks and meetings.
- The Options button allows users to adjust display options, create email rules and set a display theme.

**Calendar**

- To access the calendar, click the **Calendar** icon.
- The top left window will display your calendar with Today highlighted and any days with appointments or meetings marked by an outline box.

Select New to create a new entry.

**Mail**

- The left hand pane of the screen allows users to change the view.
- Students can create new folders.
- The middle pane allows students to create new email and manage existing mail.

**Mail**

- The left hand pane of the screen allows users to change the view.

**Tasks**

- To access tasks, click **Tasks** in the left hand side pane.
- Folders for tasks can also be created.
- Click **New** - a pop-up window will open where details of a new task can be added:

**Signing Out**

- Closing down the service properly is very important as it prevents anyone else accidentally accessing your email.
- Click **sign out** at the top right hand side of any screen.

**Help for Students**

- Students can access online help by selecting the help icon located in top right hand corner
- Students should seek help from their teacher, or designated staff member.