



TAFE NSW LIBRARY SERVICES

USING YOUR STUDENT EMAIL

February 2022



TAFE
NSW

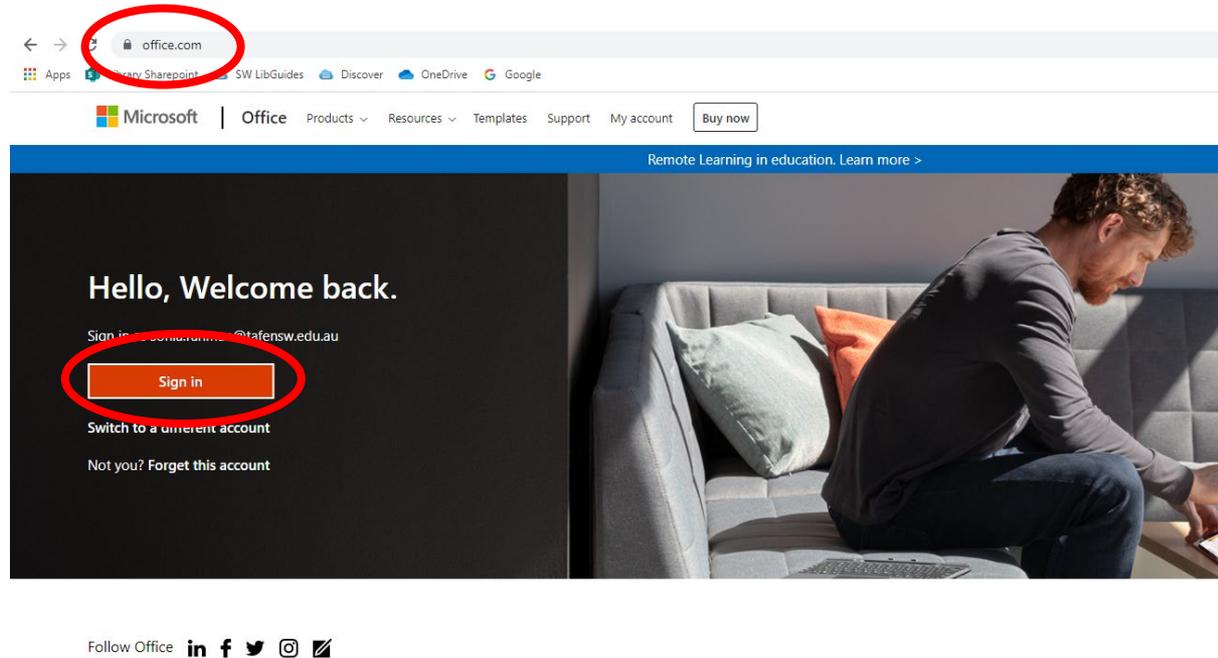
USING YOUR STUDENT EMAIL

- Every student has a free TAFE NSW email account
- TAFE NSW email accounts use Office 365 Outlook
- Your TAFE NSW address will be **username@studytafensw.edu.au**
- Access your TAFE NSW email account through Office.com
- More information about [access to TAFE NSW systems and resources after leaving TAFE NSW](#)

ACCESSING OFFICE.COM

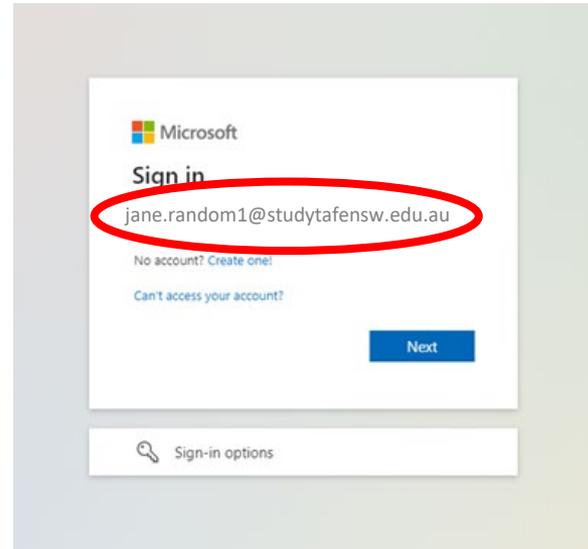
Follow these steps:

