



Te Kura

TE AHO O TE KURA POUNAMU

THE CORRESPONDENCE SCHOOL

## How to access your mytekura.school.nz email online (webmail)

Go to <https://outlook.office365.com>

Select: **Work or school account** if you are given a choice.

Office 365

Work or school account

someone@example.com

Password

Keep me signed in

Sign in

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

### Type in the following details (the first time you access this portal)

Email: **firstname.lastname@mytekura.school.nz** *(the same name you have used to enrol at Te Kura)*

Password: **student ID number** *(you can find this on the mailing labels sent to you in your welcome pack or check with your teacher if you're not sure)*

You will be prompted to change your password *(use something you'll remember)*

There may be questions for you to set regarding:

- Language (eg English – United Kingdom)
- Time Zone – **select Auckland/Wellington** *(towards the bottom of the list)*

You should now be all set. Bookmark this site on your browser so you can find it easily.

If you have any difficulty accessing your “mytekura.school.nz” email please contact the helpdesk:

Freephone: 0800 65 99 88 to ask for help or

Email: [mslicenses@tekura.school.nz](mailto:mslicenses@tekura.school.nz) *include your student name and student ID number with your query*