

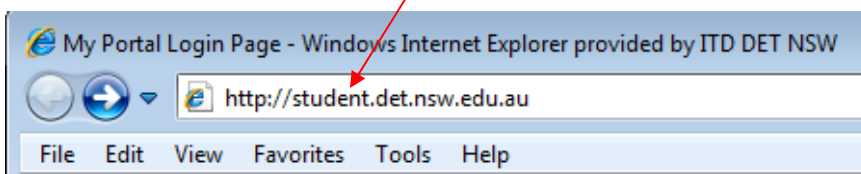
Student email

The TAFE student portal gives you access to your TAFE email and contacts. TAFE student email addresses end in **@tafensw.net.au**, for example **john.citizen1@tafensw.net.au**.

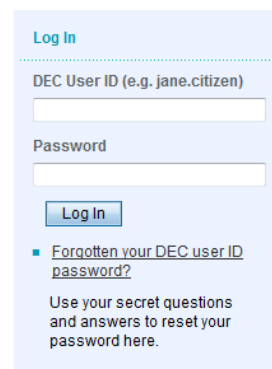
You will need to know the email address of anyone you wish to email, including your teachers.

Steps to access your email

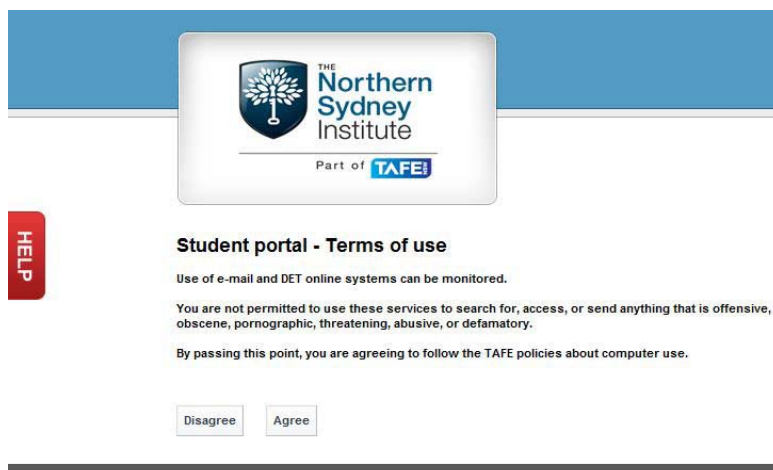
1. Login to your computer and open up your browser to access the internet.
2. Go to <http://student.det.nsw.edu.au>



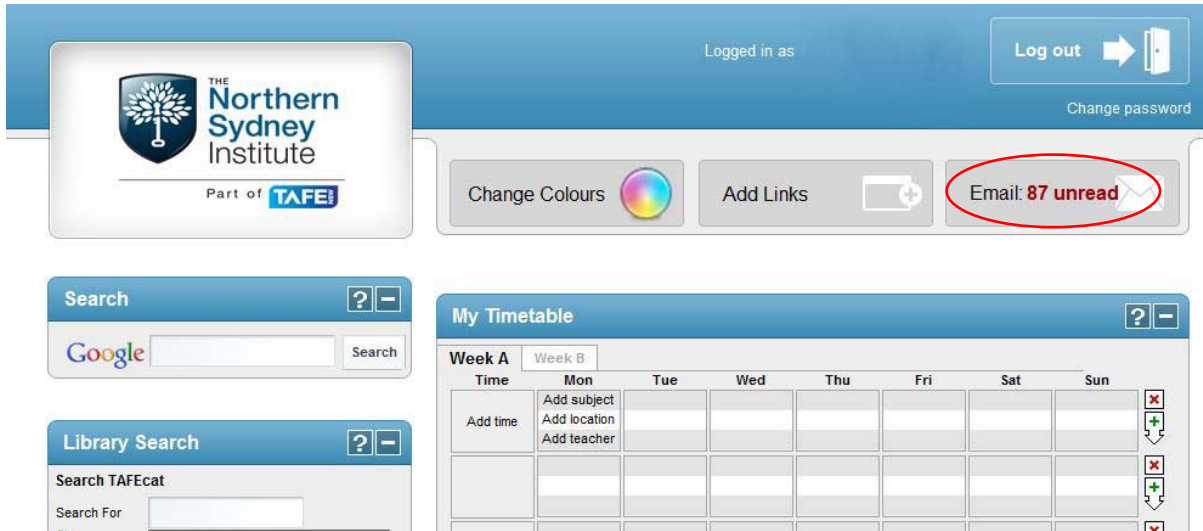
3. The **portal login page** will display. Enter your DEC* username (e.g. **john.citizen1**) and password to login.



