

# 2019 Vocational and Higher Education Student Outlook account

This year there is a new email domain for SEDA Vocational and Higher Education students, this is to differentiate between SEDA College Victoria and SEDA Higher Education emails.

Students who bring their laptops from SEDA College Victoria will login with the same username and password.

## OUTLOOK

The change in email is the following:

Before: [tim.smith@students.seda.vic.edu.au](mailto:tim.smith@students.seda.vic.edu.au)

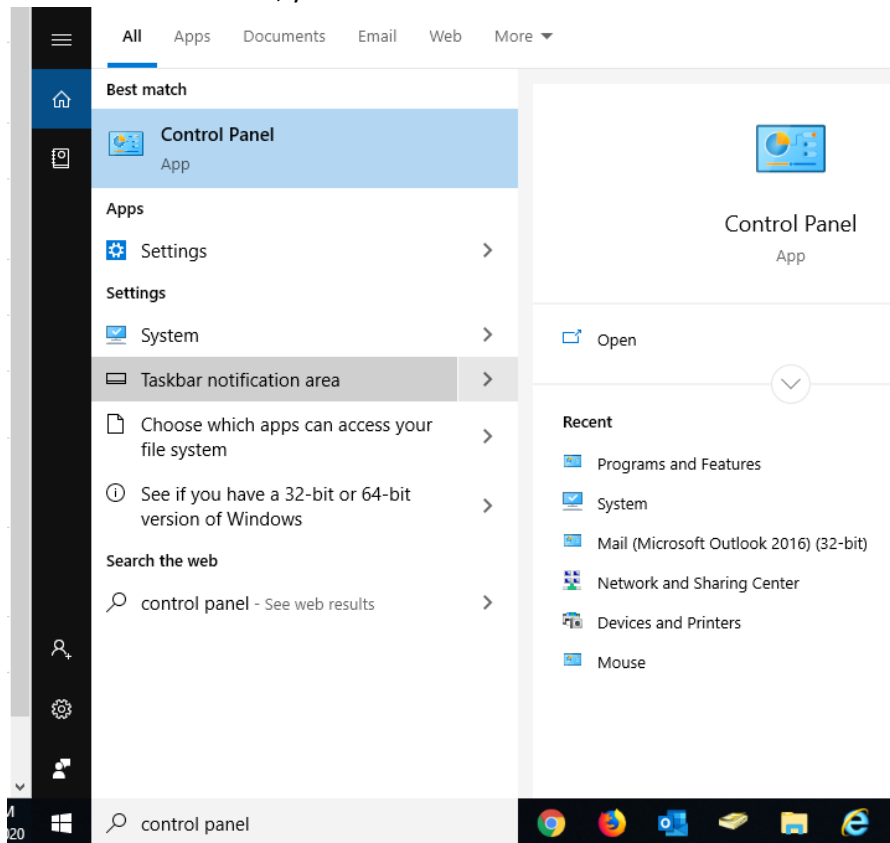
Now: [tim.smith@vhe.seda.edu.au](mailto:tim.smith@vhe.seda.edu.au)

The password will remain the same. All your previous emails should remain as it is essentially the same windows login account.

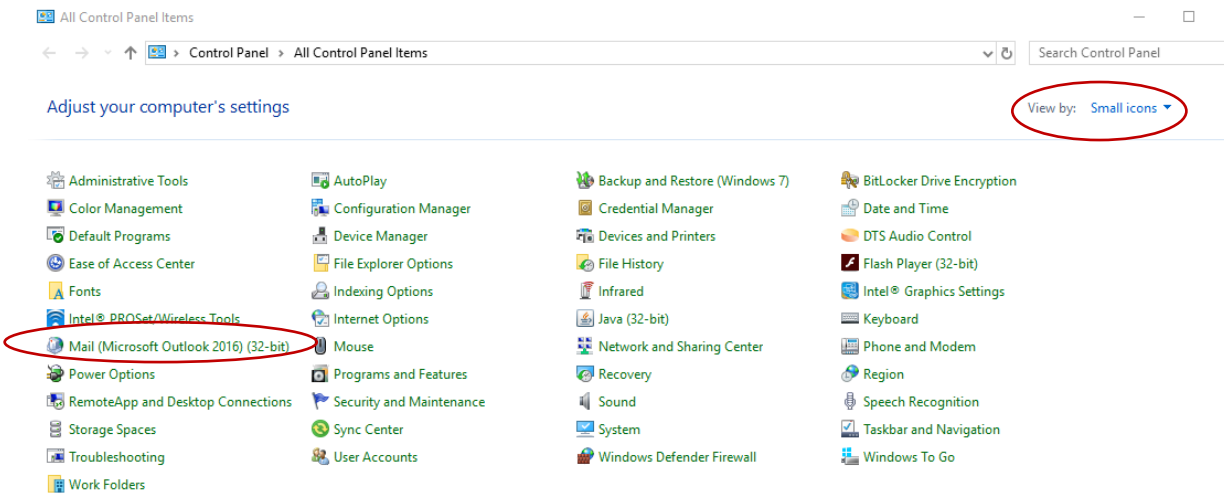
### **Firstly, you will need to change your email profile.**

To do this, please complete the following steps.

