

TAFE SA webmail

Study Guide

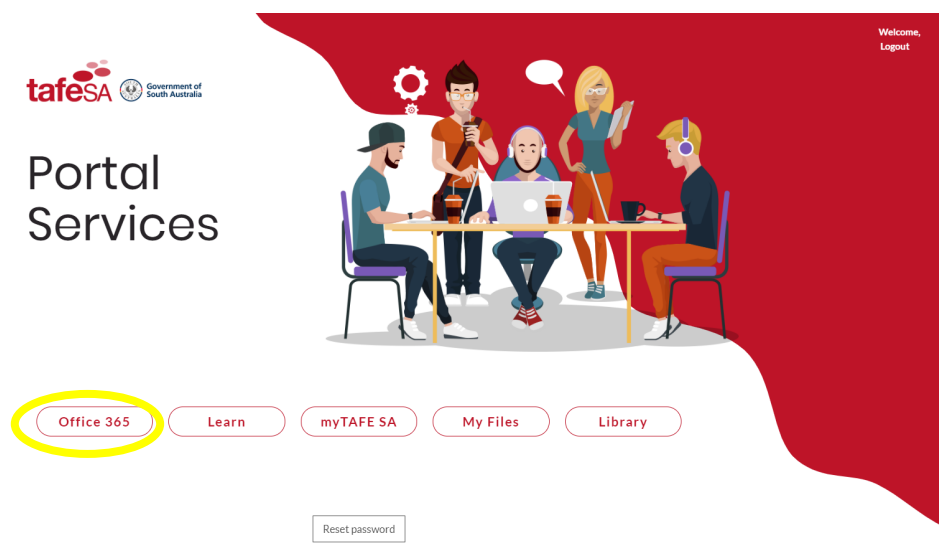


All current TAFE SA students automatically receive an **Office 365** webmail account. Your email account can be accessed from the **TAFE SA Portal** at <http://portal.tafesa.edu.au>, or by clicking on the **Portal** link at the top of the TAFESA webpage.

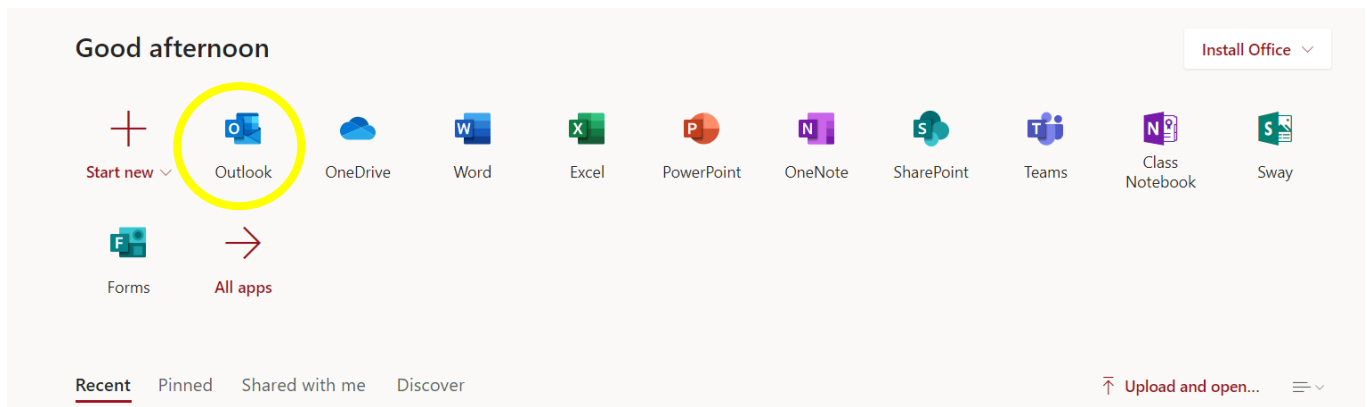


To sign into the Portal, use the same login you use to sign into TAFE SA computers, i.e. your TAFE SA email address - **firstname.familyname@student.tafesa.edu.au** - and your password. If you have never signed in before, your initial password will use your birthdate preceded by **Aa@**, i.e. **Aa@ddmmyyyy**. For example, if your birthdate is 27th July 1994 your initial password will be **Aa@27071994**. The first time you login, you will be prompted to set a new password.

