Accessing Emails (Office365)
Access Email Account

1. Open your browser at www.chc.edu.au and click on the ‘Student Portal’ link.

2. Click on the ‘Email’ button.
3. In the page that comes up, type in your email address in the Email box. Your email address will be your student number with a lower-case s in front and @chc.edu.au (e.g. s123456@chc.edu.au).

4. If this page appears, select ‘Work or school account’. If this page does not appear, go to the next step.
5. Type in your password provide by IT Support.

6. Once you logged in, click on 'Mail'.
7. When you first log onto your Office365 account, you will be asked to set the Language and Time zone. Set the Language to ‘English (United Kingdom)’ and Time zone to ‘Brisbane’. Then click on ‘Save’.

8. Once you finished with your Office365 Outlook, click on the User Profile Picture on the top right and select ‘Sign out’.

**Important Note:**

All correspondence with the college will need to be done through this account. Staff won’t respond to emails from external accounts, because they have no way of verifying the identification of the sender of an email from an external account.