

# OFFICE 365- First Time User Login

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.

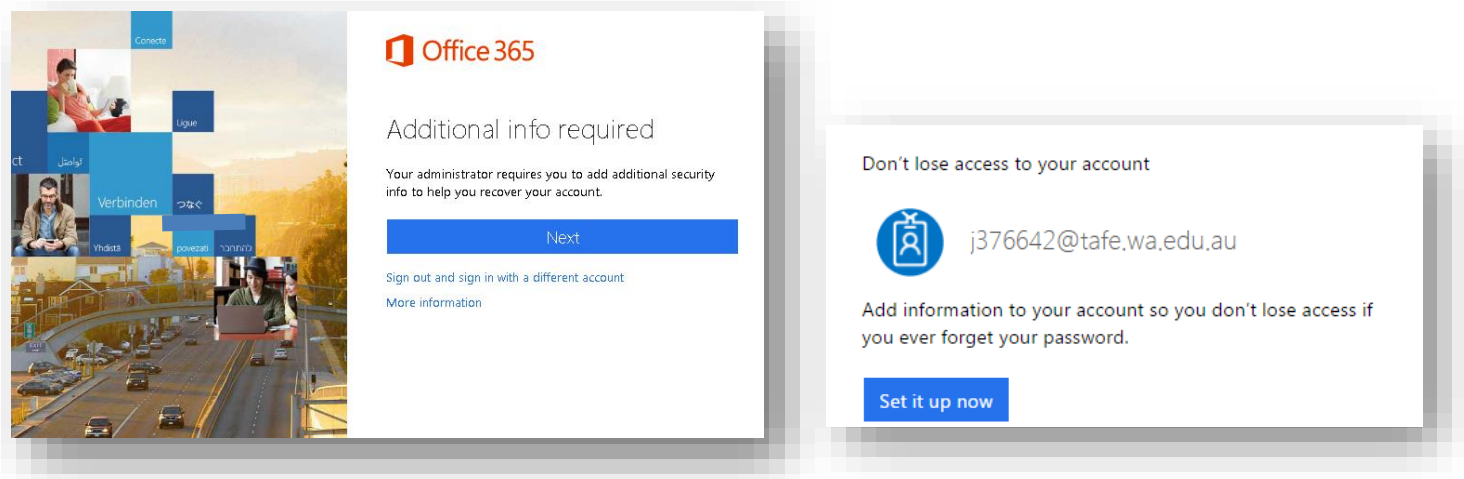
1. Either type in <https://outlook.office365.com/> or go through the link on the North Metro TAFE website.
2. Login with your username and password:  
Note: If you've logged in on campus or into Office 365 before, do not use the default password listed below – use the one you've created.

**Username: studentid@tafe.wa.edu.au**

(e.g.s. J123456@tafe.wa.edu.au, V123456@tafe.wa.edu.au OR 2000325@tafe.wa.edu.au)

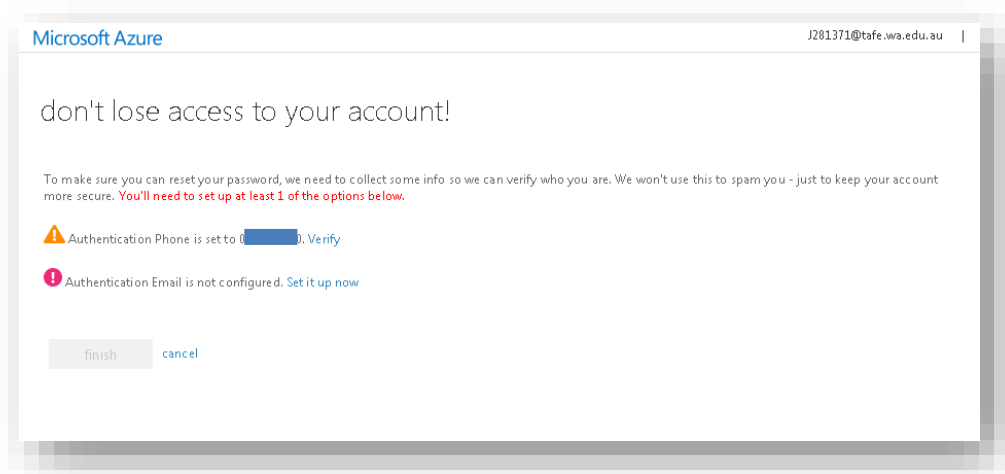
**Default Password: Tafe+dateofbirth**, e.g. Tafe23011982

