



Australian Government
Defence



CadetNet M365

New Starter Help Guide

October 2025 – Version 2



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Overview of CadetNet

CadetNet is made up of two key parts:

1. CadetNet Enterprise Application (CEA) used by over 30,000 ADF Cadets and Adult Volunteers providing online management of Personnel, Activities, Logistics, Facilities, WHS, Learning and Administration modules.
2. Microsoft 365 (M365) providing a single enterprise solution that is secure and flexible to enable:
 - Collaboration across cadets and staff
 - File sharing and storage
 - Access to communication tools like Microsoft Teams

The **CadetNet M365 environment** can be accessed using CadetNet laptops, personal laptops, PCs, tablets, and mobile phones (also referred to as Personal Electronic Devices (PED)).

To support secure access to this online collaboration platform, **Multifactor Authentication (MFA)** is required. If you need help registering for MFA, please refer to the [MFA Help Guide](#), which provides step-by-step instructions to help you set up MFA and ensure a seamless login experience.

This **New Starter Help Guide** has been developed to assist users in accessing and navigating Microsoft 365 (M365) applications within the CadetNet environment.

Getting Started with CadetNet Microsoft 365 M365

What is M365?

M365 a subscription-based shared service available as a base service to ADF Cadets and Staff. This service combines familiar productivity apps with powerful cloud-based services. It provides;

- Core applications such as Word, Excel, PowerPoint, and Outlook
- Cloud storage via OneDrive
- Collaboration and communication tools like Microsoft Teams
- Security and compliance



Application Benefit;

- Access to the latest versions of software
- Large amounts of secure cloud storage
- The ability to use apps as well as access and share files across multiple devices (laptop, mobile, tablet)

Why M365?

M365 makes it easier for ADF Cadets and Staff to connect, share, and work together—whether you're at unit parades, training, or on the move. With M365 you can:

- **Stay connected** – Use Microsoft Teams to chat, call, and video conference.
- **Work from anywhere** – Access your files in OneDrive from your laptop, phone, or tablet.
- **Collaborate in real time** – Work on the same document with your teammates at the same time.
- **Stay organised** – Use Outlook for emails, calendars, and scheduling.
- **Always be up to date** – You'll automatically get the latest apps and security features.

M365 Toolbox



Microsoft SharePoint

SharePoint Online is a cloud-based platform by Microsoft that serves as a central hub for content management, team collaboration, and building intranets within organisations. It allows teams to store, organise, and share documents and information from any device, enabling real-time co-authoring, custom websites, and streamlined workflows.

As a key component of Microsoft 365, it provides robust security and integrates with other Microsoft tools to enhance productivity and communication across an organisation.



Microsoft Teams

Microsoft Teams is a collaboration application that helps your team stay organised and have a conversations with your colleagues in real time.

Microsoft Teams is a hub for teamwork. It is an app that can facilitate collaboration using chat instead of email. It is a workspace for you and your team to securely edit files and at the same time view likes, mentions and replies with a single tap.

Please refer to the following resources for assistance

[CadetNet M365 Help Guides](#)

[Microsoft Teams Help and Learning](#)



Microsoft Outlook

Microsoft Outlook is an email and personal information manager that serves as an all-in-one application for managing your email, calendar, contacts, and tasks. It allows users to send and receive email, schedule meetings, store contact information, and track to-do lists, all within a single interface.

Please refer to the following resources for assistance

[CadetNet M365 Help Guides](#)



Microsoft OneDrive

Microsoft OneDrive is an application that allows you to share files and collaborate with your colleagues while working remotely. You can easily share files with others, work together, and view comments and changes as they occur within the document. With all your files in Microsoft

OneDrive - securely store, share, and access your files from anywhere – at work, at home or on the go.

Please refer to the following resources for assistance

[CadetNet M365 Help Guides](#)

[Microsoft OneDrive Help and Learning](#)

Useful M365 applications to explore



Microsoft OneNote

Microsoft OneNote is a digital notebook application which helps you to create, organise and share your notes and ideas. Gives users the ability to type, write, or draw notes, organise them into notebooks with sections and pages, and add various multimedia elements like images, audio, and video. OneNote also supports web clipping, file attachments, and collaboration with others through shared notebooks.

