OFFICE 365- First time User Login

If you’ve never logged into Office365 (Student Email), when you log into Office 365 for the first time, you will be required to verify your mobile number and/or email address in case you forget your password. If your mobile number or any other details listed online are incorrect, please log out and go to Student Services.

1. Either type in https://outlook.office365.com/ or go through the link on the North Metro TAFE website.
2. Login with your username and password:
   Note: If you’ve logged in on campus or into Office 365 before, do not use the default password listed below but the one you’ve created.
   Username: student id, e.g. J123456, V123456 OR 2000325
   Password: Tafe+dateofbirth, e.g. Tafe23011982
3. You’ll then go to either screenshot below, requesting you verify your details. Select either Next, or Set it up now:

4. You may find your mobile number or email address is automatically added. We would recommend supplying a personal phone and email address that you can access at any time. Remember these will be used to recover your password if you forget it.
   If either a phone number or email address has been added automatically, it will be shown like in the screenshot below. Select Verify or Set it up now to add in a phone number or email.
5. For phone, select **Australia** from the dropdown list, then select **text me**

![Verification phone interface](image)

A text is sent to your mobile with 6 numbers. Enter the numbers then select **Verify**

![Verification phone interface](image)

6. For email, after selecting **Verify** or **Set it up now**, enter your personal email address. A code will be sent to your email. Without closing the Office 365 verification page, open your email to retrieve the code, and input the code into Office 365.

![Verification email interface](image)

7. Select **Finish** to complete the verification process.

8. Next, you’ll be asked to select the language and region settings. Select the following:
   - **Language:** English (Australia)
   - **Region:** 08:00 Perth

   Press **save** or **OK** to go to the next screen and open your email account.
How to change your password within Office 365

1. If you can login to Office 365 but would like to change your password, select the cog symbol located in the top right corner to open the Settings drop down menu.

![Settings drop down menu]

2. Type **Change password** then select **Password**, as you can see on the screenshot below.

![Change password](image)

3. Type in your old password, then type in a new password twice to confirm it.

   **Password requirements:**
   Your password must have at least:
   - 8 characters,
   - 1 uppercase letter,
   - 1 lower case letter,
   - and 1 number.
   The password can’t be one you’ve already used and it cannot include any part of your name.

   **After changing your password successfully it will be used for ALL TAFE systems.**

4. Press **Submit** to change your password.
Forgotten your password?

Here’s how to reset it.

1. Go to https://outlook.office365.com/ or go through the Student Portal to access the link.

2. Select can’t access your account, then Work or School Account.

3. Type in your email address in this format, studentid@tafe.wa.edu.au, e.g. J345434@tafe.wa.edu.au, V345434@tafe.wa.edu.au OR 2000326@tafe.wa.edu.au
   Then type in the character’s listed above the second field box.

4. You have the option of using your email address or mobile to get the verification code to reset your password. These steps show how to reset your password by mobile.
   After selecting the second option (text my mobile phone), type in your mobile number and then select text.
5. You will receive a 6 digit number code on your mobile.

    Enter the code then select **Next**.

6. **Enter** a new password.

    **Password requirements:**
    Your password must have at least:
    - 8 characters,
    - 1 uppercase letter,
    - 1 lower case letter,
    - and 1 number.
    The password can’t be one you’ve already used and it cannot include any part of your name.

    **After changing your password successfully it will be used for ALL TAFE systems.**

7. **Select Finish** to finish resetting your account.
Need to change your contact details?

1. Follow the following link:
   
   https://account.activedirectory.windowsazure.com/passwordreset/Register.aspx

2. Type in your student email

3. Type in your student email (or just enter ID number) and password

4. You’ll come to a familiar screen. Select **Change** to change your mobile number or email address as required then select ‘looks good’ to confirm.