

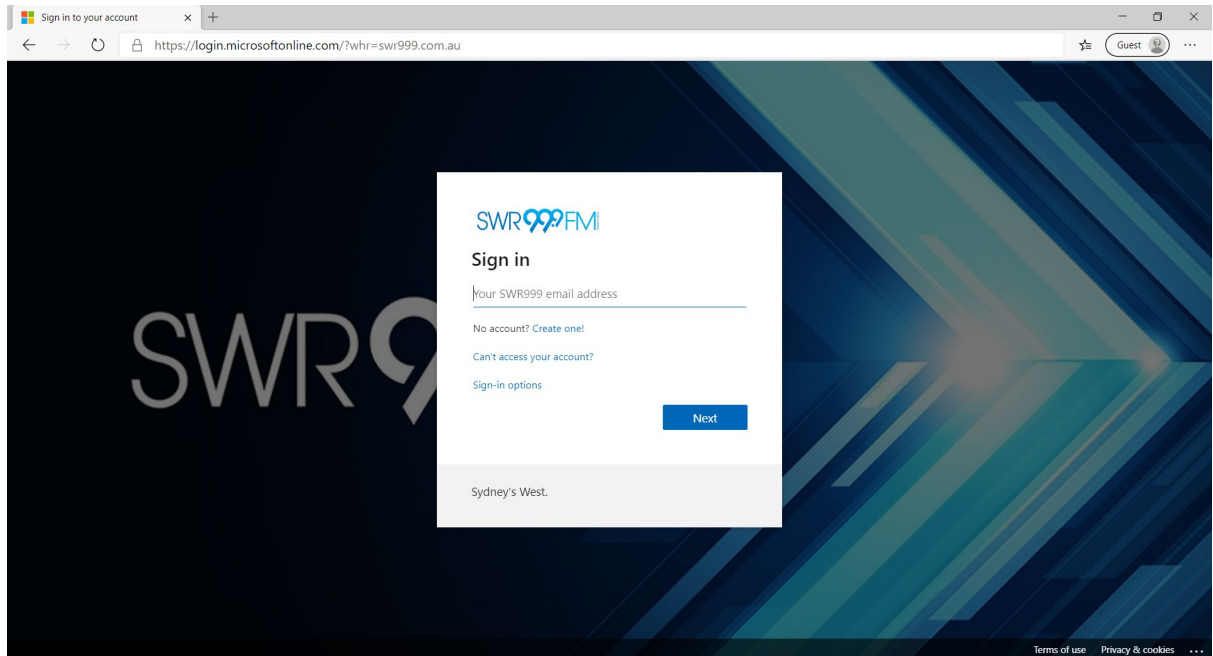
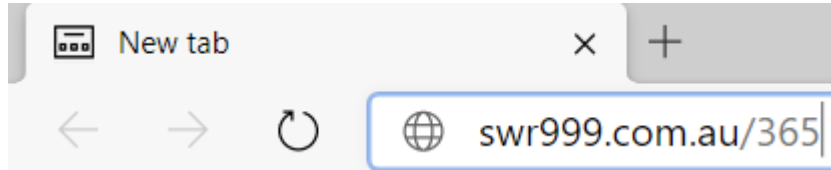
How to Access SWR Emails & Office 365

Here is a step by step guide on how to access your SWR-issued Inbox, via Office 365.

Desktop, Laptop, Macbook or Web Based

Skip to Page 5 if you are using a Mobile Device and wish to download the app.

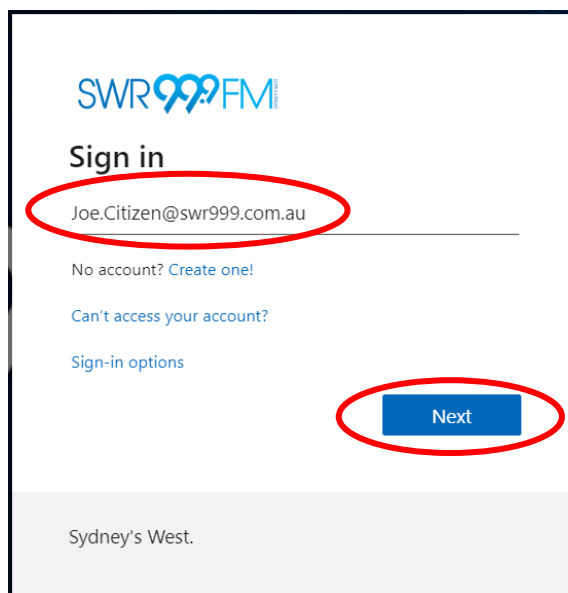
1. Using a web browser, visit <https://2swr.co/365>



