Accessing And Managing Your RUSU Club's RMIT Official Email/Mailbox

1. Club leader access is delegated **access.** This means you access the mailbox through your student email account -there is no direct log in or password. Only RMIT emails for actual people have log ins/passwords (such as for your student email).

2. The **easiest way to access the email** = when you have your student email open in web browser >Move cursor to your identifier in top right-hand corner of the window (image or initials)> left click on that >left click on "Open another mailbox" >enter the club email >select "Open" - the email will open in another window in your browser.

3. **NOTE** - **for info about adding the mailbox via the Outlook App on your phone, see at end of this emai**l (RMIT instructions don't work! Thanks to ACES for supplying instructions & graphic.

4. For the **full info about accessing the mailbo**x (noting #3 above) see https://rmiteduau.sharepoint.com/sites/Microsoft365-Support/SitePages/Adding-a-Shared-Mailbox.aspx

4. **If multiple leaders in your club have delegated access to the club email, it is VITAL for the group to have a clear and agreed system for managing the email. Without this,** it will get very messy, and your club will be disadvantaged, set up folders and Outlook rules that make sense for your group. block spam (you will get a lot). Review system/adherence as necessary.

5. **Club emails do not have access to a SharePoint** – you can access a SharePoint through your club's MS Team instead.

6. **Do not feel obligated to respond to every external "offer" you receive** - most will not be worth the effort. If externals are or become too demanding, just block them.

7. **Do respond to RMIT "offers"** – even if only to thank them for the invitation but to advise that the club is not able to participate this time (or whatever is relevant).

8. **Please notify me or our central rusu.clubs@rmit.edu.au email if your club email receives abusive or inappropriate emails** - the quicker we respond to these, the easier it will be to sort them out (true for most problems!)

9. **Contact me about email tech issues or if President wants me to update access. RUSU** Clubs staff create and "own" the club emails - RMIT IT won't help you 🙂

1. Right click the account name that has access (your student account)
2. Select "Add shared mailbox or folder"
3, Enter the club email name e.g. aces@rmit.edu.au
4. Press Add
5. The club account will be listed in the list of folders in your student account under "Shared with me"