Once you've logged in to the Portal, click **Office 365**:



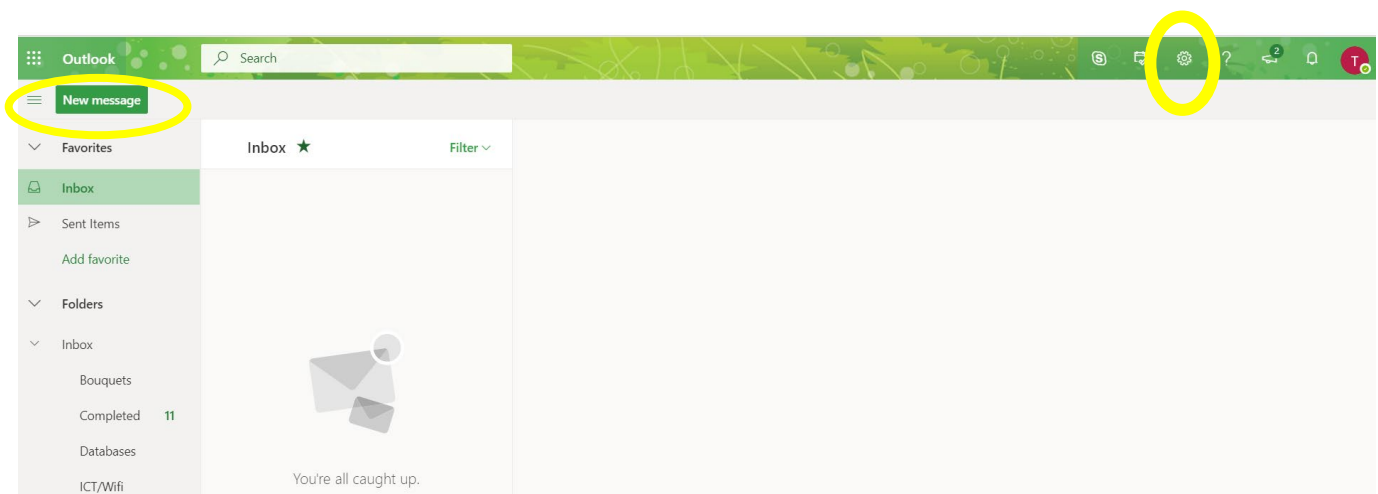
Then click **Outlook**:



The first time you login, you may need to set some settings (e.g. time zone), then your email will open.

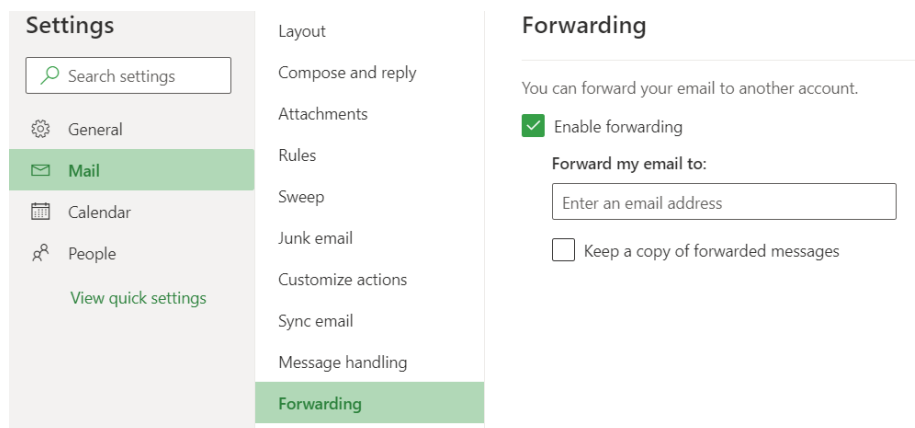
To send an email click **New message**:

Click the cog to see the **Settings** menu:



You may wish to automatically redirect your TAFE SA emails to another email address, such as your home email. To do this:

- Click on the **Settings** cog symbol
- Scroll down to **View All Outlook Settings** and click on **Mail**
- Click on **Forwarding**
- Check **Enable forwarding**
- Enter the email address that you would like to forward to



Lecturers generally prefer to receive your emails from your TAFE SA email account.