2. Enter your SWR Email Address

This is your firstname.lastname@swr999.com.au. For example, Joe.Citizen@swr999.com.au.

THEN – Click on NEXT



3. **Enter your SWR999 Password.**

This would have been provided to you by a SWR Admin, either Alex Agaciak or Dylan Caple. If you have forgotten your password or need a reset please email digital@swr999.com.au or phone 02 8662 2752.

THEN – Click on Sign In

SWR999FM

← joecitizen@swr999.com.au

Enter password

Password

[Forgot my password](#)

Sign in

Sydney's West.

4. **Choose a password you will remember.**

You'll be prompted to reset your password from one that our admins have set, to one that you will remember. REMEMBER – Do not use passwords that you also use on another site, NEVER share your password, and please choose a secure password (not 'password123').

THEN – Click on Sign In

SWR999FM

joecitizen@swr999.com.au

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.

Current password

New password

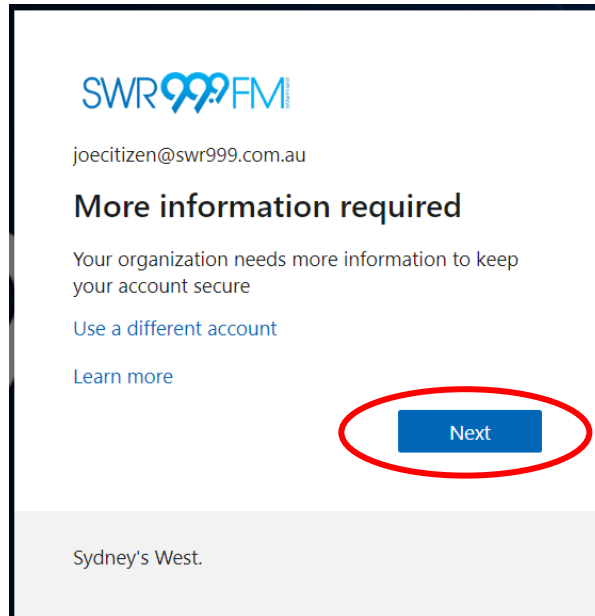
Confirm password

Sign in

Sydney's West.

Stick with us, this can be a long and tedious process, but you'll only ever have to do it once.

5. Click Next on This Screen

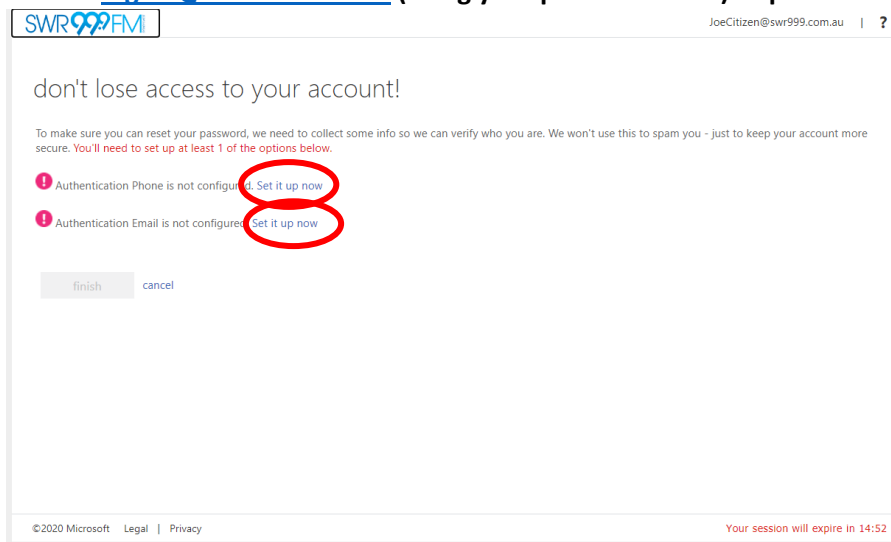


6. Set-up a Verification Method.

In the event you forget your password, this will allow you to reset it.

