

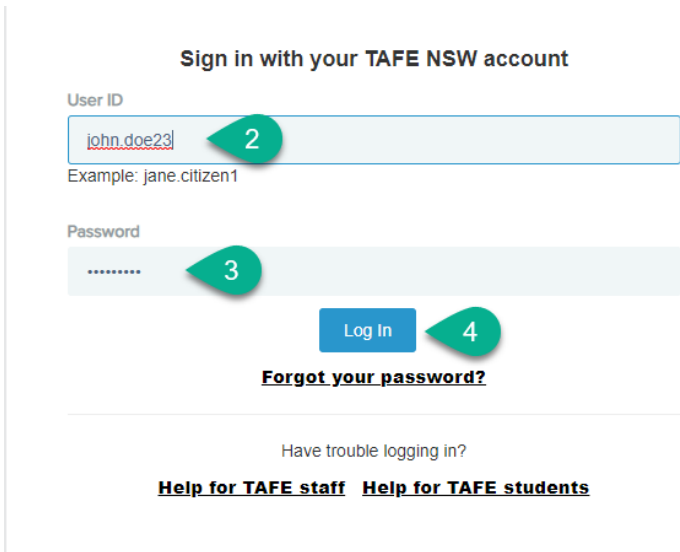
How to Access my Email

Description:

This Knowledge Article is aimed at current TAFE NSW students to assist them accessing their TAFE email. (firstname.lastname@studytafensw.edu.au)

Solution:

Option 1 – Log into your Student Portal

<p>1. Open a new window and go to my.tafensw.edu.au</p>	
<p>2. Enter your User ID (firstname.lastname)</p> <p>3. Enter your password</p> <p>4. Click Login</p>	 <p>The screenshot shows the login interface for a TAFE NSW account. At the top, it says "Sign in with your TAFE NSW account". Below this are two input fields: "User ID" and "Password". The "User ID" field contains the text "john.doe23" and has a green callout bubble with the number "2" pointing to it. Below the "User ID" field is an example: "Example: jane.citizen1". The "Password" field contains several dots and has a green callout bubble with the number "3" pointing to it. Below the password field is a blue "Log In" button with a green callout bubble with the number "4" pointing to it. Below the "Log In" button is a link that says "Forgot your password?". At the bottom of the page, there is a link that says "Have trouble logging in?" followed by two links: "Help for TAFE staff" and "Help for TAFE students".</p>

5. Click **Email** under Resource and Information Links

Home

Please note: Links marked with a padlock (🔒) will require an additional login.

Welcome to the Student Portal

Your gateway to learning resources and student information.

Learner Portal, Moodle & Library

The Learner Portal allows students to access their records, including personal details, payments/fees, enrolments and learning history.

Please click the required link:

My Learner Portal, Moodle and Library Links

Find Learner Portal, Moodle and Library Links

Select your campus TAFE Campus Locator

Enter the campus name to find your Learner Portal...

- Hunter & Central Coast
- Illawarra
- New England
- North Coast
- Northern Sydney
- OTEN
- Riverina

Announcements

Unread | Read

Information for students about COVID-19

[Find out the latest information.](#)