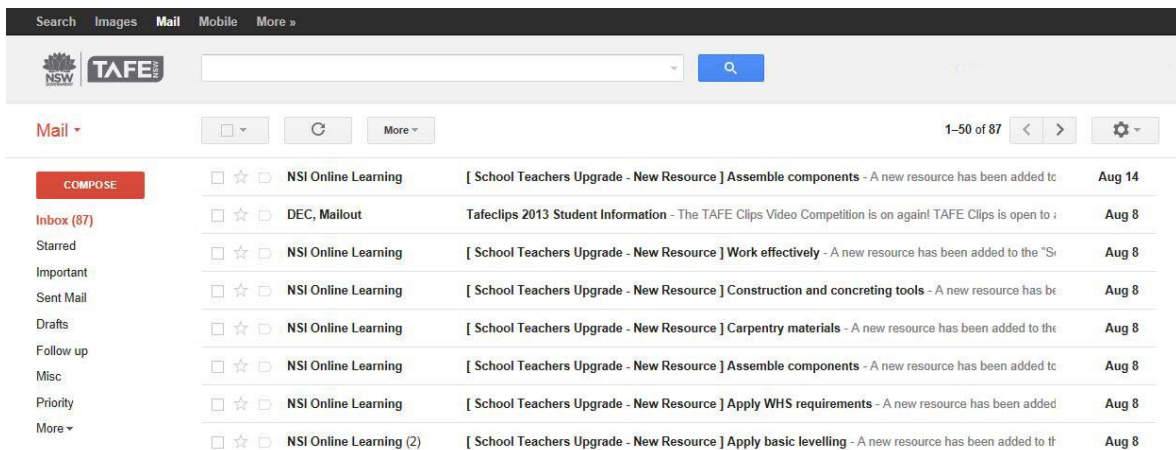
4. Click 
5. Read the student portal **Terms of use** and to accept click 



6. Your student portal page will launch and you can access your email by clicking on the email tab.



7. You are now logged into your TAFE email account



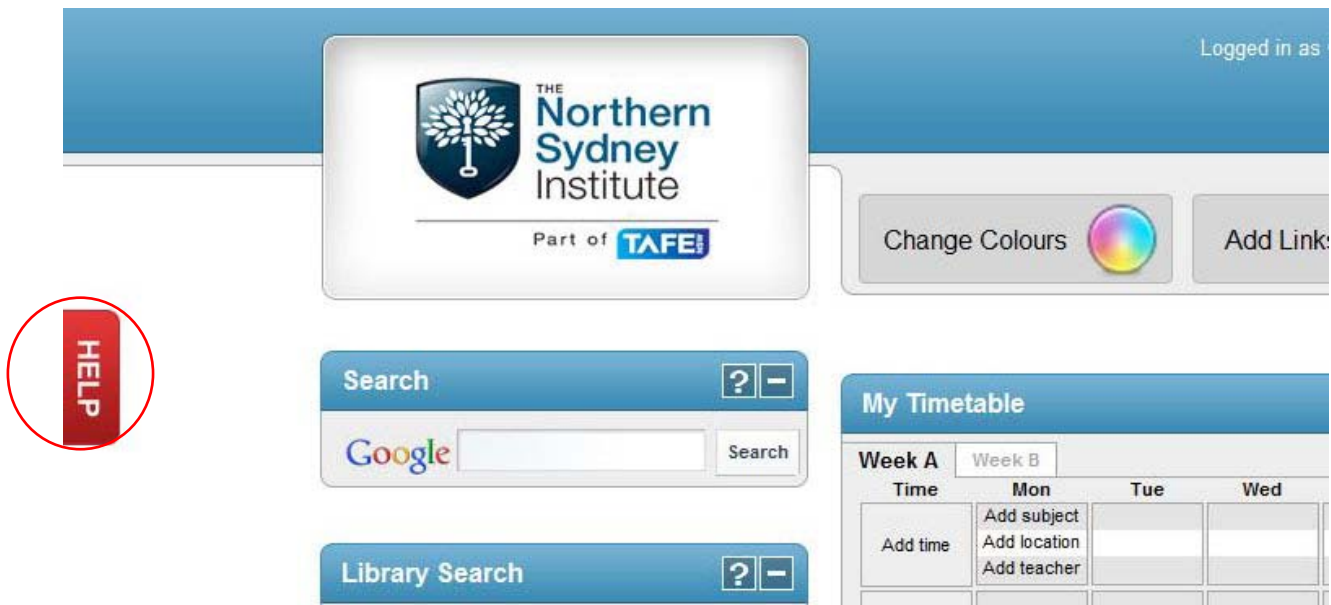
Features of your TAFE email account

- Mailbox capacity is 7GB.
- Messages up to 20MB can be sent or received.
- Message threading allows easy view of conversations.
- Message labelling - labels can be created and assigned to messages for easy grouping and better organisation.
- Messages can be moved in and out of an archive to keep the inbox uncluttered.
- Easy searching using Google allows quick searching for email.
- Spam protection using the Google anti-spam software.
- Alternate display - users can opt for an 'html' view of their mailbox which is quick to load on slow connections and is great for use with a web reader.

Email help

A comprehensive help guide on using your email is available on the student portal.

Click on **Help** and then **Email** and **Email support materials** for PDF and video guides.



The screenshot shows the Northern Sydney Institute student portal. At the top right, it says 'Logged in as'. The main navigation area includes a 'HELP' button circled in red, a search bar with a Google logo, and a 'Library Search' bar. On the right, there is a 'My Timetable' section with a table for Week A and Week B. The table has columns for Time, Mon, Tue, and Wed, and rows for Add subject, Add location, Add teacher, and Add time.

• Email

- Click Email to enter your student email.
- The number next to Email indicates the number of unread emails in your inbox.

Email support materials

*Department of Education and Communities (DEC) username and password

During enrolment you will receive your Department of Education and Communities (DEC) username and a temporary password. As an enrolled student your username and password gives you access to a range of online services. If you don't know your username and password, see your teacher or Student Administration at your campus.