Please refer to the following resources for assistance

[CadetNet M365 Help Guides](#)

[Microsoft OneNote Help and Learning](#)



Microsoft Whiteboard

Microsoft Whiteboard is a freeform digital canvas for real-time collaboration, brainstorming, and ideation with tools like pens, sticky notes, text, images, and templates. It offers infinite canvas space, cloud-based automatic saving.

Please refer to the following resources for assistance

[CadetNet M365 Help Guides](#)

[Microsoft Whiteboard Help and Learning](#)



Microsoft Office Applications

Microsoft Office Applications; Word for documents, Excel for spreadsheets, and PowerPoint for presentations, along with email and calendar management via Outlook.

Please refer to the following resources for assistance

[Microsoft 365 Help and Learning](#)

Microsoft 365 functionality for ADF Cadet Users

Due to security and data protection requirements, there will be limitations which will apply to user experience for ADF Cadet users including Cadets, Cadet Staff and Cadet Supervisors

M365 FUNCTIONALITY	CADETS			CADET STAFF CADET SUPERVISORS		
	CadetNet OFFICIAL Laptop	PED (Laptop)	PED* (Mobile)	CadetNet OFFICIAL Laptop	PED (Laptop)	PED* (Mobile)
	Web Application	Web Application	Mobile Application	Web Application	Web Application	Mobile Application
Copy/Paste	✗	✗	✗	✓	✓	✗
Upload	✗	✗	✗	✓	✓	✗
Download	✗	✗	✗	✓	✓	✗
Share	✓	✓	✓	✓	✓	✓
Print	✗	✗	✗	✓	✓	✗
Screenshots	✓	✓	✗	✓	✓	✗

✓ : Available ✗: Not available

PED: Personal Electronic Device

Allowed files: Doc, docx, xls, xlsx, pdf, ppt, pptx, csv, png, jpeg, jpg

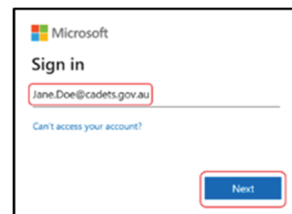
***PED Mobile Device:** Upload/Download of OFFICIAL:SENSITIVE blocked

How to Login to CadetNet M365 Application

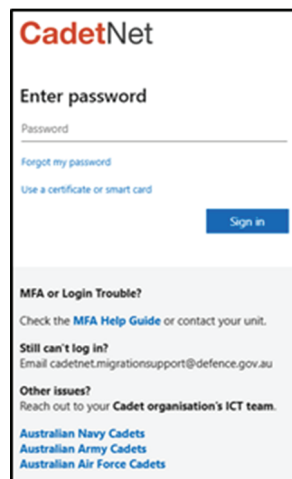
You will be required to have Multifactor Authentication registered prior to signing in to CadetNet M365 Applications. **How to?** Please refer to the [Multifactor Authentication \(MFA\) Help Guide](#)

1. Open a browser and navigate to <https://m365.cloud.microsoft.mcas.ms/apps/>
2. Enter your CadetNet sign in email details which will be different across each Cadet Organisation as follows;

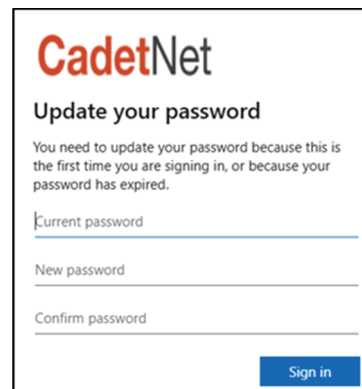
- jane.doe@cadets.gov.au
- jane.doe@armycadets.gov.au
- jane.doe@navycadets.gov.au
- jane.doe@airforcecadets.gov.au

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left. Below it, the text "Sign in" is displayed. A text input field contains the email address "Jane.Doe@cadets.gov.au". Below the input field, there is a link that says "Can't access your account?". At the bottom right, there is a blue button labeled "Next".