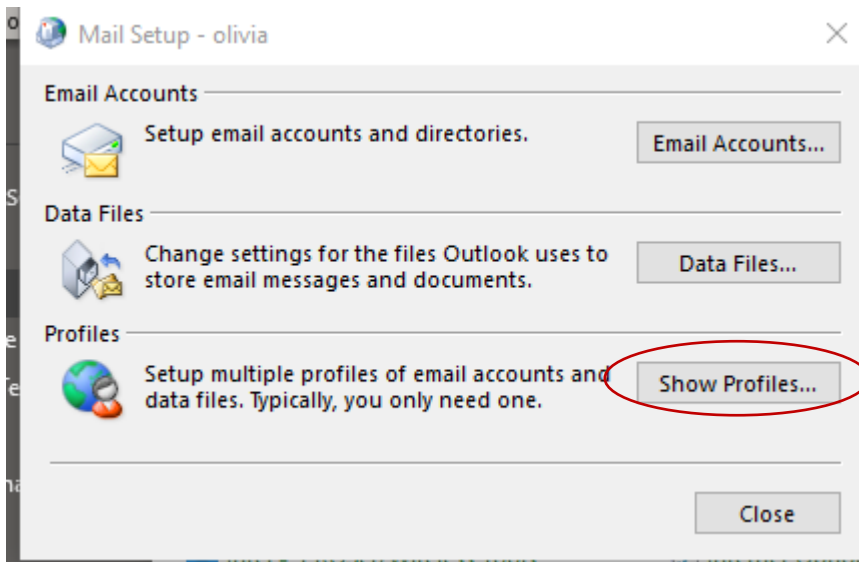
1. Find the **Control Panel**, you can search for it in the windows search bar.



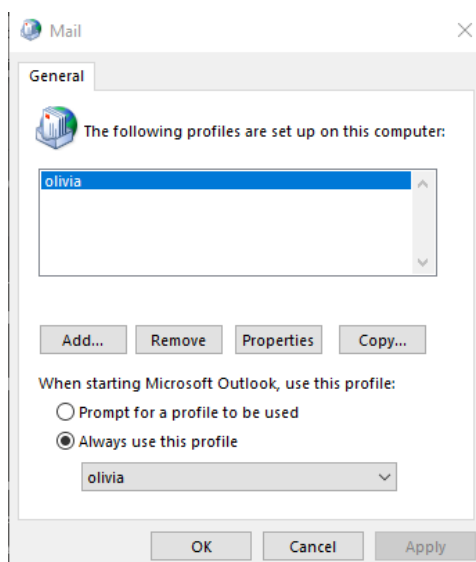
- Find the **Mail (Microsoft Outlook 2016) (32-bit)** option, you may need to change the icons to **Small icons** in the top right corner of that screen.



