![NSW Government TAFE NSW logo]

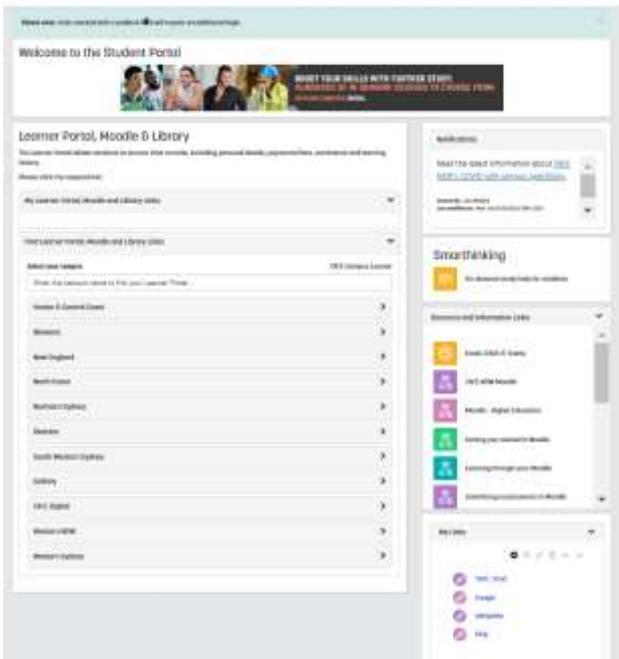## Accessing TAFE NSW's Digital Services – How to Access My TAFE NSW Email
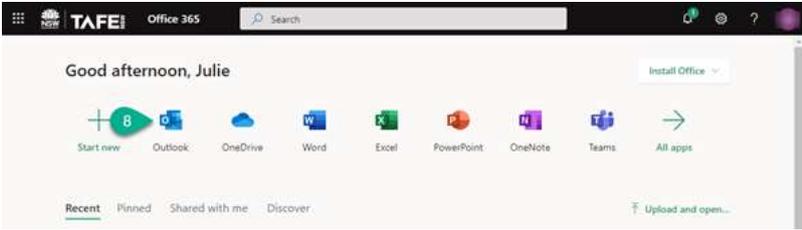
Purpose

This Quick Reference Guide, sets out the steps that TAFE NSW students can take to access their TAFE NSW Email Account (firstname.lastname@studytafensw.edu.au)

Background

The TAFE NSW email address is used by TAFE NSW to confirm eligibility of Students for access to the Student and Learner Portal and a number of other resources used to deliver connected learning. The TAFE NSW email address is also used as the primary means of written communication with Students.

Accessing Your TAFE NSW Email Account

Action	Screenshot
Open a new window and go to my.tafensw.edu.au	
Enter your User ID (firstname.lastname), and your password then click on the Log in button. If you see a message about conditions to use the site, choose I agree to continue. The Student Portal Home Page will display	

Action	Screenshot
To access your TAFE NSW Email Account, select the Email, O365 & Teams Icon. The Microsoft Outlook Screen will display. Click on Yes to stay signed in.	
The Microsoft Outlook Home Screen will display.	
Select the Outlook Icon to access your email. Note – If this is your first time using Outlook you may be asked for more information. Use the drop down boxes to select your preferred language, and current time zone and then click Save.	

For More Information

A number of checklists and guides are available on TAFE Internet to support you in accessing the virtual classroom and related technologies. These include –

- How do I install Office 365 applications; and
- Welcome to your TAFE NSW Office 365 account

If you are experiencing difficulties with accessing your TAFE NSW Email Account, please –

- call the TAFE NSW Student Technology Service Desk on 131601 and follow the prompts; or
- lodge an enquiry using the Get Technology Help Form.

Students who may be deaf or hard of hearing, can also seek assistance through the National Relay Service.