

# TAFE SA webmail

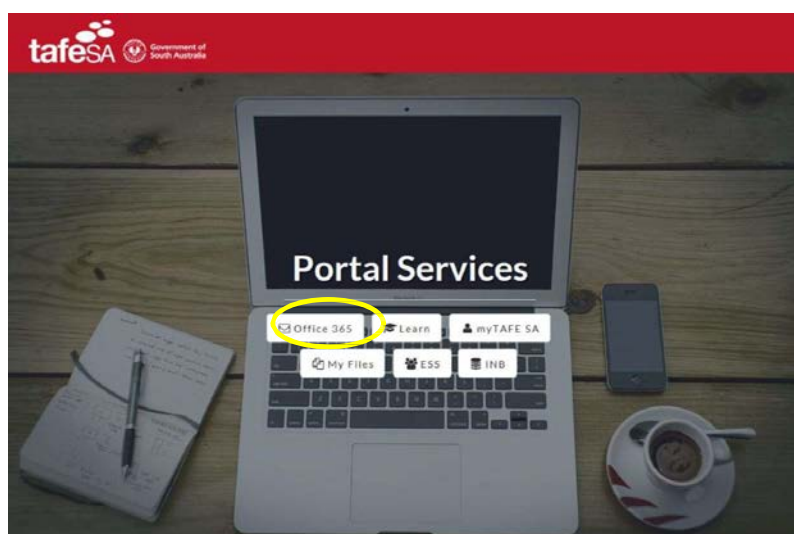
## Study Guide

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.

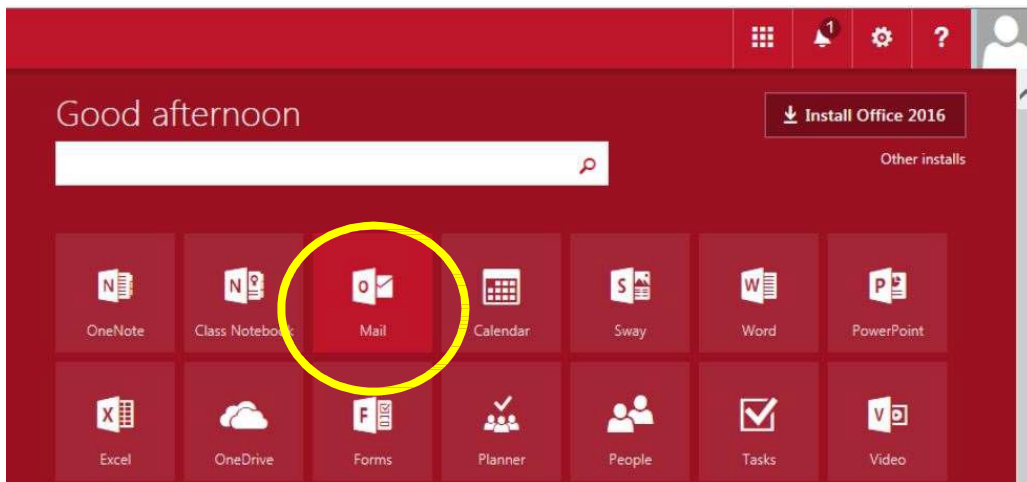


To sign into the Portal, use the same login you use to sign into TAFE SA computers, i.e. your TAFE SA email address - `firstname.familyname@student.tafesa.edu.au` - and your password. If you have never signed in before, your initial password will use your birthdate preceded by Aa, i.e. Aaddmmyyyy. For example, if your birthdate is 27 July 1994 your initial password will be Aa27071994. The first time you login, you will be prompted to set a new password.

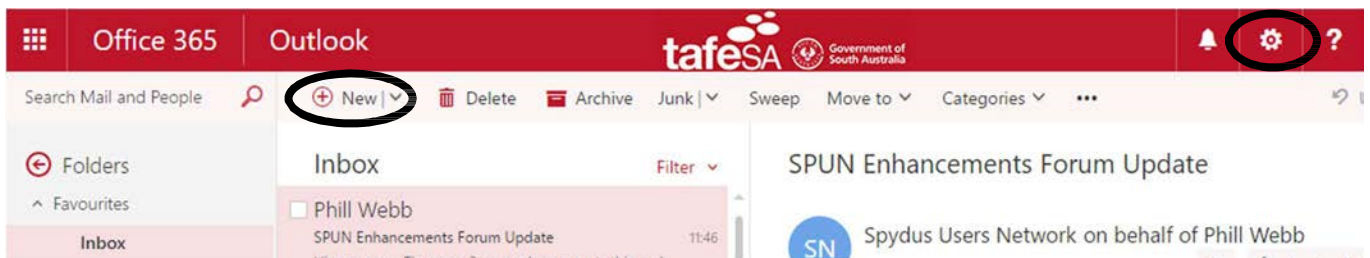
Once you've logged in to the Portal, click Office 365:



Then click Mail:



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:



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 Your app settings and click on Mail
- ☐ On the left menu, under Accounts, click on Forwarding
- ☐ Check the radio button Start forwarding
- ☐ Enter the email address that you would like to forward to
- ☐ Click Save