

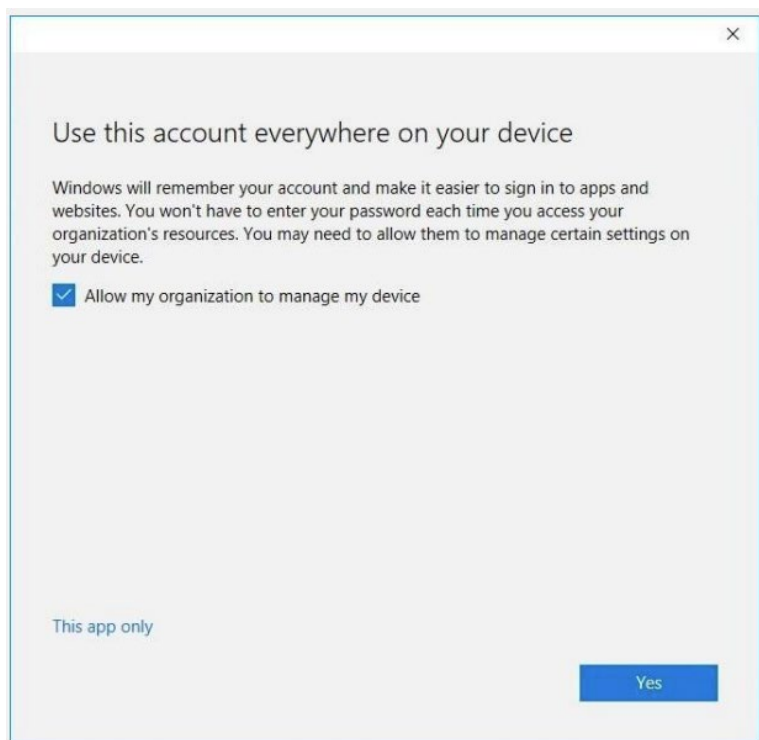
How to remove a personal device from TAFE Microsoft Management

Description

TAFE Students with a TAFE email i.e. @studytafensw.edu.au may be prompted to "*Stay signed in to all your apps*" or "*Use this account everywhere on your device*".

This default Microsoft setting enables easy access to all Microsoft Apps on a device but can be confusing when it appears on your personal non-TAFE provided PC or Phone.

This setting does not change anything on the device, other than the signed-in account on Microsoft Apps - this may change the default save location and make it challenging to open documents that may have permissions set up for your original personal account i.e. non-TAFE domain email address.



If you accidentally clicked "*Allow my organisation to manage my device*" or would like to remove the device from TAFE Microsoft Management, please follow the steps below.

Solution 1

Follow the instructions to [remove a device from your Microsoft account](#).

HINT: Log in using your TAFE Microsoft account (@studytafensw.edu.au).

Solution 2

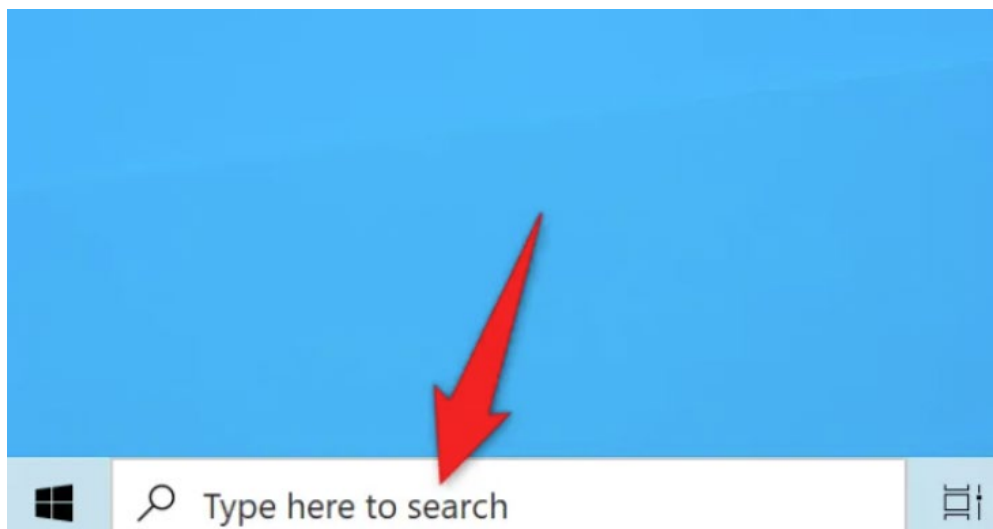
Follow the instructions for [adding or removing accounts on your PC](#) to remove the TAFE account.

