

# DET TAFE Student Portal My Email Guide

## Student Portal features

Students can log on to the portal at: <http://portal.det.nsw.edu.au>

## The Portal provides links to:

- your 'My email' account
- TAFE student eServices
- Course information
- TAFE NSW Library Network catalogue.

## Features of My Email

**My email** is a personal TAFE email account that you can access through the DET TAFE Student Portal from your campus, home or anywhere there is an internet connection and web browser.

## What is my email address?

Your email address is the user name you use to log in to the TAFE Student Portal, with the ending @tafensw.net.au. For example, if your user name is 'user.name' your email address would be [user.name@tafensw.net.au](mailto:user.name@tafensw.net.au)

## Accessing My Email

1. Log onto the DET Portal at: <http://portal.det.nsw.edu.au>.
2. Select the **I Accept button** after reading and agreeing to the Acceptable Usage Policy.
3. From the My Portal Page click on the My Email quick link to open your mailbox.

## The Mailbox

The mailbox is where you receive and send all of your emails. It contains folders called **inbox**, **sent items** and **deleted items**. The mailbox size is 35 MB for students.


An individual email is limited to a maximum size of 4 MB including attachments. All email messages are filtered for inappropriate content and scanned for viruses. Email containing inappropriate content will not be sent, and emails will be deleted if a virus is detected.

A system generated email warning will be sent to you before you reach your mailbox capacity. You will be unable to continue to send email messages once your mailbox capacity has been reached.

## The Global Address List (GAL)

The Global Address List is a database of contacts that exists within 'My email'. The database includes all names and email addresses of staff and students within the college. The "find" function enables a user to easily search for a person within the college and add their email address to the recipient tab in an email.

## Using the Global Address List (GAL) in My Email

1. To access the GAL click on the address book icon
2. To locate an email address of a student or staff member at your college, enter the last name and first initial in the corresponding fields.
3. Then click **Find**.
4. Highlight them and then click **Add recipient to New Message button**.
5. Complete your email and click **Send**.
6. Close the email with the  button.

## Sending email to someone in your class

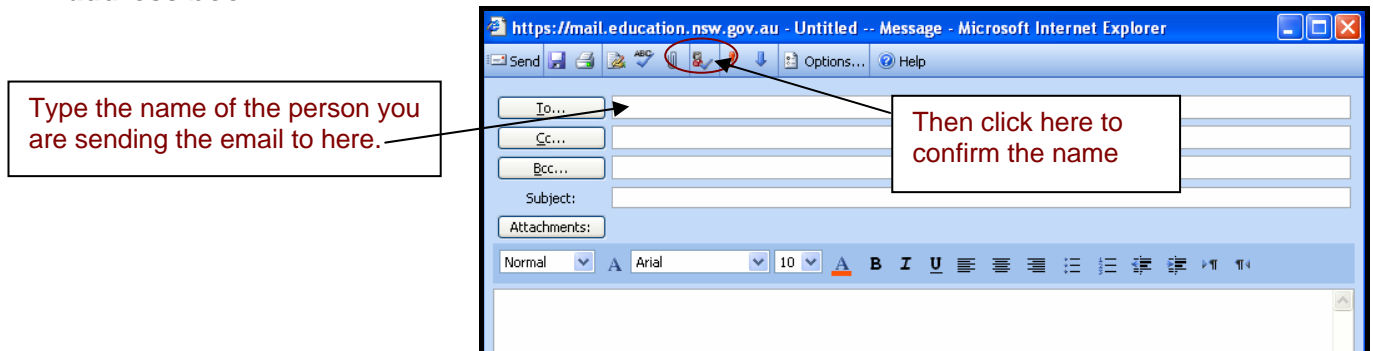
To send an email, go to your mailbox and click the **'New'** button at the top of the page. You'll see that a blank email appears, with different sections for you to fill out:

### Here's what to put in these sections:

- **To**

The first thing you need to do is find the email address of the person you want to send the email to.

You can type the person's name in the **'To' field** and click the button with the tick on it on the top of the page. If the name is in the address book, a black line will appear under it to show that the address is correct. If the name appears in red then it is wrong and you will need to check the **address book**.



### Using the address book

1. Click the **'To' button** to open the address book.
2. Type the name of the person in the **'Display name' box** and click the **'Find' button**.
3. Choose the correct name from the list by clicking once on it to highlight it. Then click **'To'** to add it to your list. You may also select other names in the same way if you like.
4. Then click **'Close'** to finish selecting names. You will now see your email, with the names you picked in the 'To' section and some other sections for you to fill out.

### Sending email outside my campus

To send email to a friend or someone outside of TAFE, you must know their email address. You can recognise an email addresses by the @ symbol in the middle.

Type their address in the box next to 'To'. Remember to type it exactly the same – don't leave any spaces.

- **cc and bcc**

You can leave these fields blank. 'cc' is only used if you wish to send a copy of the email to someone else and 'bcc' is only used if you want that person's name to be hidden.

- **Subject**

Type a heading or topic for your email. For example, if the email is about finding information for your history project, you might type 'History project' as the subject.

- **Attachments**

You can use this button to attach files to your email.

The maximum size of an email with attachments that is allowed is 6mb.

- **Message box**

Type your message in the main box at the bottom. You should also put your name at the end of the message.