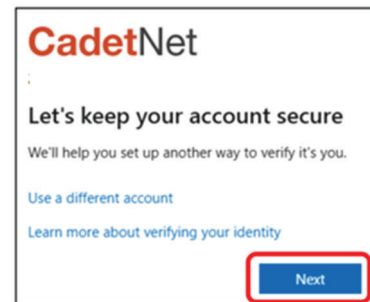
3. Enter your current CadetNet password

A screenshot of the CadetNet "Enter password" screen. The CadetNet logo is at the top. Below it, the heading "Enter password" is shown. There is a "Password" input field. Below the input field, there are two links: "Forgot my password" and "Use a certificate or smart card". At the bottom right, there is a blue button labeled "Sign in". Below the "Sign in" button, there is a section titled "MFA or Login Trouble?" with instructions to check the MFA Help Guide or contact the unit. Below that, there is a section titled "Still can't log in?" with an email address: cadetnet.migrationsupport@defence.gov.au. At the bottom, there is a section titled "Other issues?" with instructions to reach out to the Cadet organisation's ICT team. Below that, there are three links: "Australian Navy Cadets", "Australian Army Cadets", and "Australian Air Force Cadets".

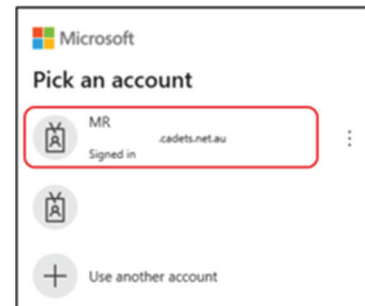
Note: This step will only apply if you have reset your password or if this is your first time logging in to CEA. Follow the prompts and select Sign in

A screenshot of the CadetNet "Update your password" screen. The CadetNet logo is at the top. Below it, the heading "Update your password" is shown. Below the heading, there is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below the message, there are three input fields: "Current password", "New password", and "Confirm password". At the bottom right, there is a blue button labeled "Sign in".

- Now you will be required to apply your Multifactor Authentication (MFA)



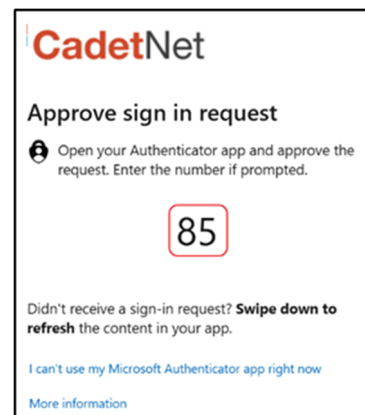
- Select your current CadetNet account from the list



- This will trigger a one-time authenticator code to be validated in your chosen method of MFA. The example shown is using Microsoft Authenticator.

Note: if you haven't registered your MFA yet, you will be required to at this point to progress with your MFA setup. Please refer to the MFA Help Guide for a detailed instruction on how to set up your MFA.

Please refer to the [MFA Help Guide](#) to set up your MFA for the first time.

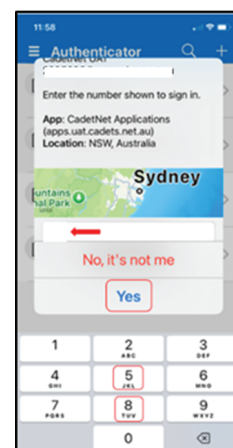


- Open your chosen Authenticator application on your smart device.

Note: This example illustrates Microsoft Authenticator app screenshots.