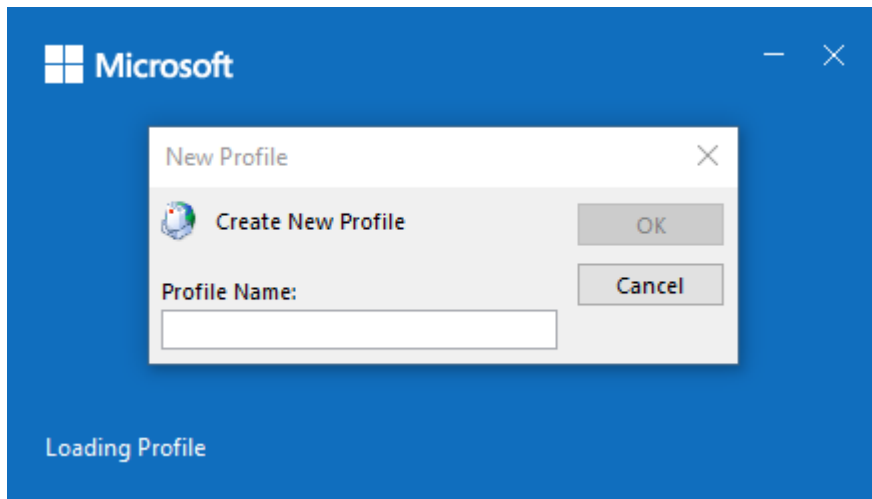
- Next click on **Show Profiles**



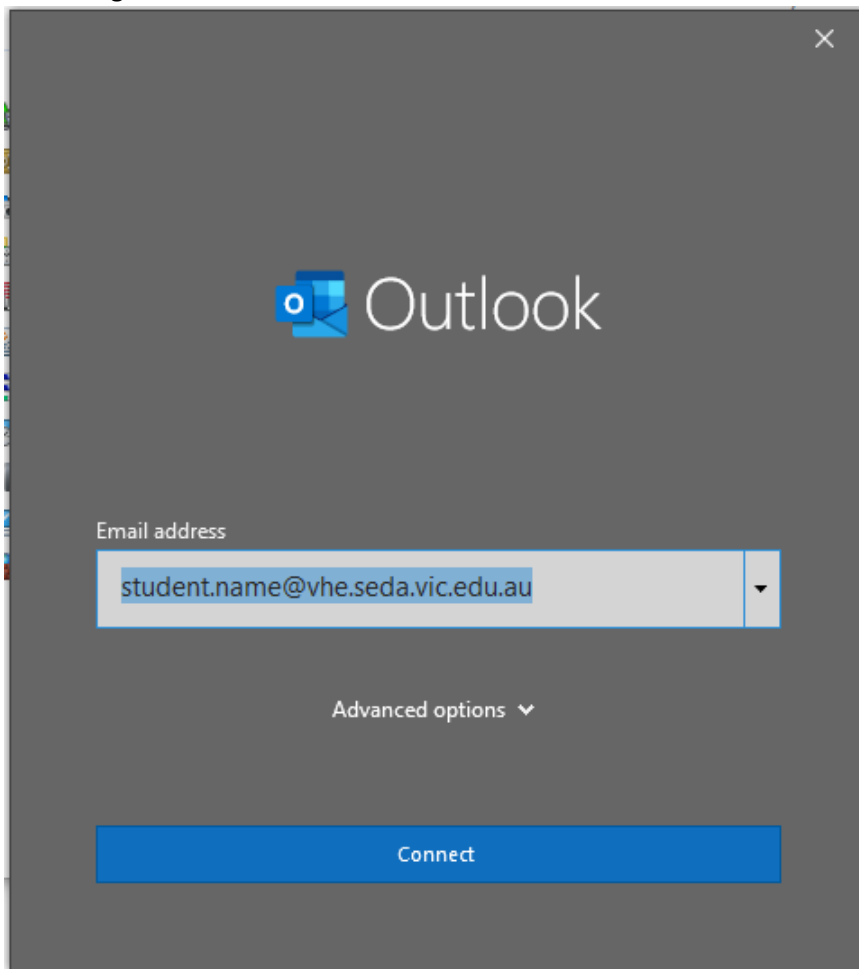
- Next, **Remove** the profile that's currently listed. Press **yes** to continue when prompted.
- After that's removed, click **Apply** and **Ok**.



- Next, open **Outlook**. It will prompt you to **Create a New Profile** – simply enter your first name.



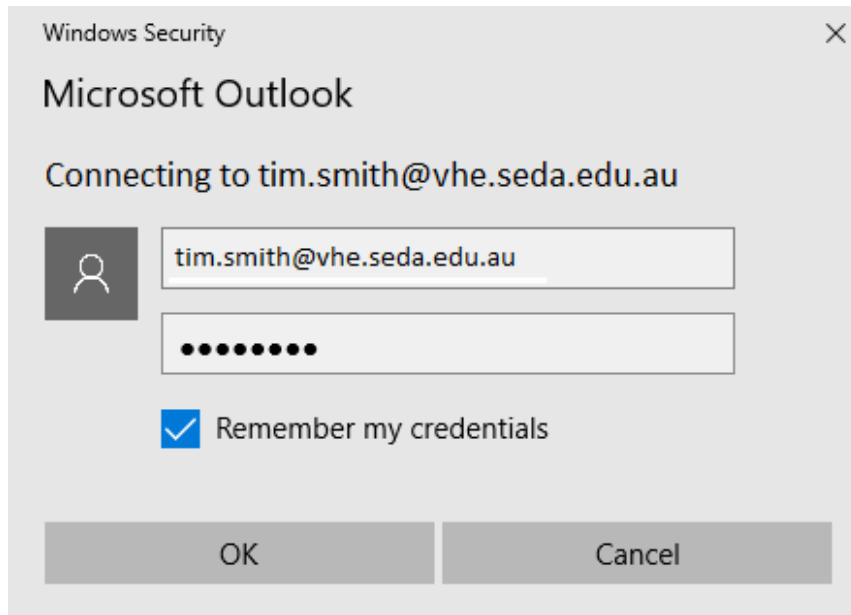
- Outlook will then detect your email address; it should reflect your new VHE email address – if it doesn't you can change it here.



- Press **Connect** when you're ready.
- After successfully adding the new account you will receive the following message.  
Untick **Set up Outlook Mobile on my phone**
- Then press **Done!**

You may need to enter your password when your Outlook loads up, ensure that the email address is correct.

### **OFFICE 365 Online**



[Office365.com](https://office365.com)

In office 365 students will need to login with their new email address also, the password remains the same as your laptop password.

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### **SEDA Group MySEDA**

VHE students will also be accessing SEDA Group's MySEDA for 2020, if you have not previously had access to SEDA Group's MySEDA, use the URL below to login with your usual SEDA login details:

<https://my.sedagroup.com.au/>

If you experience issues with changing over to your VHE email account or accessing SEDA Group MySEDA, please contact us at: [training@sedagroup.com.au](mailto:training@sedagroup.com.au)