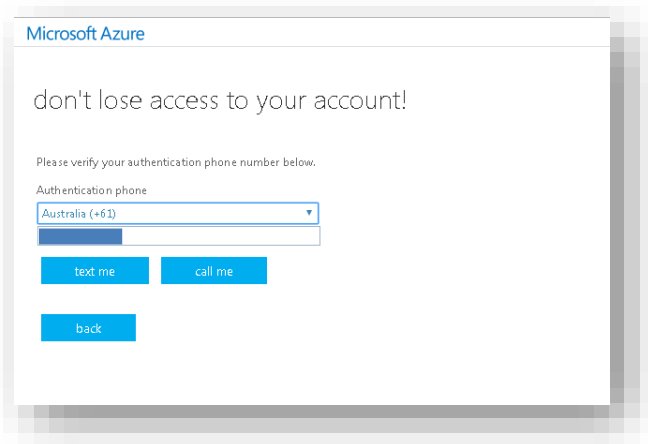
3. You'll then go to either screenshot below, requesting you verify your details. Select either **Next**, or **Set it up now**:



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.

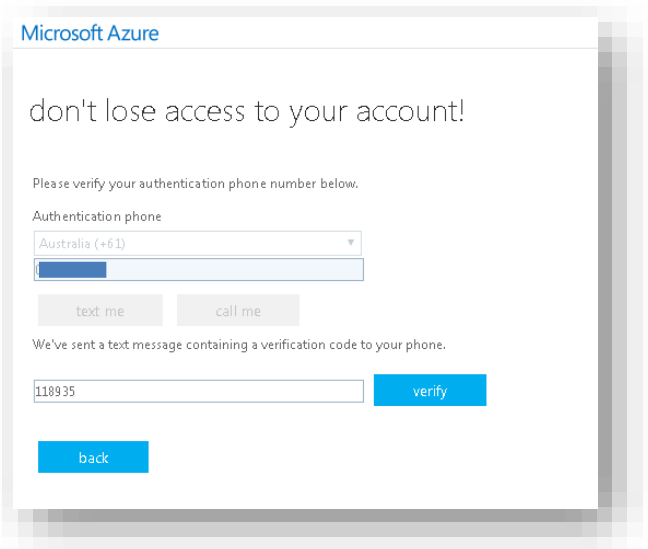




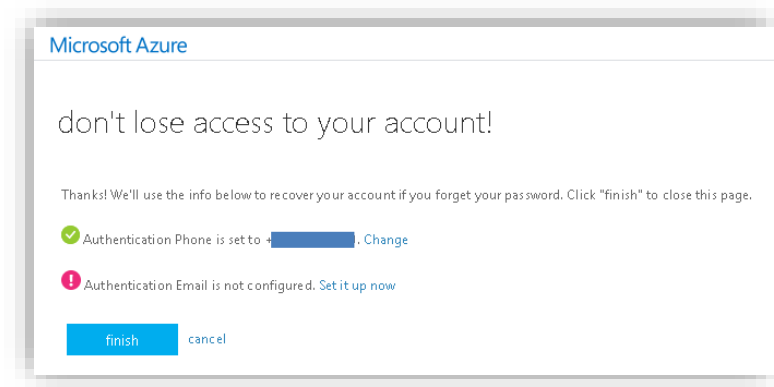
5. For phone, select **Australia** from the dropdown list.

If you see a mobile number listed, double check that its correct before continuing. You can edit the mobile number if required at this stage.

Select **text me** to continue.



