



8 May, 2006

Dear Student,

RE : EMAIL CORRESPONDENCE

As previously advised La Trobe University will use email correspondence as the primary method of contact with students via official La Trobe University student email accounts.

It is important that students note this significant change away from traditional paper-based correspondence methods. In particular, we advise that correspondence sent via email to official La Trobe University student email accounts will be deemed to have been received by the student.

Students who have previously set up a confidential email account (i.e. other than using their official La Trobe student email account) must note this arrangement will come into effect 8 May 2006 and all future communication will be sent to the official La Trobe student email account only.

Further information regarding accessing your student email account can be found at <http://www.latrobe.edu.au.au/email> If you have difficulty accessing the student email facilities, please read the webpage details carefully to ensure you have followed the instructions correctly before seeking further assistance from staff in the study halls at your local campus. This webpage also provides instructions on how to forward your official La Trobe student email account to another email address if you wish.

Yours sincerely,

Alene McGowan
Student Records Manager