Go to office.com and Sign in



SIGN INTO OFFICE.COM

Enter your TAFE email address
username@studytafensw.edu.au



THE STUDENT PORTAL LOGIN PAGE:

Sign in with your TAFE NSW account

User ID
Enter your username
Example: jane.citizen1

Password
Enter your password

Log In

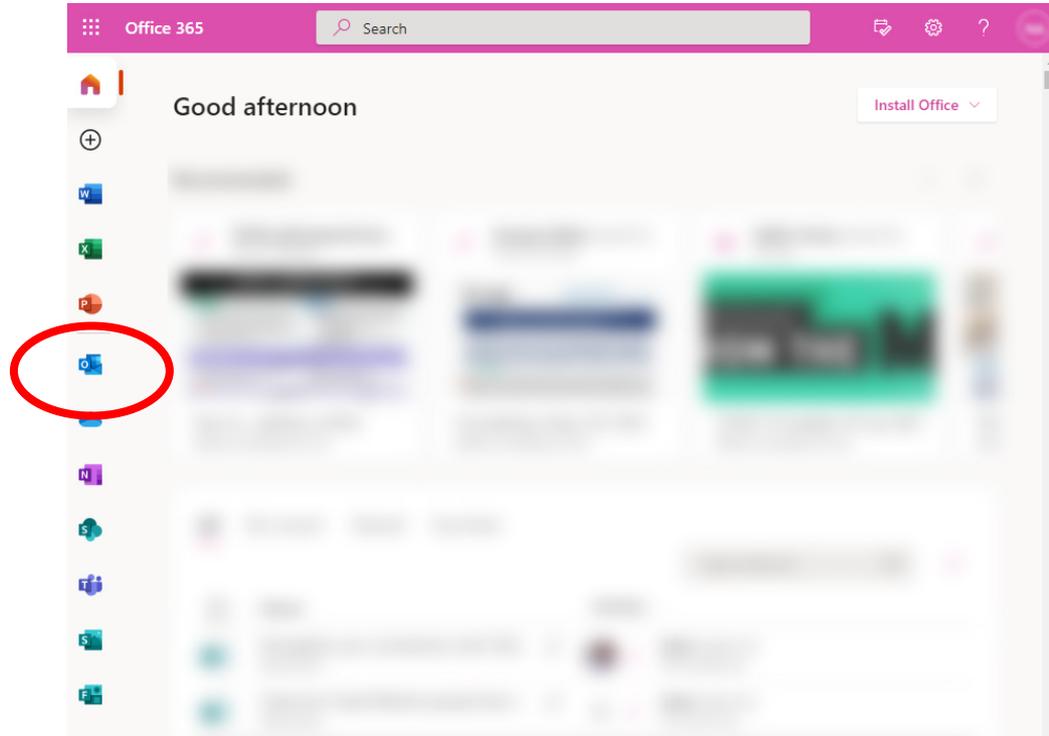
[Forgot your password?](#)

Have trouble logging in?
[Help for TAFE staff](#) [Help for TAFE students](#)

If you are having trouble, try this [guide](#) to help you access the [TAFE NSW Student Portal and your Learner Portal](#)