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



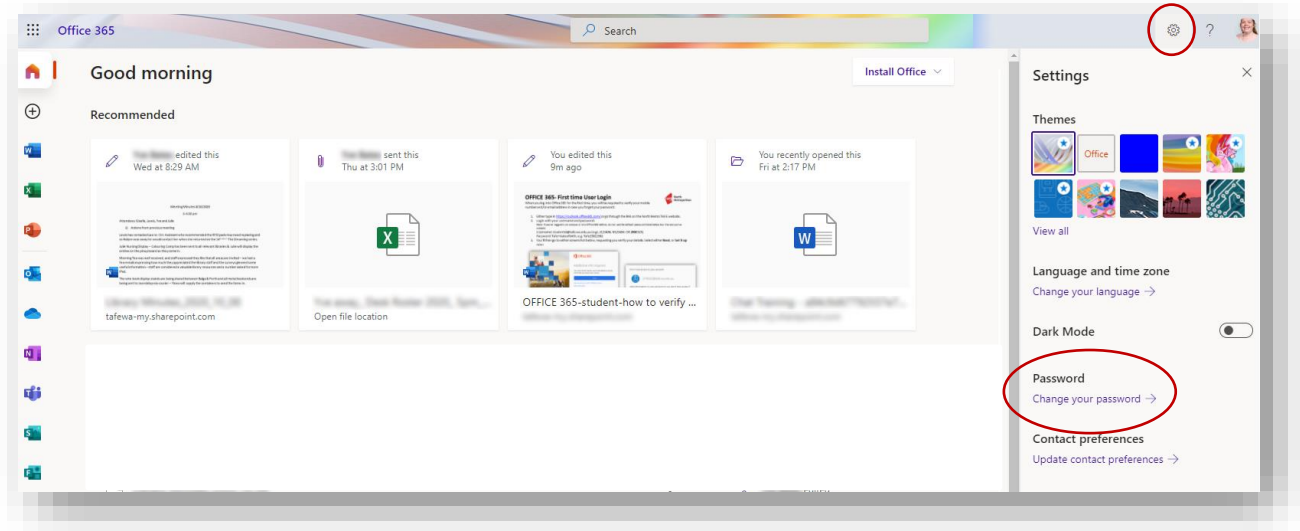
6. For email, after selecting **Verify** or **Set it up now**, enter your personal email address.

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.

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

# How to change your password within Office 365

1. If you would like to change your password and you can still access Office365, select the cog symbol located in the top right corner to open the Settings drop down menu.
2. Select **Change your password**, as you can see on the screenshot below.



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.

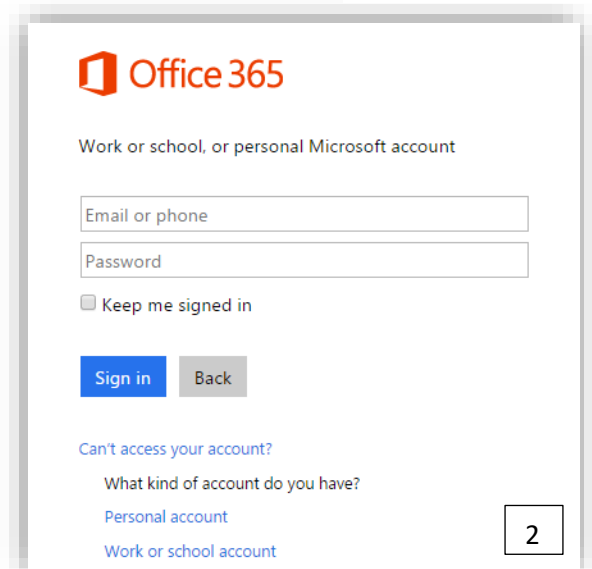
**After changing your password successfully, it will be used for ALL TAFE systems.**

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**.



Office 365

Work or school, or personal Microsoft account

Email or phone

Password

Keep me signed in

Sign in Back

Can't access your account?

What kind of account do you have?

