

Activate UTS Email Account

1. Go to <http://www.uts.edu.au/email>

Click on "Account activation" on the left menu

The screenshot shows the UTS EMAIL website. On the left, there is a navigation menu with the following items: Webmail, Account activation (highlighted with a red box), MyAccount, Mailing lists, Student email, Staff directory, IT policies, Home, and UTS Home. The main content area is titled "Current Student & Alumni" and contains the following text: "You will be redirected to Office 365 Mail login page to log in. Username for students and alumni: studentID@student.uts.edu.au (Do not use your email address) Password: Your normal UTS password. Click link below to login. This link can be bookmarked. <https://outlook.office.com/>"

Please note that you can only activate your account once

2. Enter your:

- Student number
- Given name (first name)
- Family name (last name)
- Date of birth (dd/mm/yy)

The screenshot shows the UTS MyAccount page. The page title is "UTS: MyAccount". The main content area contains the following text: "Please identify yourself to the system. The names entered must match your office details. Please note: You can only activate your account once. If you have already activated your account, you may use MyAccount to change your details." Below this text are four input fields: "Your UTS Student (or Staff) Number:", "Your Given Name:", "Your Family Name:", and "Your Date of Birth (dd/mm/yy):". A "Continue" button is located below the date of birth field. Below the input fields, there is a "Please note" section: "Please note: You will now be directed to set your Security Questions: Please select your security questions wisely and make sure they are easily remembered." At the bottom of the page, there is a link: "Please contact the IT Support Centre if you are having difficulties activating your account."

Click "Continue"

3. Read the UTS IT Facilities Policy and tick all boxes

UTS: MyAccount

The use of any of UTS IT facilities is governed by several policies. agree to these policies shown below before you can activate your agreement by marking the box beside each policy or statement.

- I have read and agree to abide by the UTS Email Policy.
[\[Show below\]](#) [\[Show in new window\]](#)
- I understand I will be held responsible for all actions performed
- I have read and agree to abide by the UTS IT Security Policy.
[\[Show below\]](#) [\[Show in new window\]](#)
- I will not breach Australian Copyright law using UTS Facilities or UTS (e.g. Illegal music downloads, plagiarism etc).
- I have read and agree to abide by the UTS Acceptable Use of IT
[\[Show below\]](#) [\[Show in new window\]](#)
- I will not disclose my password to anyone and will log out of my

4. Select 3 secret questions and enter the answers

Question 1
What is your favourite sport?

Type the answer to your security question here:

Question 2
What is your favourite animal?

Type the answer to your security question here:

Question 3
What is your favourite food?

Type the answer to your security question here:

Click on "Set Security Question" to continue

5. Enter your password in both boxes.

Your User ID (username):

Enter your new password:

Re-enter your new password:

Click on "Set Password" to finish.