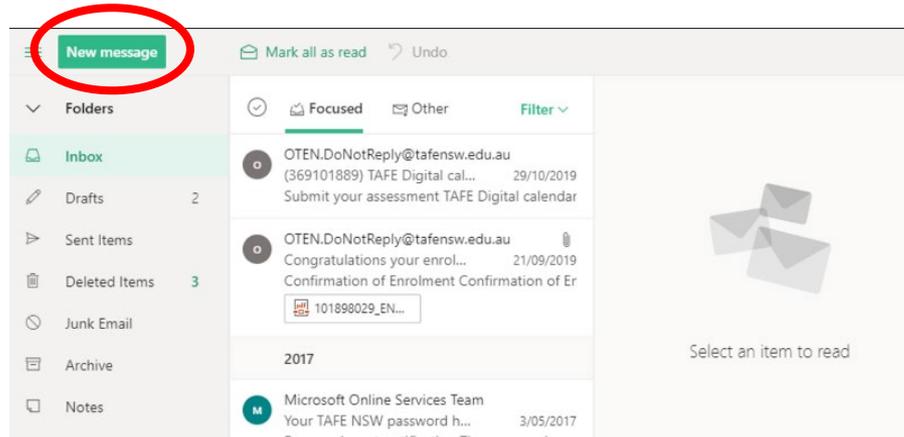
ACCESSING OUTLOOK

Click on the **Outlook icon**  to access your email



INSIDE YOUR INBOX

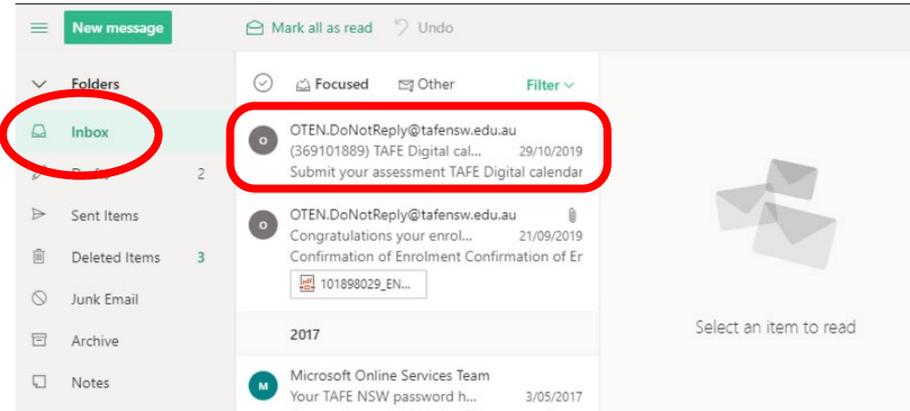
Click on **New Message** to start writing an email



