

TCS – Staff Email System – Office365

Address - <https://login.microsoftonline.com>

Important Notes:

- If you only use the web-based system – you can use the address above, the links on Toonienet & the school website have all been updated. Any shortcuts / favourites that you had setup for the old system will need to be updated / recreated.
- If you have setup your phone or have an iPad setup for use with our past email system – you will need to remove the old settings & set it up with the new system.
- For office staff that have the Outlook client on your computer – please don't use this until we have updated your computer. We will try to do this as soon as possible.
- **Using the old system will result in the loss of email(s) being sent.** We will be taking it completely offline as soon as we have completed a few final tasks.
- For special uses (example the shared calendar for Secondary SLT) we will help you set this up during the PD week.

[Below are instructions on using the web-based client & setting up iPads/iPhones.](#)

Instructions on using the web-based client

1. When you go to the above link you will see the following login area on the right. Simply fill in your email address and go to the password field.



Work or school, or personal Microsoft account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

2. After a few seconds you will then see the following options appear.

It looks like mplayford@tcs.nsw.edu.au is used with more than one account. Which account do you want to use?




Work or school account
Created by your IT department
mplayford@tcs.nsw.edu.au



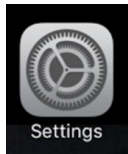
Personal account
Created by you
mplayford@tcs.nsw.edu.au

Select 'Work or school account'

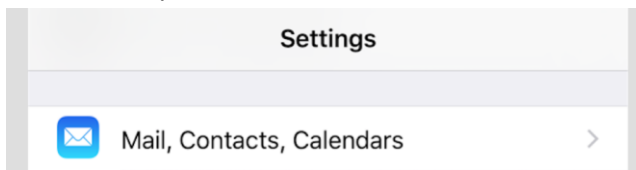
3. You will then be taken back to the login screen & be able to enter your school password to login.
4. At this point you will get several questions regarding country / time zone to fill in before seeing a list of online apps. Click on 'Mail' to start checking / using your email. 
5. If you have any issues feel free to send an email using a personal account to me (itmanager@tcs.nsw.edu.au) and we will look into it as soon as we can. Please give us as much information as you can. Thanks

Thanks for your patience while we changed the system over. This system gives all users a 50GB quota, larger allowance for attachment size and an improved user interface.

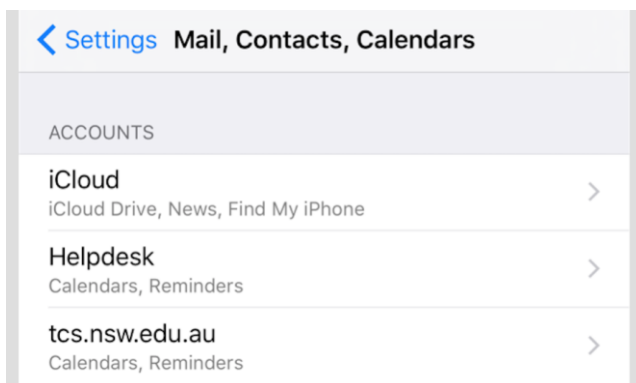
Setting up iPads / iPhones



1. Go into the settings area.
2. Go down till you find the "Mail, Contacts, Calendars"



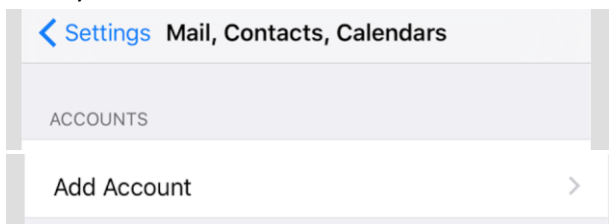
3. First find your old TCS work account & tap go into the settings for it. For me it was named "tcs.nsw.edu.au"



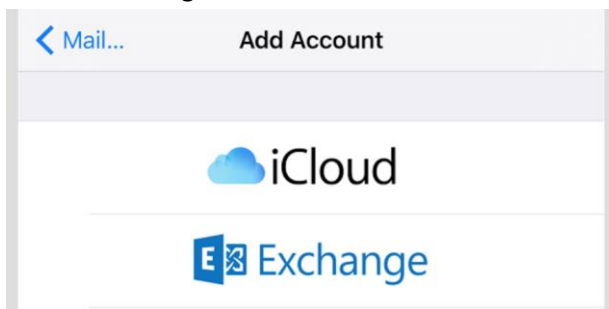
4. Tap on the “Delete Account” – this will only remove the school related contacts / emails which have been migrated to the new system.



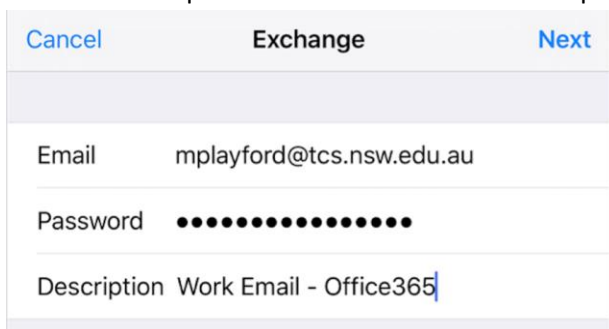
5. Once you have done that click on the “Add account” option



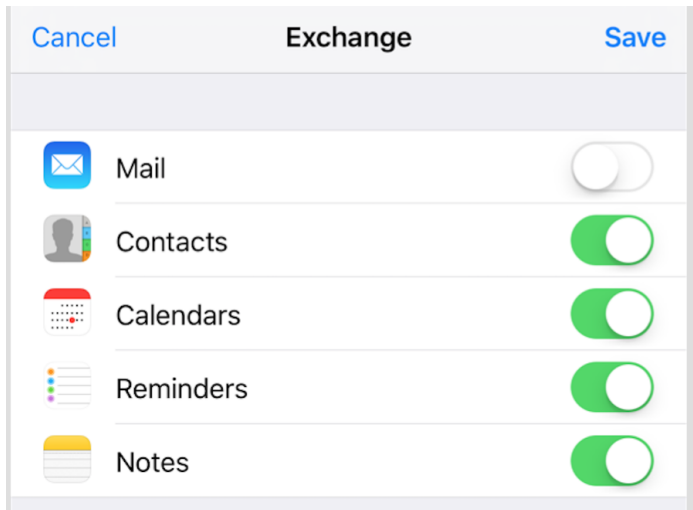
6. Select “Exchange”



7. Enter in the required information & add a description that you want for this email account.



8. Select what options you want for your device. Given I did this on my own phone – I don't have mail enabled. If you don't use the notes for work – you could disable this.



9. Click Save and you after a few minutes to sync you should find your accounts information setup on your device.

I hope you all like the new system.