- Enter the one-time authenticator code in to your smart device authenticator app and select "Yes"

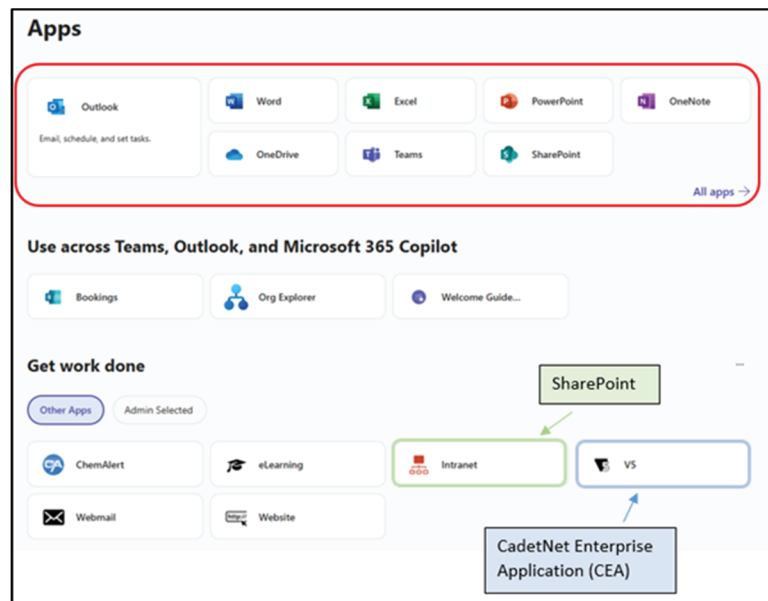


9. If you are using a shared device (CadetNet Laptop) select NO. If you are using a PED then you can select YES



10. Congratulations! You have successfully signed in to Microsoft 365 Apps Homepage.

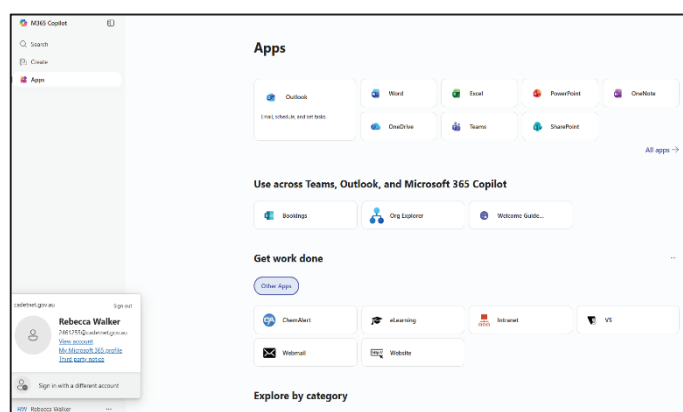
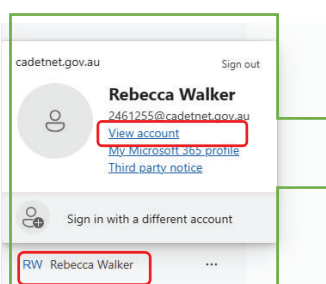
Here you can access all **Microsoft Applications** as well as **SharePoint** and **CEA**.



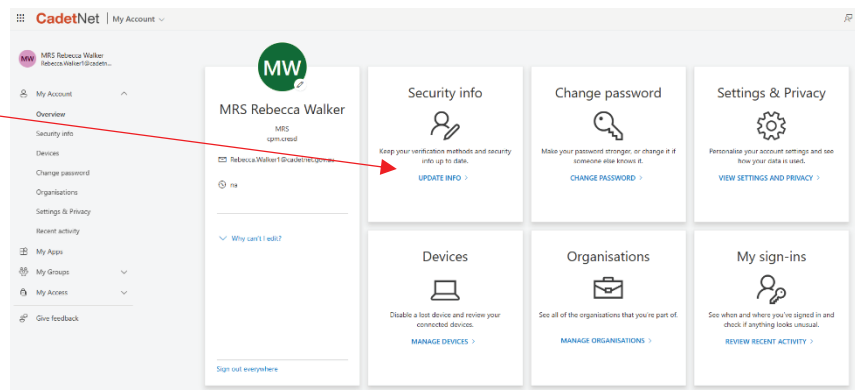
How do I register for self-service Password Reset?

To be able to use the self-service password reset, you will be required to set up your secret questions. How to add a secret question?

