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TheirCar

Accessing your TheirCare email account **TheirCare** for the first time.

This guide provides a straightforward process for accessing your TheirCare email account for the first time. It covers essential steps such as logging in, setting up multifactor authentication, and sending emails.

This should be completed before you attempt to sign into other platforms with Single Sign On (SSO)

Logging In & Setting Up Multifactor Authentication (MFA)

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Before starting this process, you will need to have received your new TheirCare email account information (email address and password).

1 Navigate to <u>microsoft365.com</u>	
Introducing Microsoft Copilot: Meet	your everyday AI companion for work and life. Learn more >
	M365
Welcome to the N	Aicrosoft 365 Copilot app
The Microsoft 365 Copilot collaborate all in one place	app (formerly Office) lets you create, share, and e with your favorite apps now including Copilot.*
Sign in	Get Microsoft 365
Sign up fo	r the free version of Microsoft 365 >
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2 Click "Sign in"



3 Enter your work email address. It should end in *@theircare.edu.au*.

Then click the blue **Next** button

Microsoft	
hiterosoft Sign in hfdemo@theircare.edu.au No account? Create one! Can't access your account?	
Sign-in options	

Press the blue **Next** button



5	Click "Next"	
	Keep your account secure	
	Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next	
	Lwant to set up a different method	

6 Click "Next" Keep your account secure	
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next	
want to set up a different method	

On your mobile: Open Microsoft Authenticator. Press the plus button to add a new account.





9 Press Scan QR code



10 Scan the QR code which is on your web browser

If prompted click allow.



11 On your	web browser you are trying to sign in on: Click "Next"
	Microsoft Authenticator
	Scan the QR code
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next".
	Carit scan image?
	Back
	l want to set up a different method

12 Click the blue **Done** button



You will be given a code/number. Remember it for the next step

Thurlorg	Keep your account secure
	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below. Back Next Lwant to set up a different method

On your mobile: You will get a notification to approve the sign in.



Enter the code and press the **Yes** button

15	Click "Done"	
		?
	Keep your account secure	Microsoft Authenticator app was successfully X registered Fri, 28 Mar 2025 08 23:40 GMT
	Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Image: Construction of the image: Construction	

16 You will be prompted to set your own password.

In the first box: Enter your currrent/temporary password In the second box: Enter your new password In the third box: Re-enter your new password

Click the blue **Sign in** button

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		* *	TheirCare	*		
		•	hfdemo@theircare.edu.au Update your password			
-799 -799			You need to update your password because this is the first time you are signing in, or because your password has expired.	»م م		
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Ensure you choose a password which contains at least 8 character, including at least 1 number, one special character (! @ # \$ etc) and one capital letter. Remember your password as this is needed each time you sign in.

17 Click the blue **Yes** button



Acessing Your Emails Using the Web App

18	Click the dots in the top right corner	
Home Create	Welcome to Microsoft 365 Copilot	Insta
OneDrive Apps	Quick access	
	Image: Control opened	↓ Uploa



20 OR from TERRIE click the **Outlook Emails** button

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21 Your inbox will open



To Send an Email

22 Click the blue **New mail** button



23 Type the email address of who you want to send your message to

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24 Add a subject line & type your email content



25 Click the blue **Send** button