Choose between using your phone number or email address to Authenticate your account and follow the on-screen prompts.

If you get stuck, contact digital@swr999.com.au (using your personal email) or phone 02 8662 2752.

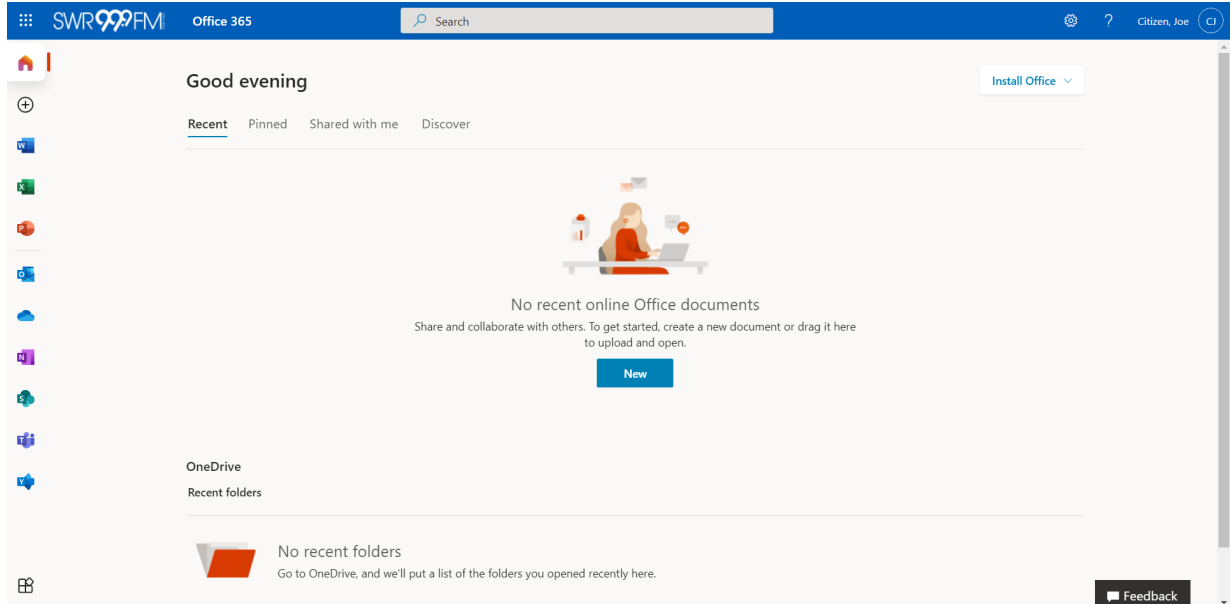


7. Stay Signed in

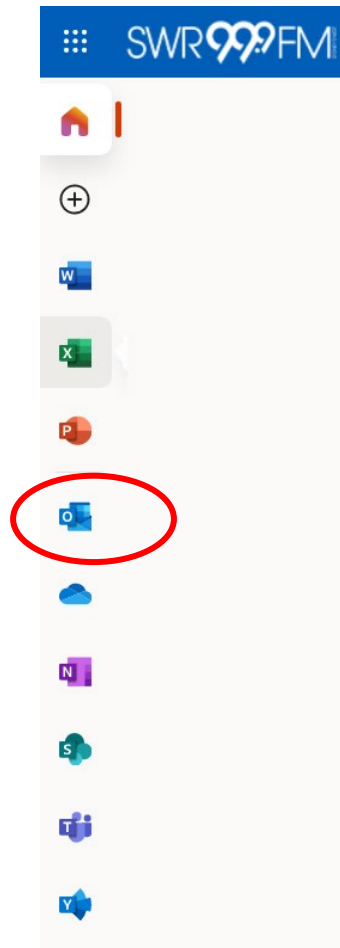
If you don't have a work, school or university account that DOESN'T use Office 365, we recommend staying signed in.