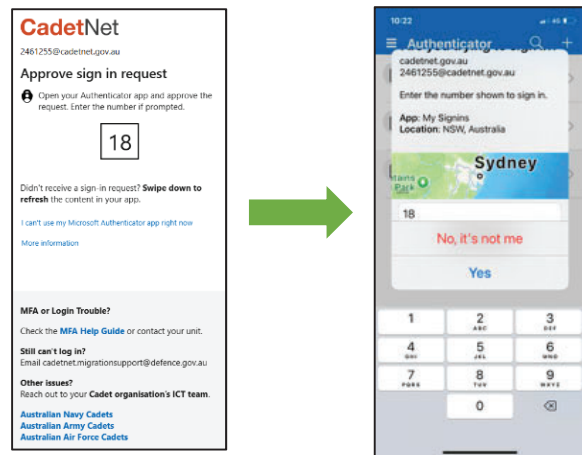
1. In the bottom left side of your Microsoft Homepage you will see your name. Select this and a pop up will appear from here select [My Microsoft 365 profile](#)



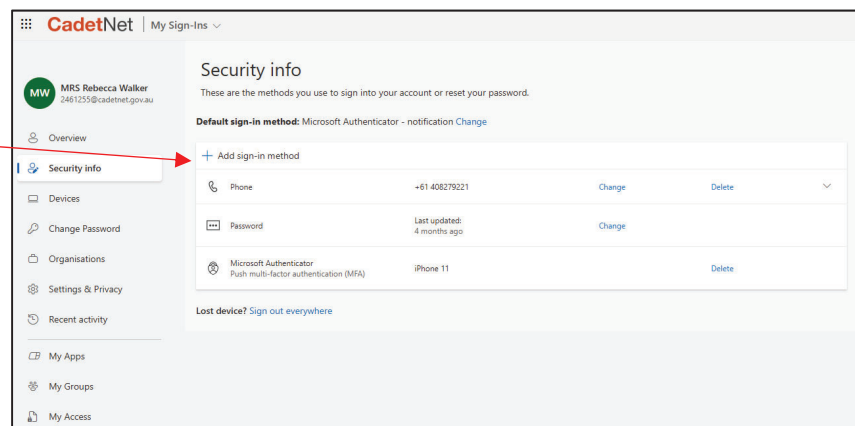
2. This will open your CadetNet My Account. Select **Security Info** panel. This will prompt MFA for security purposes.



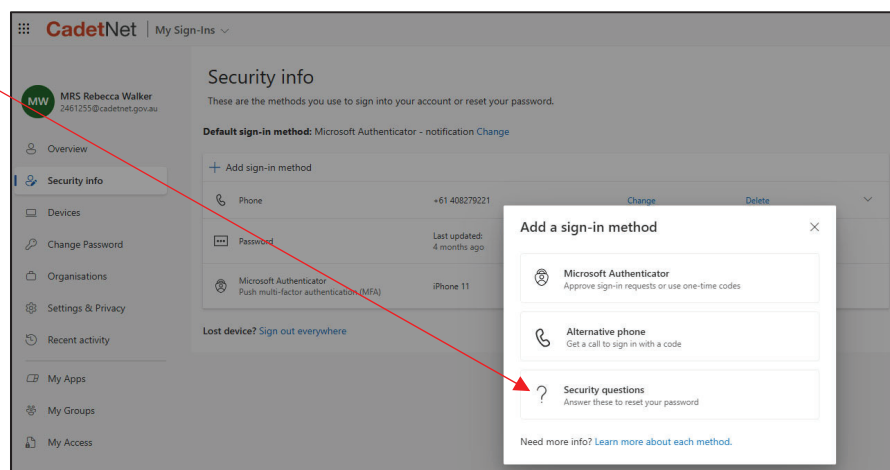
3. Complete you MFA validate



4. Now you're ready to set you security questions. Select the [+] Add sign in method link



5. Select the Security Questions box



6. Click the dropdown which will present a list of questions to select from

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

Phone +61 408279221 [Change](#) [Delete](#)