Personal account

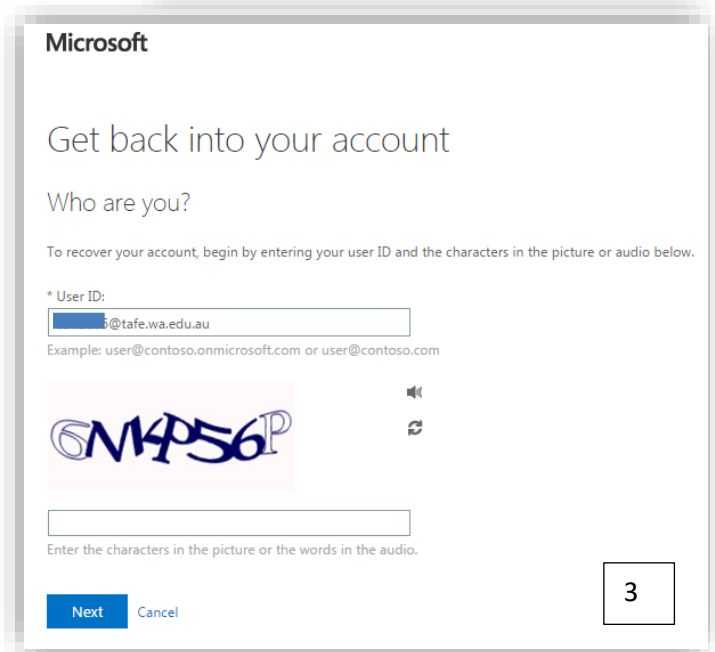
Work or school account

2

3. Type in your student email address in this format.

**Username: studentid@tafe.wa.edu.au**  
(e.g.s. J123456@tafe.wa.edu.au,  
V123456@tafe.wa.edu.au OR  
2000325@tafe.wa.edu.au)

Then type in the character's listed above the second field box.



Microsoft

### Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

\* User ID:  
[input field]@tafe.wa.edu.au  
Example: user@contoso.onmicrosoft.com or user@contoso.com

6N14P56P

[input field]

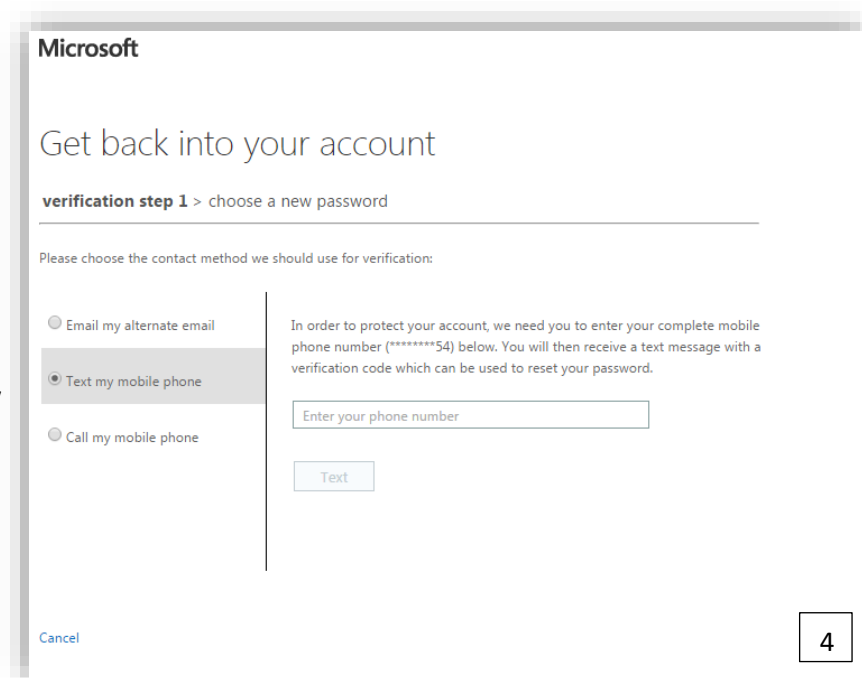
Enter the characters in the picture or the words in the audio.

Next Cancel

3

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**.