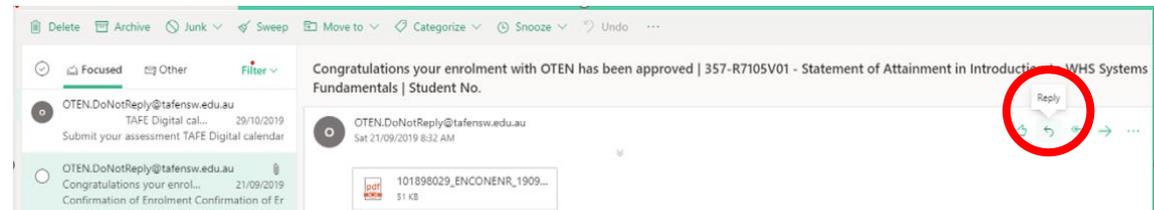
INSIDE YOUR INBOX

Click on the **Inbox** to display your emails

Click on an email to open and read it



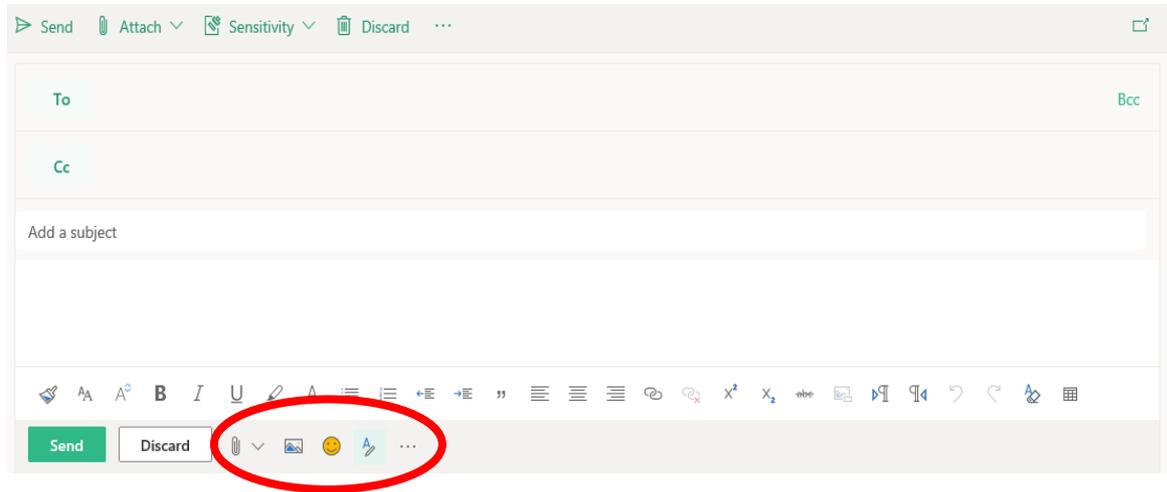
Click on the **Reply**  icon to reply to an email



INSIDE YOUR INBOX - TOOLS

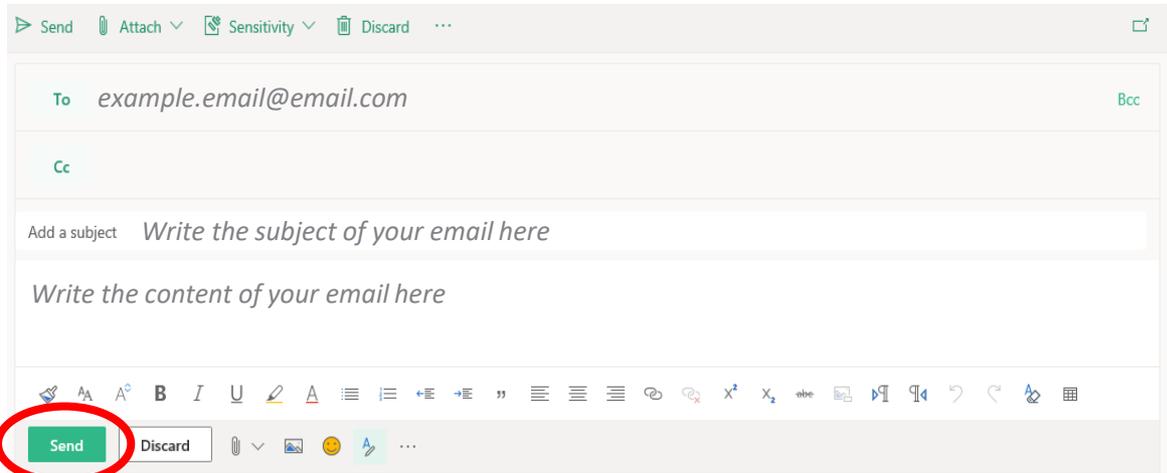
When you compose a new message or reply to a message, you can use the tools at the bottom of the screen to:

-  **Attach files**
-  **Insert pictures**
-  **Set importance and more**



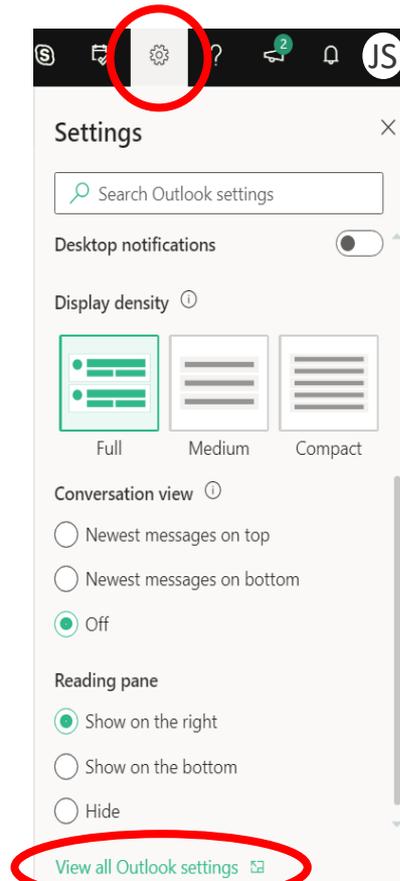
INSIDE YOUR INBOX - TOOLS

When you have finished writing your email click **Send**



FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT

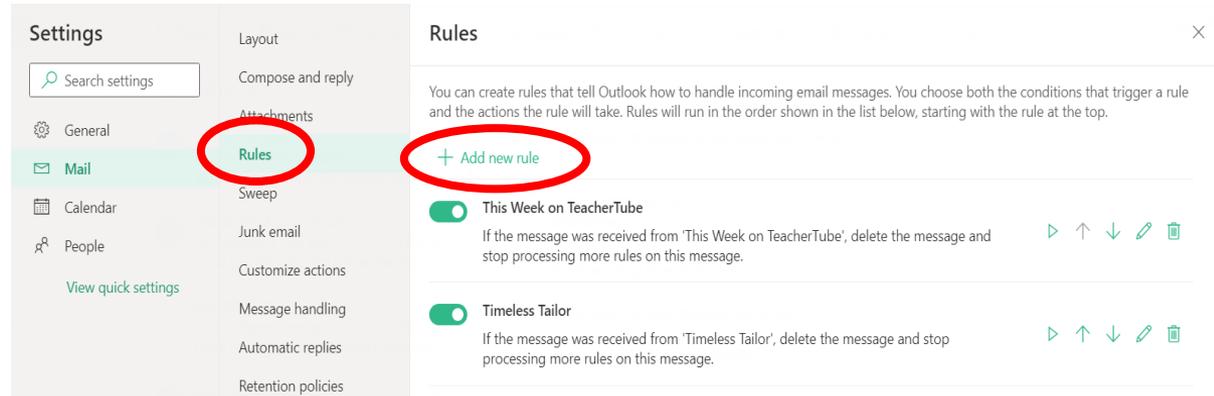
Click on **Settings**



Then scroll down and click **View all Outlook settings**

FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT

At the next screen, select **Rules** and **Add New Rule**



The screenshot displays the Outlook Settings interface. On the left, the 'Settings' pane is open to the 'Mail' category, with the 'Rules' option highlighted in green and circled in red. The main content area shows the 'Rules' configuration page. At the top of this page, the '+ Add new rule' button is circled in red. Below this, two existing rules are listed: 'This Week on TeacherTube' and 'Timeless Tailor'. Each rule has a toggle switch, a description of its conditions and actions, and a set of icons for editing, deleting, and reordering.

FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT

Follow these steps:

Name your rule. e.g. Forward emails

Rules ×

- 1 Forward emails
- 2 Add a condition
Select a condition
- 3 Add an action
Select an action
[Add an exception](#)