Password Last updated: 4 months ago [Change](#)

Microsoft Authenticator Push multi-factor authentication (MFA) iPhone 11 [Delete](#)

Lost device? [Sign out everywhere](#)

Security questions

In what city was your first job? Enter answer for security question 1

What was the name of your first pet? Enter answer for security question 2

Select a question 3 Enter answer for security question 3

[Cancel](#) [Done](#)

Security questions

Select a question 1

Enter answer for security question 1

Select a question 2

Enter answer for security question 2

Select a question 3

Enter answer for security question 3

[Cancel](#) [Done](#)

7. Once you have selected your three questions, you will be required to register the answers for each question.

Security questions

In what city was your first job? My answer to question 1

What was the name of your first pet? My answer to question 2

What was the name of the street of your first childhood ... May answer to question 3

[Cancel](#) [Done](#)

8. Congratulations! you have successfully set up your security question that will now be your second method of authentication.

CadetNet | My Sign-Ins

MRS Rebecca Walker 2461255@cadetnet.gov.au

Overview

Security info

Devices

Change Password

Organisations

Settings & Privacy

Recent activity

My Apps

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

Phone +61 408279221 [Change](#) [Delete](#)

Password Last updated: 4 months ago [Change](#)

Microsoft Authenticator Push multi-factor authentication (MFA) iPhone 11 [Delete](#)

Security questions 3 security questions added [Delete](#)

Lost device? [Sign out everywhere](#)

You can see in the example below that I have also registered my mobile

Note: In this screen you can **Add** and **Delete** any registered MFA

Having Trouble Logging in?

Here are some helpful tips and tricks that might help;

Ensure your device is password protected, has updated antivirus software, your web browser is up-to-date, preferably a modern browser like Microsoft Edge or Google Chrome, and have at least one MFA method set up. Also, check for any browser extensions that might interfere and clear your browser's cache and cookies.

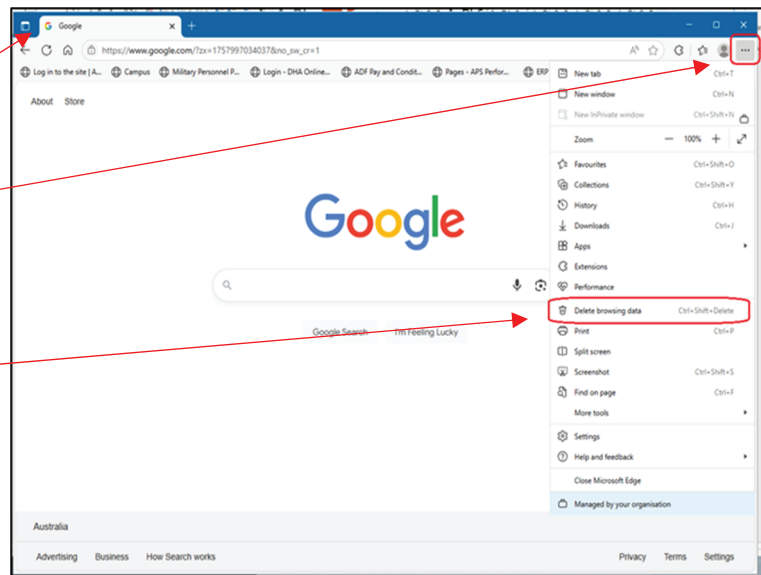
If you encounter difficulty in logging into CadetNet, this could be due to multiple M365 accounts that maybe already connected and signed into another session, see the following troubleshooting steps:

1. Sign out of all active M365 sessions.
2. Clear cache and cookies for the browser you are using.
3. Log in to <https://m365.cloud.microsoft.mcas.ms/apps/>

How to Clear Browser Data?