Microsoft

### Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*54) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

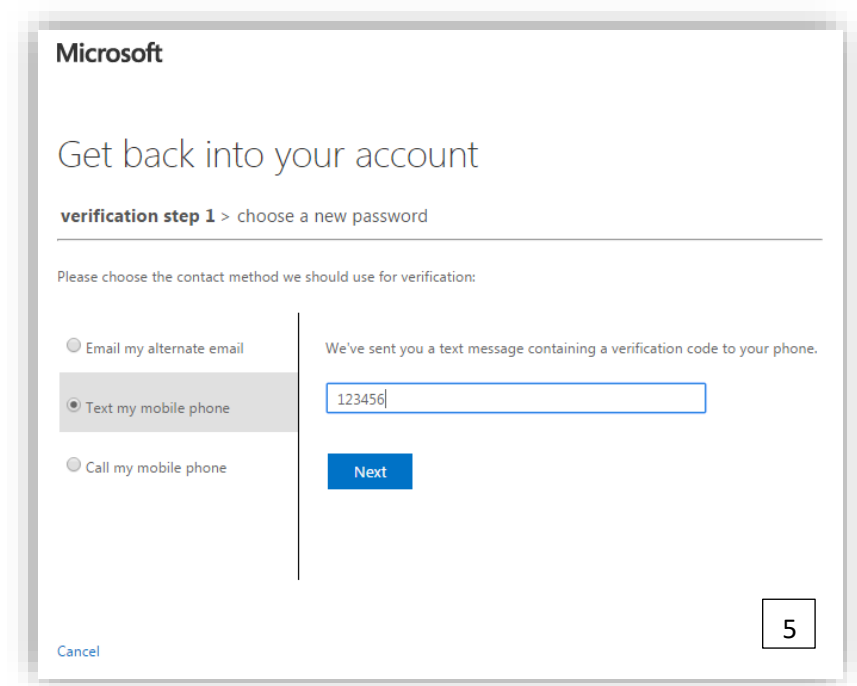
Text

Cancel

4

5. You will receive a 6 digit number code on your mobile.

Enter the code then select **Next**.



The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 > choose a new password". The main instruction is "Please choose the contact method we should use for verification:". There are three radio button options: "Email my alternate email", "Text my mobile phone" (which is selected), and "Call my mobile phone". To the right, a message states "We've sent you a text message containing a verification code to your phone." Below this message is a text input field containing the code "123456". A blue "Next" button is positioned below the input field. A "Cancel" link is at the bottom left. A small box with the number "5" is in the bottom right corner.

6. Enter a new password.

**Password requirements:**

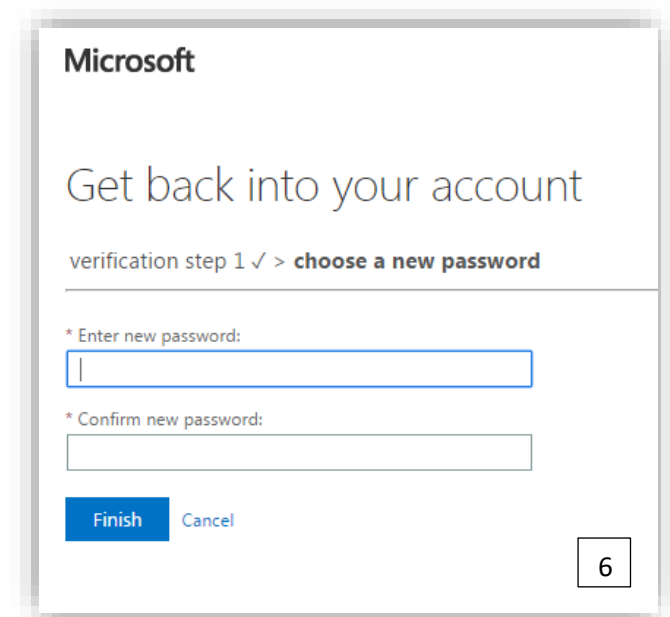
Your password must have at least:

- 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.



The screenshot shows the Microsoft account recovery interface for password creation. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 ✓ > choose a new password". The main instruction is "\* Enter new password:". There is a text input field for the new password. Below that is another text input field for "\* Confirm new password:". At the bottom, there are two buttons: a blue "Finish" button and a "Cancel" link. A small box with the number "6" is in the bottom right corner.