Solution 3

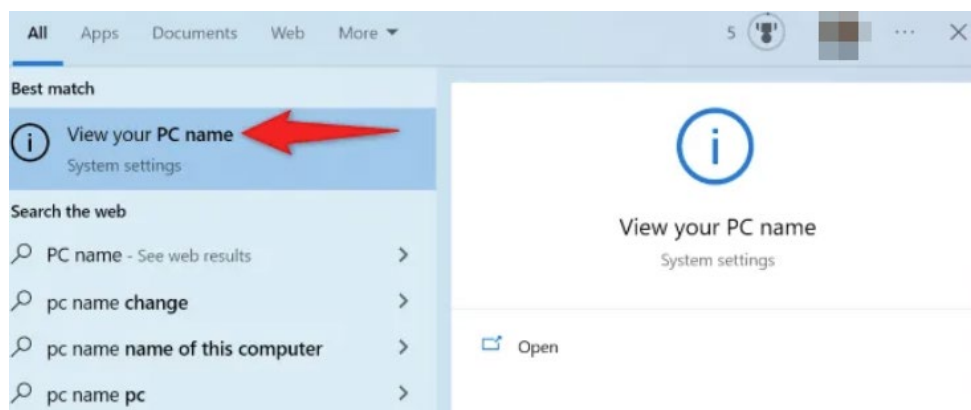
If the above options fail, please contact the IT Service Desk on 131 601 > Option 2 > Option 3 to raise an IT Ticket, requesting the device be removed from TAFE Microsoft Management.

Please ensure to provide your personal device name:

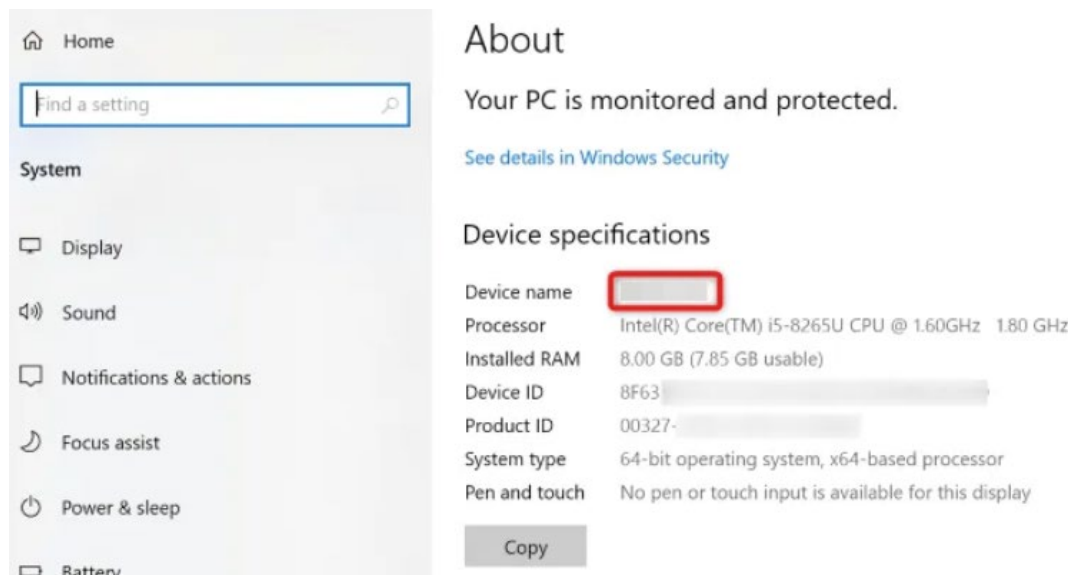
- **On a PC:** [Windows' search box](#) helps you find your machine name in addition to finding other resources. To use it, in your screen's bottom-left corner, click the search box and type "PC name".



In the search results, select "**View Your PC Name.**"



Next to "**Device Name**," your computer name is listed.



- On an iPhone: Go to **Settings > General > About > Name**



Note: You *cannot* remove TAFE Microsoft Management from a *TAFE-provided device*.

Outcome

Your device should no longer be TAFE managed; however, you may be prompted again when you log in to an installed (not web-based) Microsoft Application on the device.

Need further help?

Please contact the Service Desk on 131 601 or check out the [Technology for Learning Lib Guides](#) for more handy tips to get you back working faster.