You have now accessed your Office 365 account. The next steps will show you how to open the Outlook App.



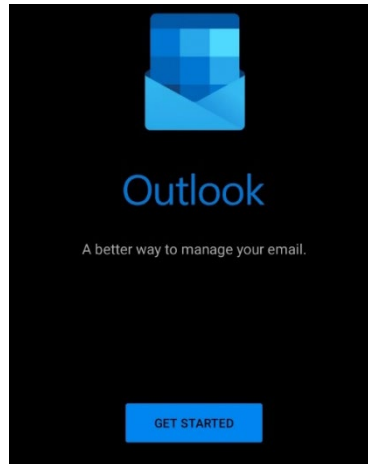
8. Click on the Outlook logo from the app launcher



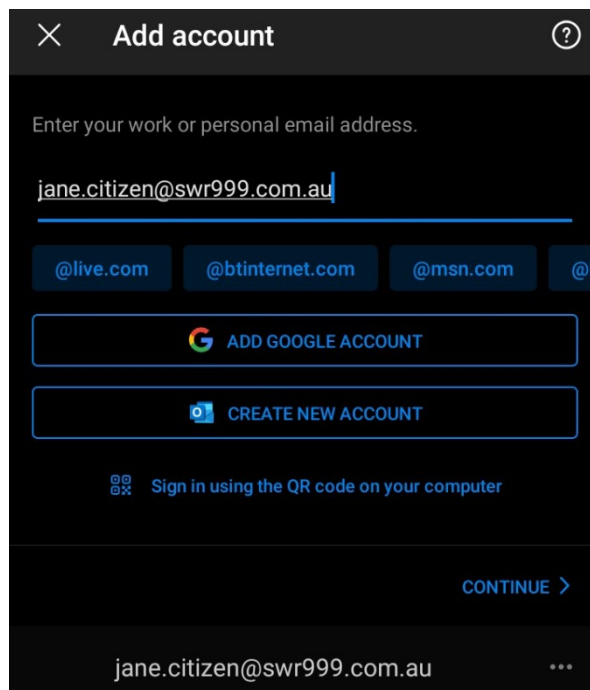
THAT'S IT! You should now be able to see your Inbox for all SWR emails you've received!

Mobile App Instructions

1. Download and Launch the Outlook app from your App Store
2. Click on Get Started



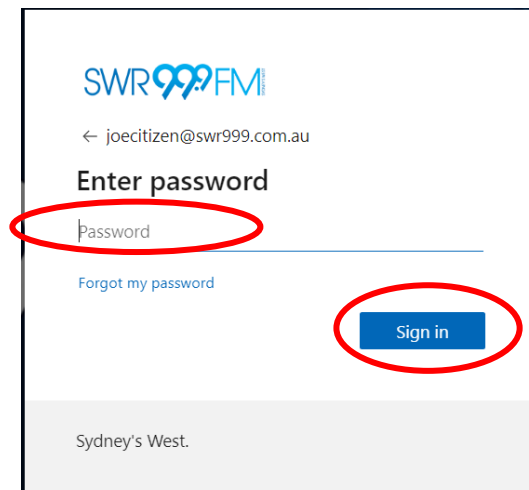
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SWR99.9FM