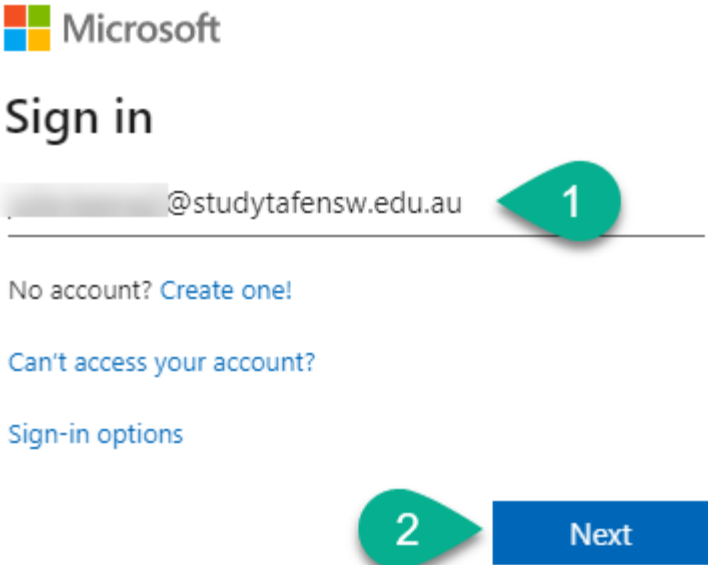
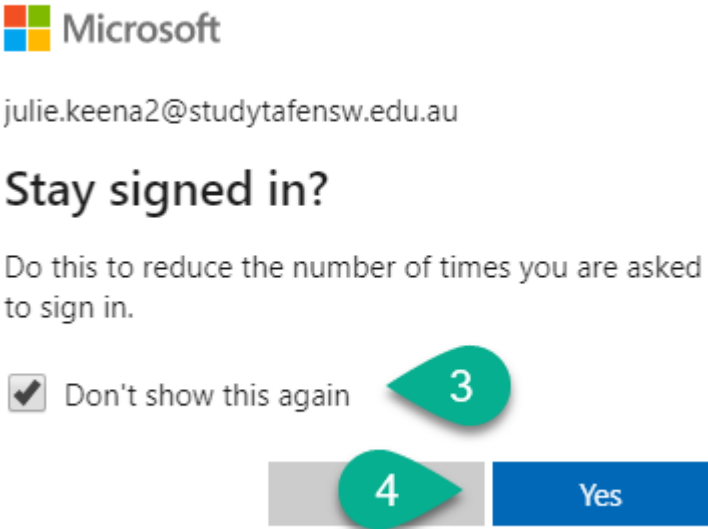
Studiosity

