



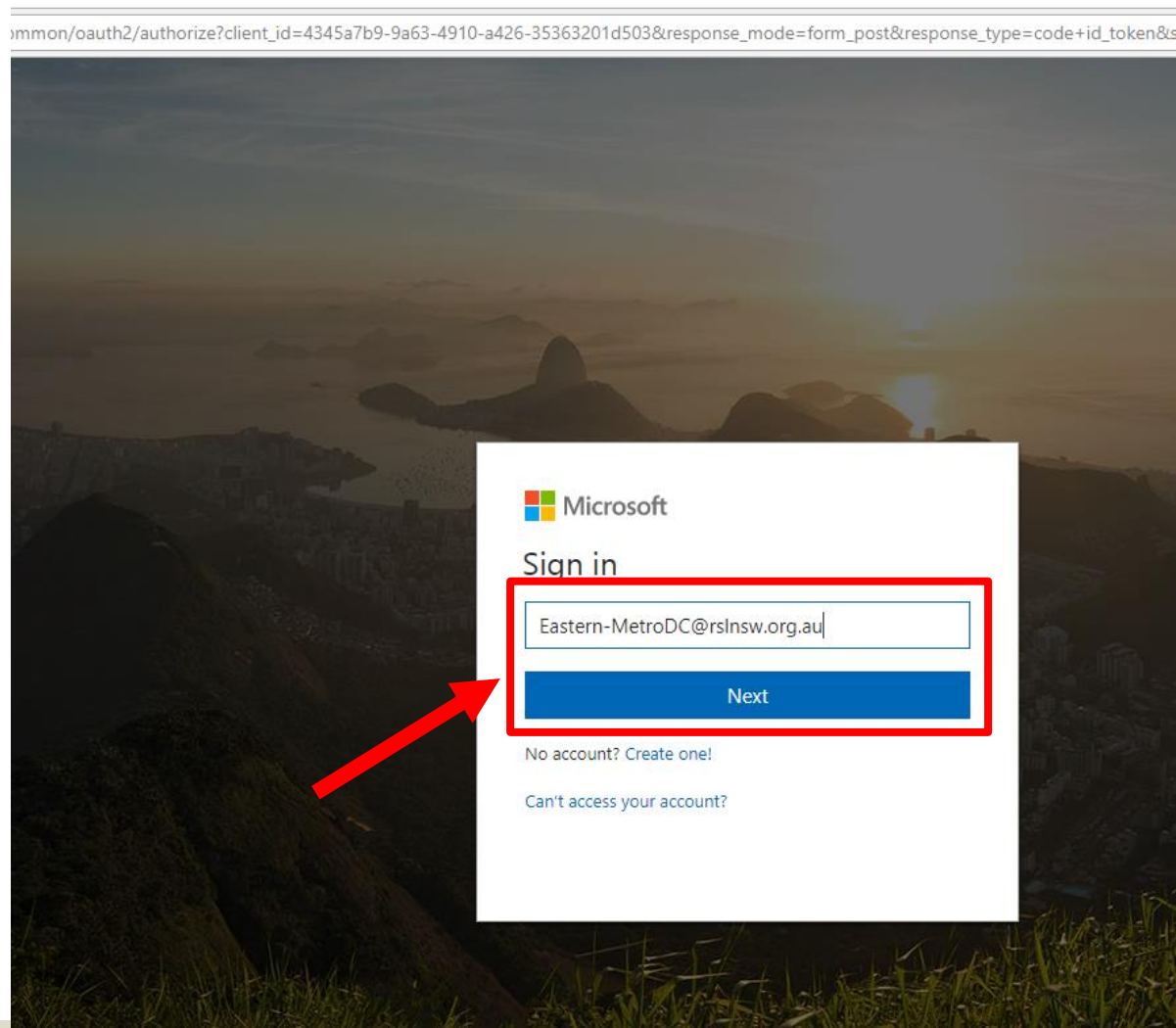
THE RETURNED AND SERVICES
LEAGUE OF AUSTRALIA
NEW SOUTH WALES BRANCH

How to connect to your RSL NSW
email – Web login

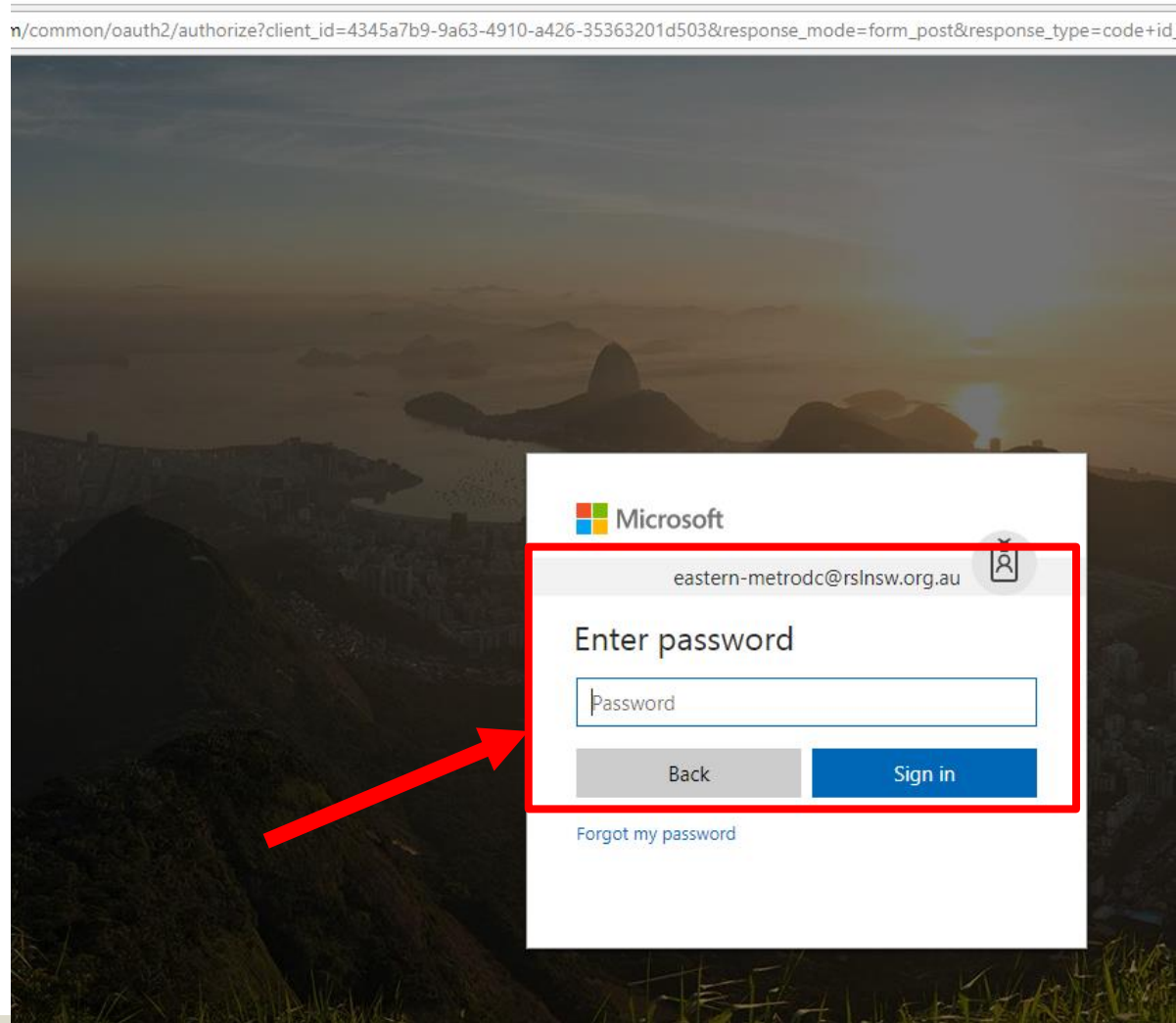
1. Open either Google Chrome, Internet Explorer, Fire Fox or Microsoft Edge
2. In the URL, please type in **login.microsoftonline.com**
3. Press *Enter*



4. Put in the email address that was provided to you.
5. Press *Next*



6. Put in your email password (*this password would have been provided to you*)
7. Press Sign in



8. Put in your current password
9. Put in your new password and confirm it.

Please NOTE: The password must be:

- 8 Characters long
- Contain at least 1 capital
- Contain at least 1 symbol or number.

The password can not be a common password, for example: Password123



Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

eastern-metrodc@rslnsw.org.au

Current password

New password

Confirm password

Update password and sign in



10. Press *Update password and sign in*

Office

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

eastern-metrodc@rslnsw.org.au

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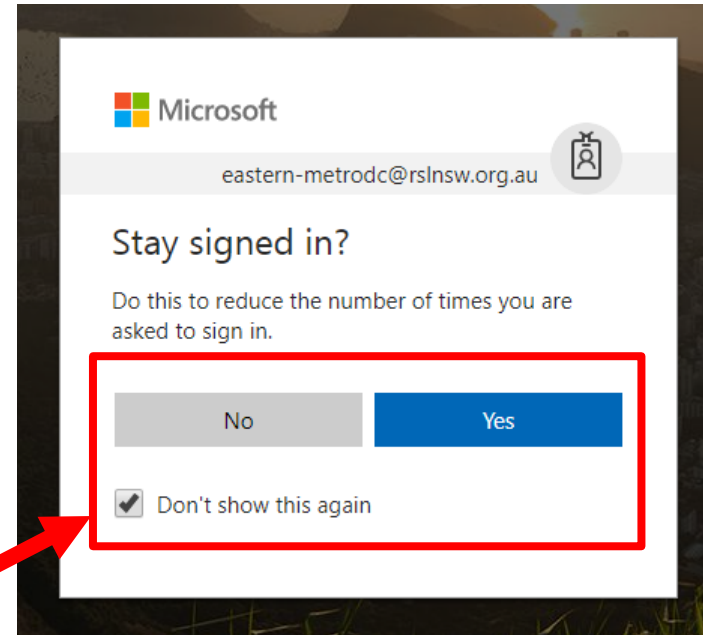
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Update password and sign in



11. Tick the box for “*Don't show this again*”
12. Select *Yes*



13. Click on *Mail*

The screenshot shows the Microsoft Office 365 dashboard. At the top left, it says "Office 365". The main header area is blue and contains the text "Good afternoon" and a search bar labeled "Search online documents". Below this is a row of application icons: Mail, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. The Mail icon is highlighted with a red square and a red arrow points to it from the left. Below the main row is a "Flow" icon. To the right of the dashboard, there are two notification boxes: "Install software" and "Set your time zone". The "Set your time zone" notification includes instructions to set a profile photo and time zone. Below the dashboard is a "Documents" section with tabs for "Recent", "Pinned", and "Shared with me", and a "New" button.




14. Change the display language to English (Australia)
15. Change the time to (UTC + 10:00) Canberra, Melbourne, Sydney
16. Click Save

Choose your preferred display language and home time zone below.

English (Australia) ▼

(UTC+10:00) Canberra, Melbourne, Sydney ▼

[↩ Save](#)



17. This is your RSL Emails