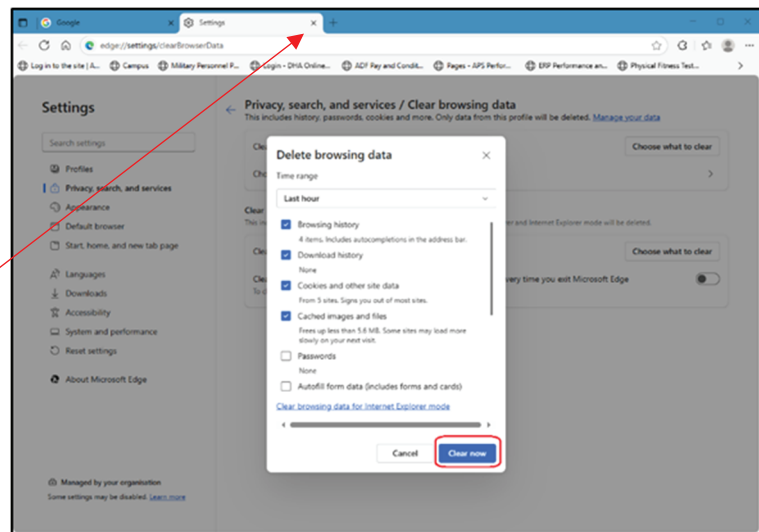
Clear Cache and Cookies: Sometimes, issues with MFA or login can be resolved by clearing your browser's cache and cookies. This example uses Microsoft Edge.

1. Open web browser, in this instance I am using Google
2. Select [...] which will drop down menu
3. Select Delete Browsing Data



4. Select Clear Now, this will initiate and complete the clearing of browser's cache and cookies the

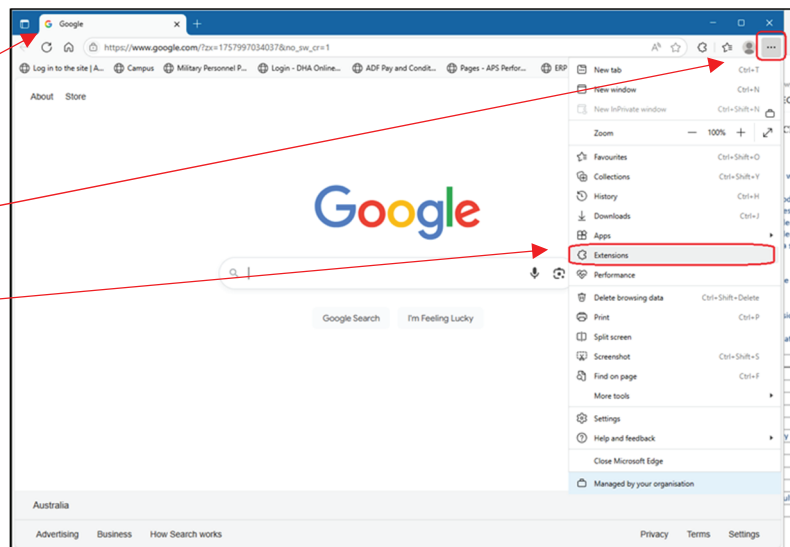
5. You can now close your web browser and commence login



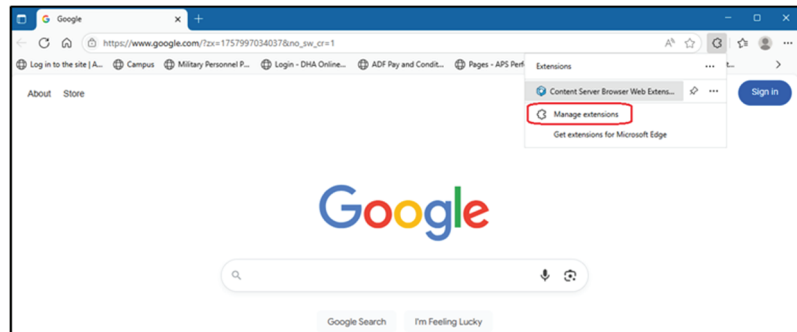
How to Check for Browser Extensions?

