Online services
How to access your TAFE email account

Your email address

All TAFE students have the domain @tafensw.net.au, for example john.citizen@tafensw.net.au

Students will need to know the full email address of all people they wish to email, including their teachers, unless they are already in their contacts from a previous email.

1. Log onto your computer. Access the internet.
2. Enter the DET Portal address http://portal.det.nsw.edu.au into the address field and press enter.
3. The Portal Login Page will display.
4. At LOG IN enter your Username and password eg: john.citizen1
Note:
Your Username and password would either have been posted to you or you will have received it at enrolment. If you don’t know your username and password, see your teacher or Student Administration at your college.

5. Click **LOG IN**.
6. The DET Portal “Acceptable Usage Policy” page will display.
7. Read the policy and then click **I accept**.

8. On the **My portal** page - Click on **My Email**
9. You are now logged into **My Email**

The following features are available on your email account:

- Plenty of space - the mailbox capacity is almost 7GB and growing.
- Larger message sizes - messages up to 20MB can be sent or received.
- Message threading - conversations are stacked like a deck of cards for easy viewing.
- Message labelling - labels can be created and assigned to messages for easy grouping and better organisation.
- Personal archive - messages can be moved in and out of an archive to keep the inbox uncluttered.
- Easy searching - the well known Google search engine allows swift searching for email.
- Great spam protection - uses the highly effective 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.

Detailed help on using your email is available inside the DET portal

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