Stop processing more rules ⓘ

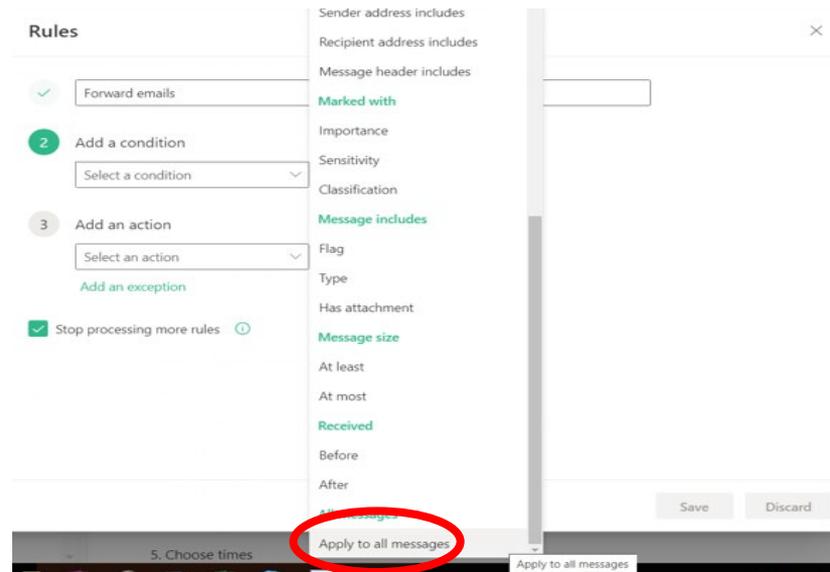
Save Discard

FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT

Follow these steps:

Add a condition

Select **Apply to all messages**



FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT

Follow these steps:

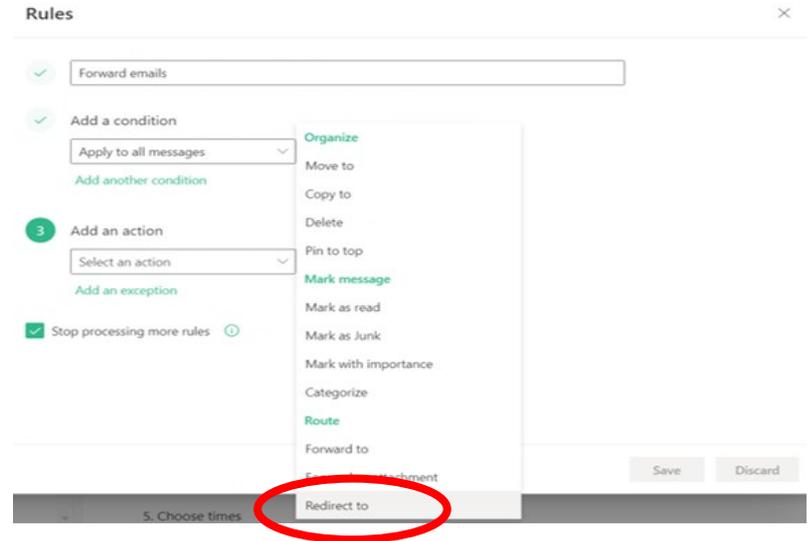
3 Add an action

Add an action:

Redirect to

Add another action

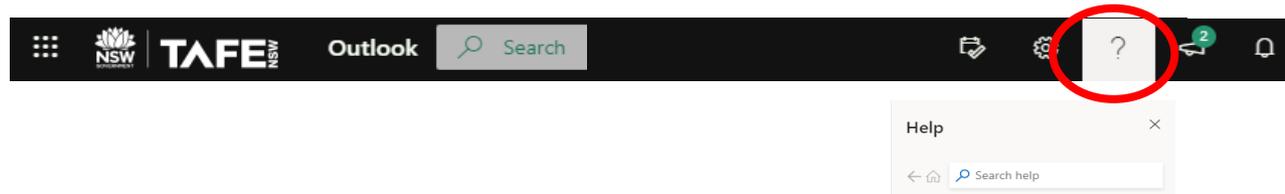
Select **Redirect to** and enter the email address you want your emails be sent to e.g. *your private email address*.



WHAT ELSE CAN I DO WITH MY TAFE NSW EMAIL ADDRESS?

- **Save** an email address into **My contacts**
- **Import/Export** my **contacts** into other email accounts
- **Where can I find out how to do this?**

Office 365 Outlook help – look for the question mark icon on the banner



FOR MORE HELP

Contact your local [TAFE NSW Library](#)



THANK YOU