Disable Extensions: Some browser extensions can interfere with the MFA process. Try disabling them to see if the issue is resolved. [This example uses Microsoft Edge](#)

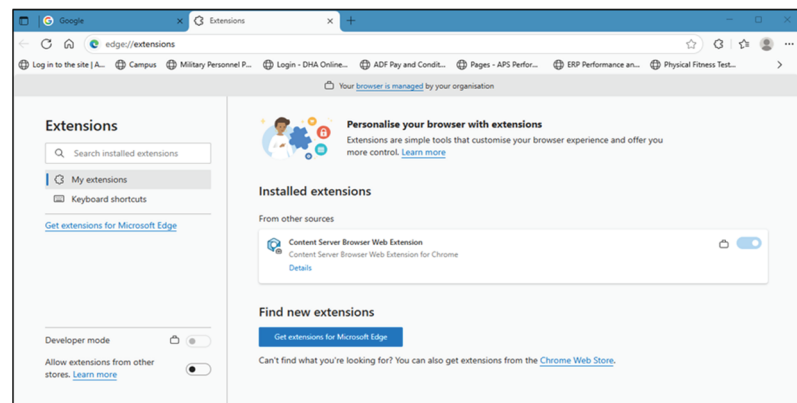
1. Open web browser, in this instance I am using Google
2. Select [...] which will drop down menu
3. Select Extensions



4. Select Manage Extensions



5. Manage Extension from the homepage



6. Once actioned, you can now close your web browser and commence login

Update Your Browser:

Use a Modern Browser: Ensure your browser is updated to the latest version to avoid the "Your browser is not supported or up-to-date" error message during setup.

Recommended Browsers: Microsoft Edge, Google Chrome, and Mozilla Firefox are generally recommended for their compatibility with MFA processes.

Note: When using an IOS device, you are required to install and use Microsoft Edge.

Check for Interfering Components: Make sure the Microsoft Edge WebView2 Runtime is up-to-date if you're using it.

I don't remember my username. What do I do now?

Ask your unit staff they will be able to provide it to you. Your username can be your email address, or your CadetNet ID.

How do I reset my password?

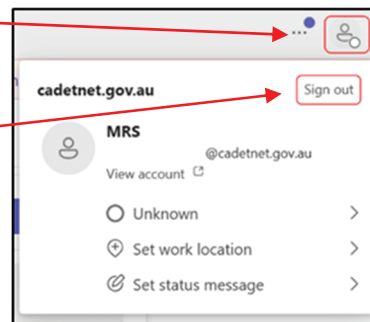
You can use the self-serve [password reset](#) tool provided by Microsoft.

How to Sign out of M365 Session?

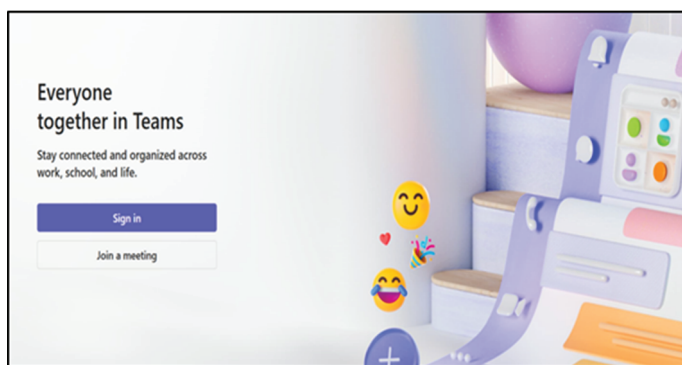
Follow the steps in this section to Sign Out of M365 Applications, for this example we are signing out of Microsoft Team.

1. **Click** the icon on the top right hand corner the application homepage

2. Then select **Sign Out**



3. Your browser will be navigated back to the Teams **Sign In** Homepage
4. Now you can close out browser.



Who do I contact for support?

Service	Contact Details
Army Cadets	E: aac.hq.ict@defence.gov.au
Air Force Cadets	W: https://servicedesk.aaaf.org.au/
Navy Cadets	E: ancd.ict@defence.gov.au

Remember, the only question left is the one you're about to ask! Don't hesitate to reach out.. Enjoy!