

How to set up an email address for myRIW

QUICK GUIDE

myRIW allows Rail Industry Workers (RIW) to view their RIW profile on the web. Cardholders can view their employers, associations, job roles, competencies and medical results. They can also update their email address, mobile or password, and ask their Employer to make any corrections to their profile.

Already have your own email address?

Many RIW cardholders will already have an email address that can be used to access their record on myRIW. If you already have your own email address refer to the [Quick Guide – myRIW](#) for information on how to set up myRIW.

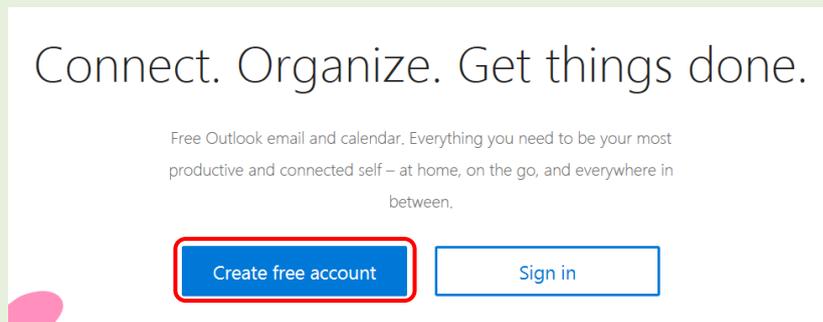
Never had an email address?

An email address is simple to set up. There are many companies offering this service for no charge - e.g. Gmail, Outlook and Yahoo.

As a guide, this is how you would set up an email address in Outlook.

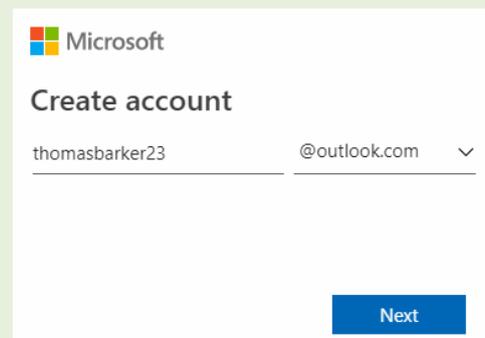
Step 1 Go to the website <https://outlook.live.com>

Step 2 Click on the button **Create free account.**



Step 3 Type in your preferred email address. You may need to try a few combinations if your email address is already in use.

In this example, we have chosen thomasbarker23.

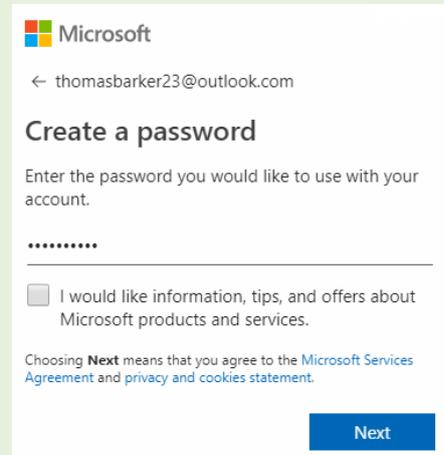


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Step 4 Once your preferred email address is accepted, create a password to use with your account.

Note: passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols



Microsoft
← thomasbarker23@outlook.com

Create a password

Enter the password you would like to use with your account.

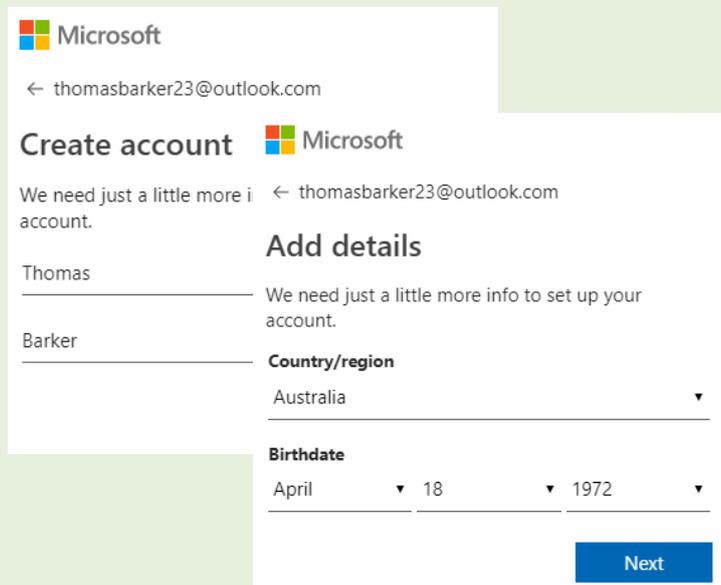
.....

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Step 5 You will then be asked to add a little more information about yourself to create the account, such as your name, your date of birth and your country of residence.



Microsoft
← thomasbarker23@outlook.com

Create account

We need just a little more information to create your account.

