

## Access and forward your student email

### About Student Email

You are issued with a student email address when you enroll.

In your student email you receive:

- messages from your tutor,
- notices from the library e.g. when your requests are available for collection,
- Scans to PDF you send from Ara printer / copiers.

### To access your student email address

1. Go to **My Ara** at <https://myara.ara.ac.nz/>
2. Click on **Mail** then **Outlook**



then




If prompted, log in with your student email address which is your **username@arastudent.ac.nz** and use your network / Moodle password.

3. Change the timezone. Scroll down to click on **+12 Auckland/ Wellington, New Zealand.**

Your inbox should then open.

### To forward your email to your preferred email address

1. Once in your inbox, select the **gear icon**  in the top right corner
2. Click on **Mail** which is under *My app settings*)
3. Then click on **Forwarding** from the left column
4. Fill in the email address to start forwarding to and select **Save**.

### For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : [library@ara.ac.nz](mailto:library@ara.ac.nz)