

How to set up your student email account

Why you need to set up a University of Melbourne email account

All students are required to set up their free University email account. The account can be opened as soon as you have confirmed your enrolment.

Your university email account is the primary method of communication from the University. Failure to set up your University email account may result in missing out on important enrolment information and deadlines and notification regarding availability of subject materials, assessment details etc.

You will also use the username and password from your University email account to access some other online resources, such as reading guides, class notes, overheads, exam papers, the student portal and so on. Your username and password are also necessary to use the UniWireless wireless internet facility.

Once students have set up their account, it is possible to link it to an existing email account to eliminate the need to check a separate account.

Setting up the account

University email accounts are set up online.

- To begin the process, visit <https://accounts.unimelb.edu.au/manage>
- To verify your identity when setting up your student email account, you will need to enter your personal details including your library barcode number, which will be printed on your letter of offer.
- After you have successfully entered your personal details, you will proceed to a screen where you must select the account you wish to activate. You should choose the student email account option, rather than the Themis account option.
- It is important to make a note of your username before you proceed to the following screen, where you set your password. Instructions on the page will explain the criteria for the password you create to ensure it is sufficiently secure.
- New email accounts may take up to 24 hours to be fully activated after initial set up.
- Before you activate your account you should be aware that use of your email account is subject to the terms and conditions which are linked from the accounts set-up page.

Experiencing difficulties in creating an email account?

If you ever forget your password, or have any other difficulty accessing the account, you should reset the password using the process above.

For assistance in setting up your email account or linking your account to an existing address, contact Jack Fagan in the Melbourne Law Masters Office, or alternatively contact Craig Bannerman in the Law Library.

Jack Fagan

E: j.fagan@unimelb.edu.au

P: +61 3 8344 4692

Craig Bannerman

E: law-labhelp@unimelb.edu.au

P: +61 3 8344 8136

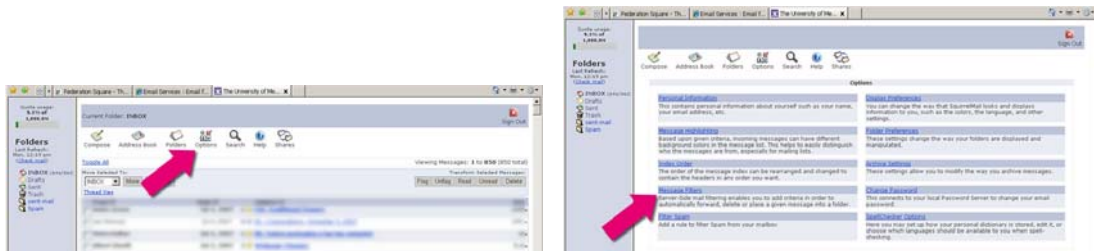
Accessing your student email

Student can access email on the web at <https://webmail.student.unimelb.edu.au/src/login.php> or via the student portal at <http://portal.unimelb.edu.au/> using your email username and password.

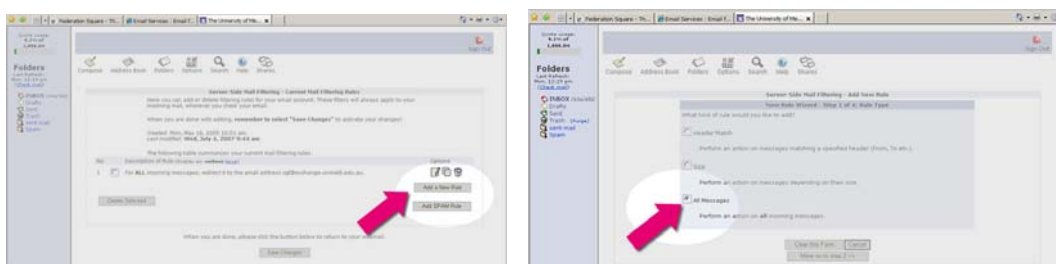
Accessing student email from an another email account

If you would prefer to read your student emails from a work or other email account, you can do so by configuring your student email to automatically forward emails to your preferred email address.

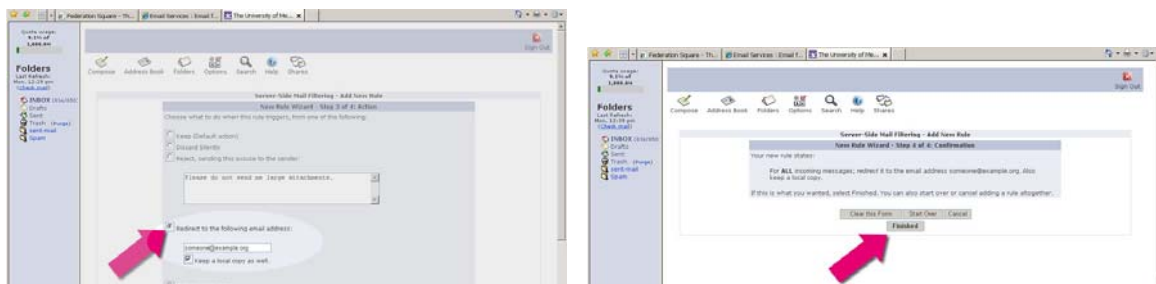
- Login to your University email account, and click the **Options** button near the top of the screen, then click the link for message filters.



- At this point, you should click the button to **Add a new rule**. You will now begin a 'New Rule Wizard' which will guide you through the next steps. Firstly, select the button to make your rule apply to **all messages**, then go to the next step.



- Next, click the button to **Redirect to the following email address** and enter the address you wish to have all your emails forwarded to. You may also like to check the box to **keep a local copy as well**, otherwise the messages will be deleted from your student email inbox once forwarded on. After entering the address, proceed to the next step. At this point, click the **finished** button.



- **Important!** Make sure you click **Save Changes** button after you click the **finished** button in the previous step.



- Note that you must remember to update this forwarding address if for any reason you wish to forward student email to a different account, such as when changing jobs.