Thomas

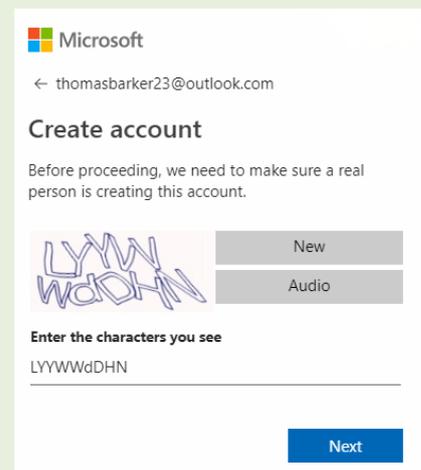
Barker

Country/region
Australia

Birthdate
April 18 1972

Next

Step 6 Before proceeding, Outlook just wants to check that you are a real person, so it will ask you to enter the displayed characters.



Microsoft
← thomasbarker23@outlook.com

Create account

Before proceeding, we need to make sure a real person is creating this account.



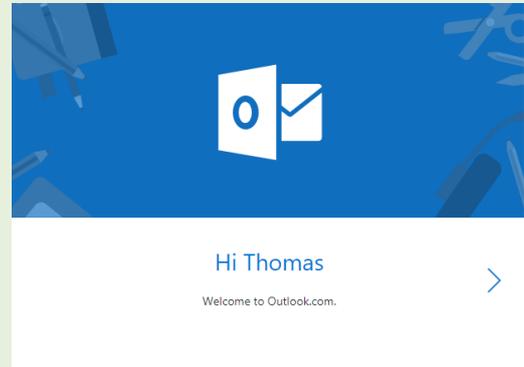
Enter the characters you see
LYYWdDHN

Next

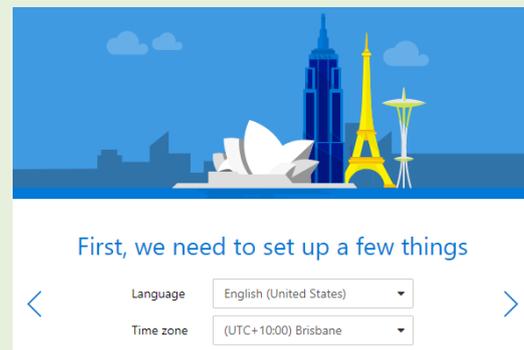
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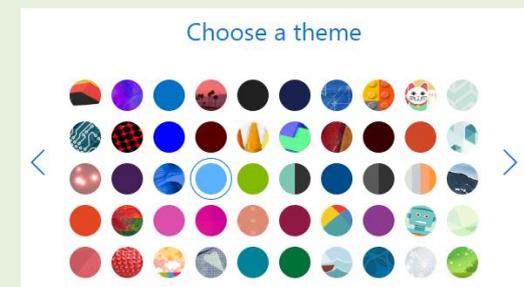
Step 7 You will now reach a confirmation screen that welcomes you to Outlook.



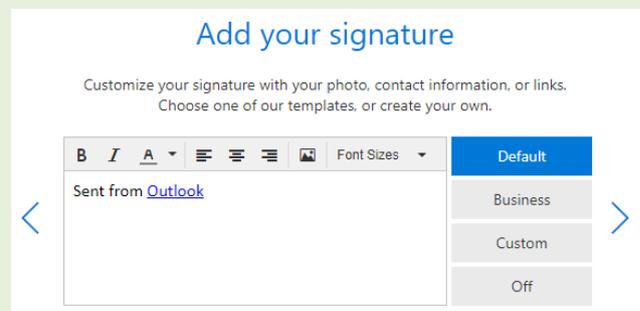
Step 8 You will need to set up a few more details, such as your preferred language and timezone.



Step 9 You will also get to choose a theme for how your email looks.



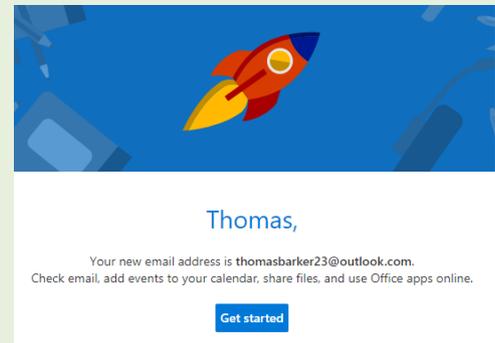
Step 10 Now you can customise the standard signature that will be appended to the end of your email. You can just choose the default option (easiest), or you can add your photo, contact information or address.



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Step 11 You are now successfully set up.
Click **Get Started** to access your inbox.



Step 12 You now have your own email address set up.
This is the email you should now use to register on myRIW.

You will be notified on this email when there are any changes to your profile, to accept employment or association requests, when your card / medicals / competencies / job roles etc. are due for renewal.

It is important to check your mailbox regularly!

