

TAFE SA webmail

Study Guide

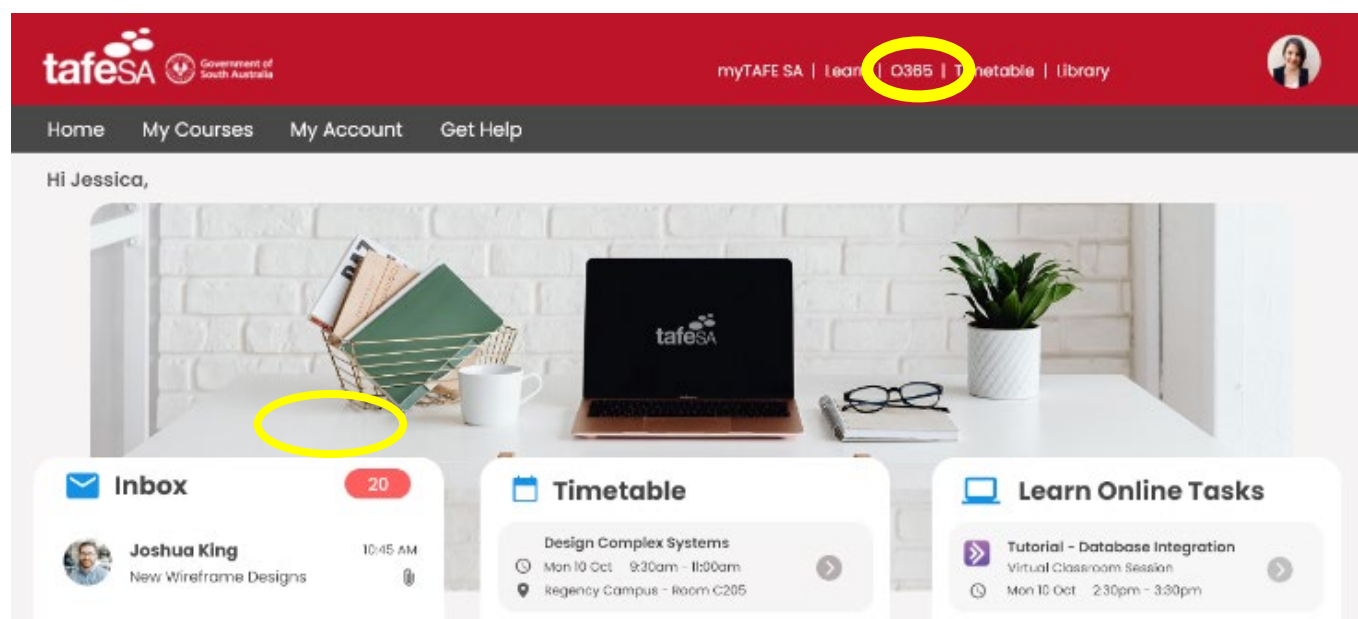


All current TAFE SA students automatically receive an **Office 365** webmail account. Your email account can be accessed from **MyTAFESA** at <https://mytafesa.tafesa.edu.au>, or by clicking on the **MyTAFESA** link at the top of the TAFESA webpage.



To sign in, 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. **Aa@ddmmyyyy**. For example, if your birthdate is 27th July 1994 your initial password will be **Aa@27071994**. The first time you login, you will be prompted to set a new password.

Once you've logged in to MyTAFESA, click **O365** at the top of the page:

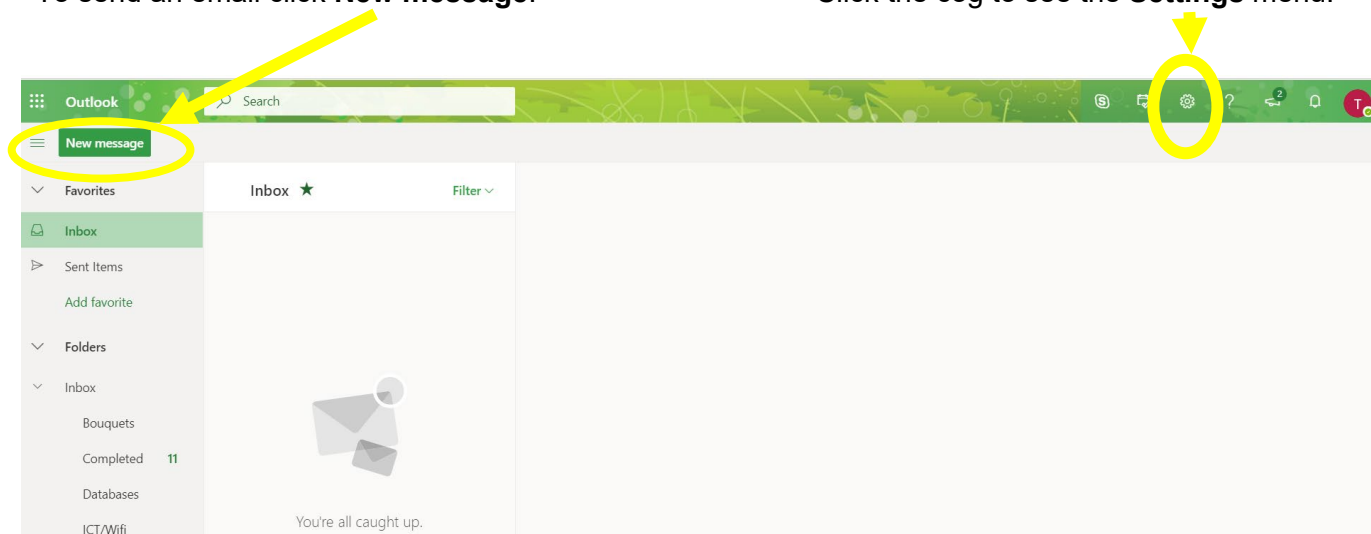


Then click **Outlook** on the side menu.

The first time you login, you may need to set some settings (e.g. time zone), then your email will open.

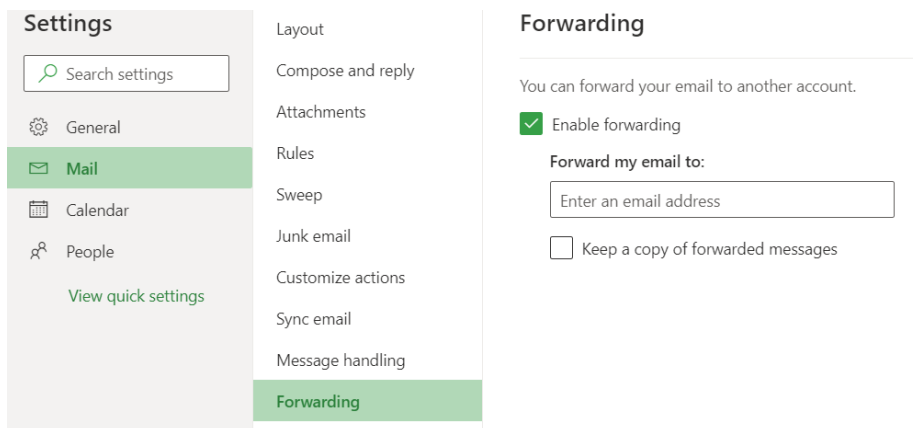
To send an email click **New message**:

Click the cog to see the **Settings** menu:



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 **View All Outlook Settings** and click on **Mail**
- Click on **Forwarding**
- Check **Enable forwarding**
- Enter the email address that you would like to forward to



Lecturers generally prefer to receive your emails from your TAFE SA email account.