On-demand study help for students

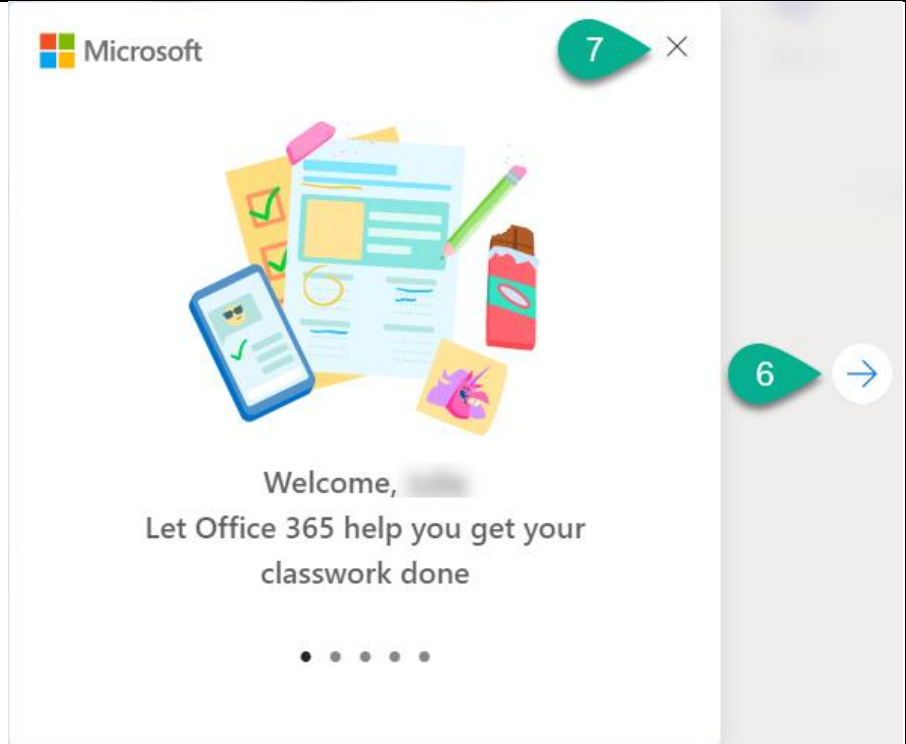
Resource and Information Links

- Email 5
- SkillsLocker
- Bridgit
- LinkedIn Learning

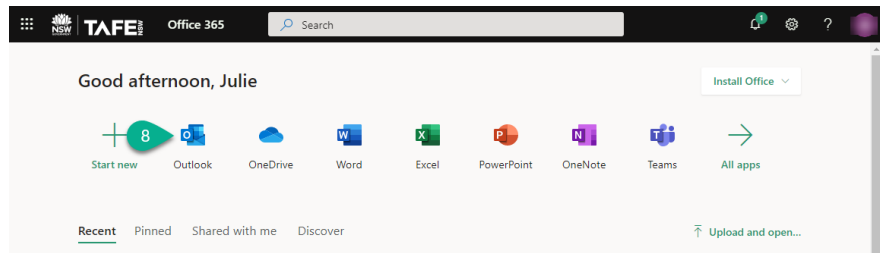
Option 2 – Log into Office.com

<ol style="list-style-type: none">1. Open a new window and go to office.com2. Click Next	 <p>Microsoft</p> <h3>Sign in</h3> <p>.....@studytafensw.edu.au</p> <p>No account? Create one!</p> <p>Can't access your account?</p> <p>Sign-in options</p> <p>Next</p>
<ol style="list-style-type: none">3. If you are on a personal device tick "Don't show this again"4. Click Yes	 <p>Microsoft</p> <p>julie.keena2@studytafensw.edu.au</p> <h3>Stay signed in?</h3> <p>Do this to reduce the number of times you are asked to sign in.</p> <p><input checked="" type="checkbox"/> Don't show this again</p> <p>Yes</p>

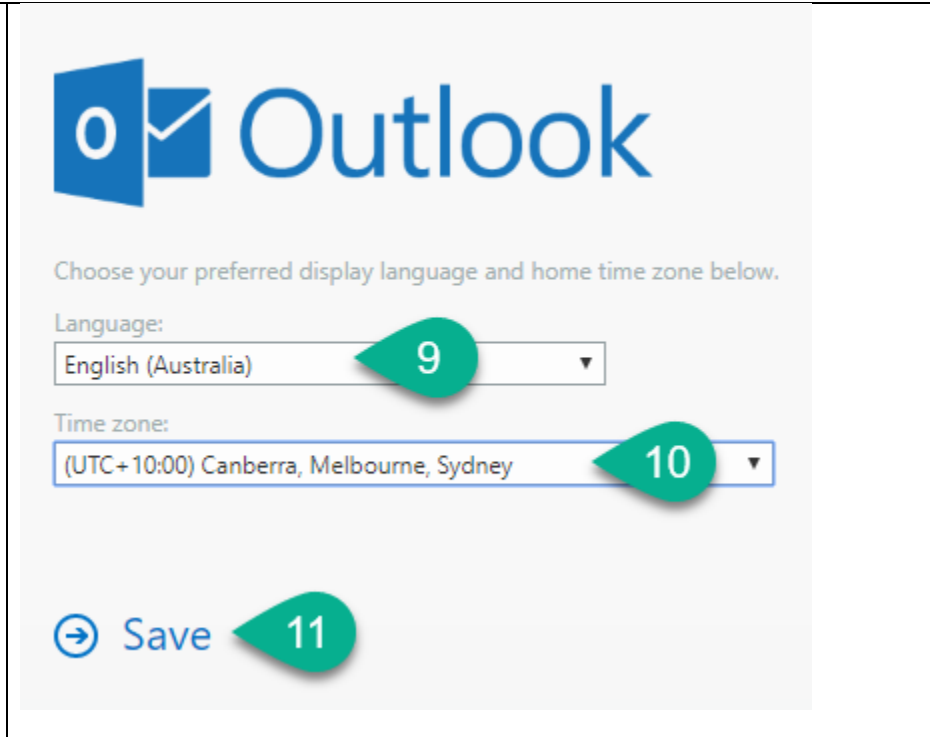
5. If this your first time logging into office.com you will see a Welcome wizard
6. You can click the -> to view the wizard
7. If you don't want to go through wizard you can click X to close it



8. Click on **Outlook** to access your email



9. Select your preferred language
10. Set your time zone
11. Click **Save**



For More Information

If you are experiencing difficulties with accessing Microsoft Office, Outlook or Email - Call the TAFE NSW ICT Student Support Service Desk on 131601. Select option 1 for Technology Support, then option 2