Technology Services

User Guide

Office365 Email
Student email: 
[https://outlook.com/my.wcit.wa.edu.au](https://outlook.com/my.wcit.wa.edu.au)

**new customer?**
- Access email and calendars from mobile devices
- Create websites to share documents, contacts, and tasks
- Work with Office documents from virtually anywhere with a browser

**sign in**

- User ID: [28my.wcit.wa.edu.au]
- Password: 

**Update password**

You must update your password because this is the first time that you've signed in or your password has expired.

* Required

- User ID: 02...@my.wcit.wa.edu.au
- * Old password: ********
- * New password: ********
- We recommend at least 8 characters. A mix of letters, numbers, and symbols is best.

* Confirm new password: ********

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our Privacy Notice.

Username is O2 followed by your seven digit ID number @my.wcit.wa.edu.au
Your initial password is your Date of Birth in the DDMYYYY format

Change your password to something other than your DOB
Sign in with your new password

Choose Perth as the timezone
You should now be able to log in and use the email account.