joecitizen@swr999.com.au

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New password

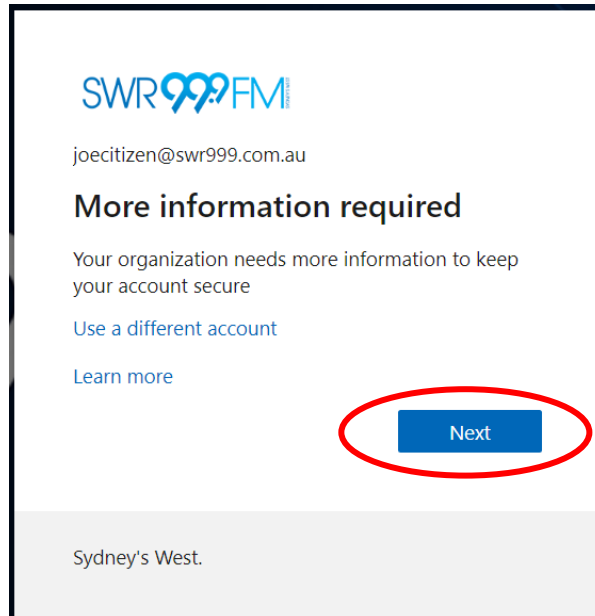
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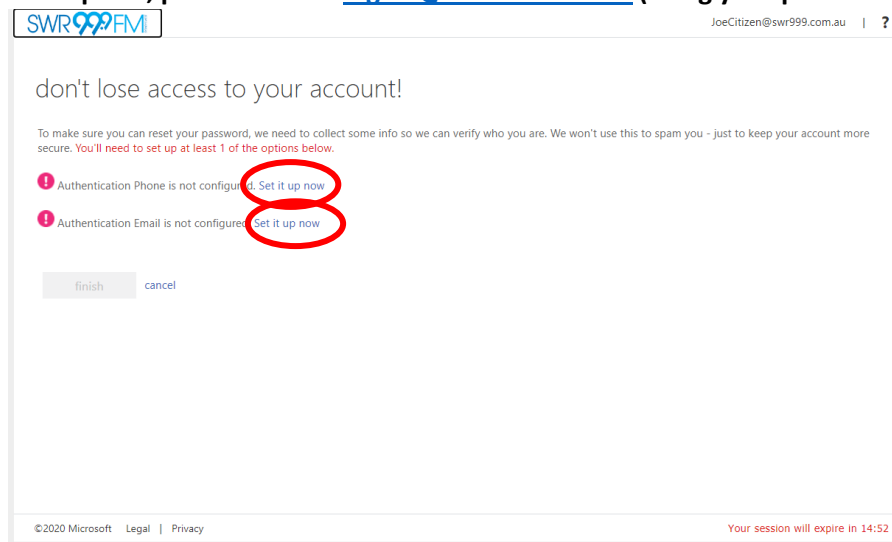


7. Set-up a Verification Method.

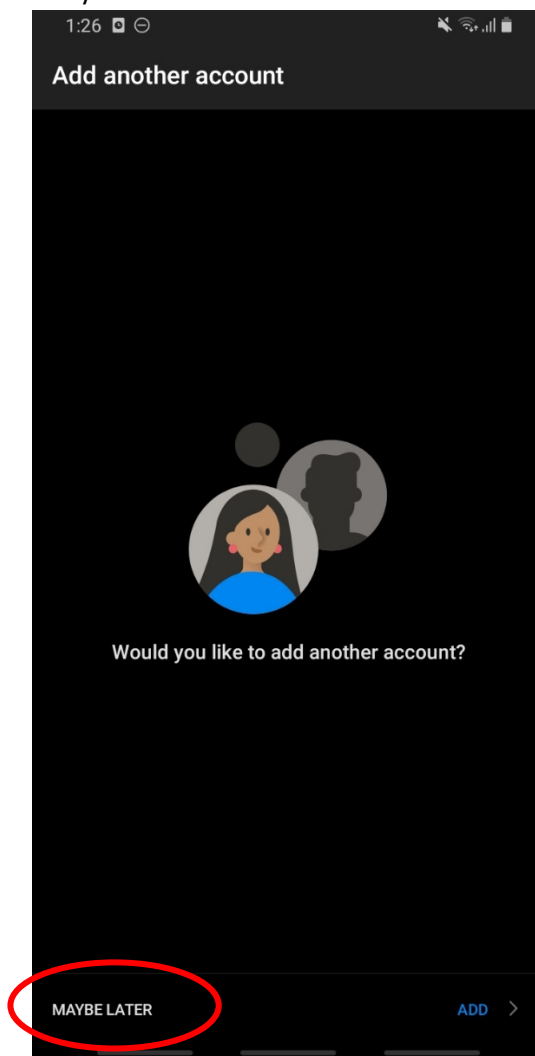
In the event you forget your password, this will allow you to reset it.

Choose between using your phone number or email address to Authenticate your account and follow the on-screen prompts.

If you get stuck at this point, please contact digital@swr999.com.au (using your personal email)



8. Don't add another account, unless you wish to



9. You're in. You'll then be given a tutorial on how to use Outlook and how it works, and you're in!

