



# HOW-TO **SETUP EMAIL**



FOR **iPHONE AND iPad**

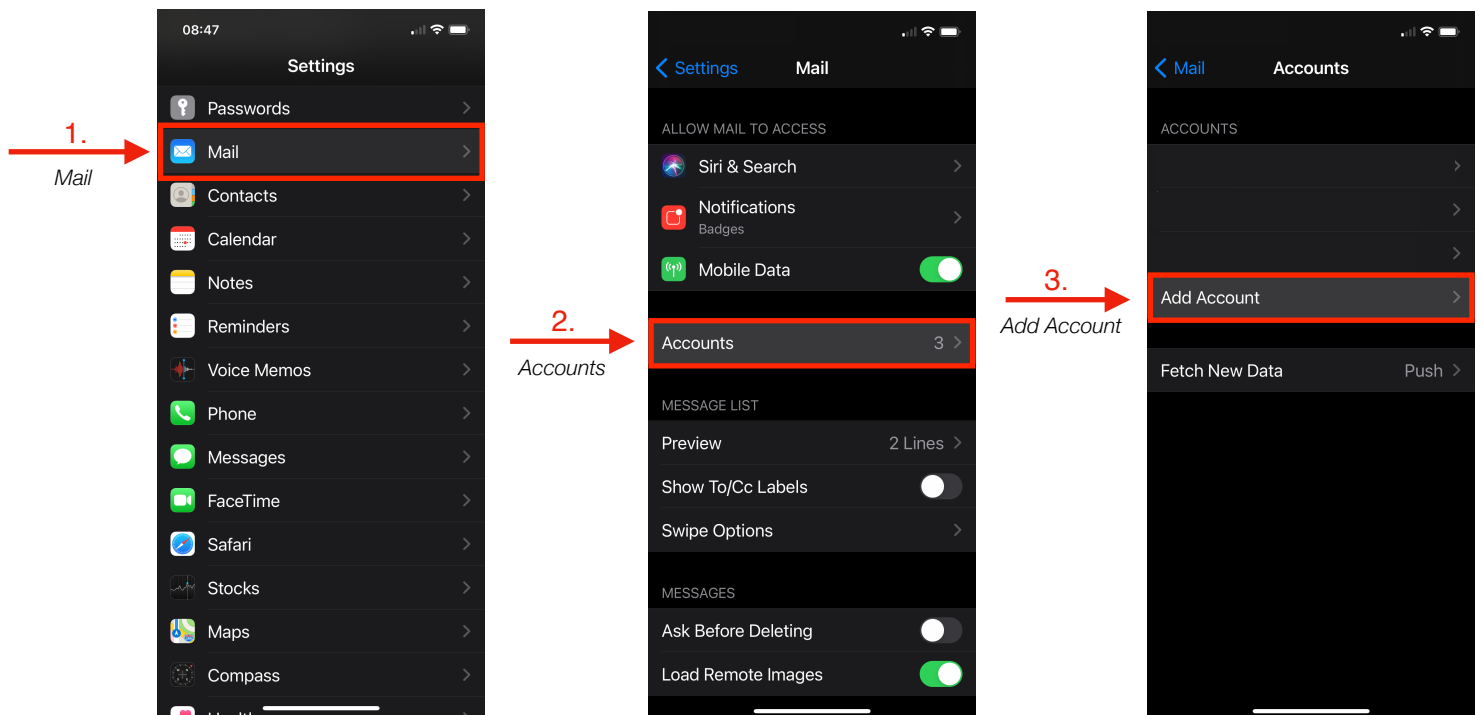
STEP 1

On your iOS Device, open the 'Settings' App



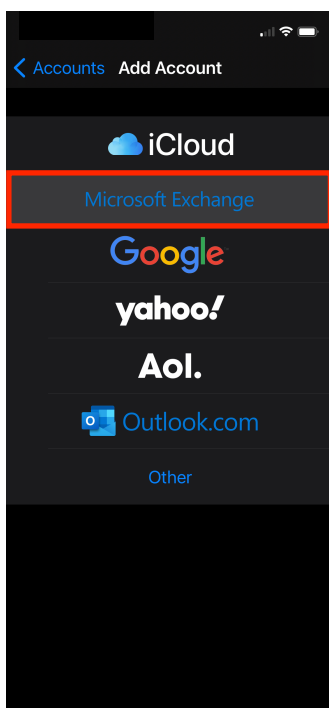
STEP 2

In the settings app, scroll down and select 'Mail' then select 'Accounts' and press 'Add Account'



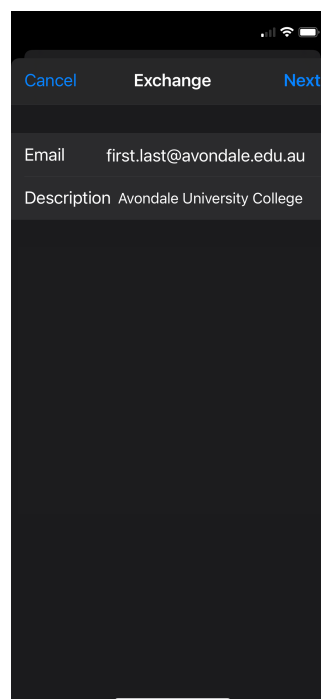
STEP 3

Select 'Microsoft Exchange', then enter your email address in the email field.

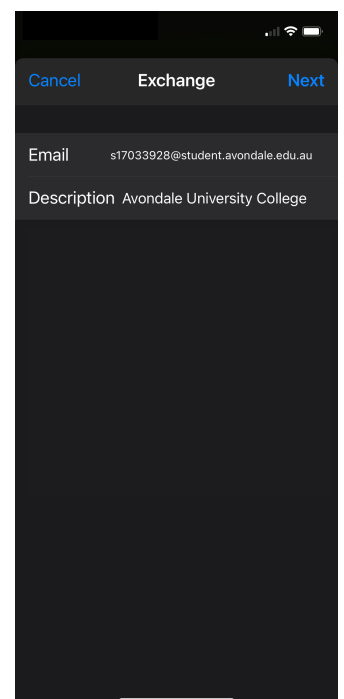


*Staff:*  
Enter your email address  
eg. [john.smith@avondale.edu.au](mailto:john.smith@avondale.edu.au)

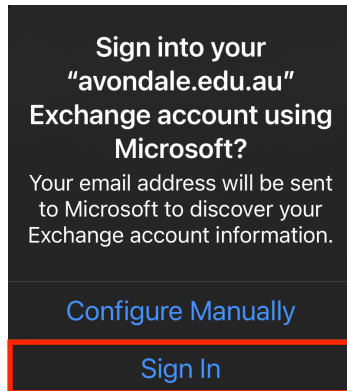
*Students:*  
Enter your student number +  
@student.avondale.edu.au  
eg. [s1234567@student.avondale.edu.au](mailto:s1234567@student.avondale.edu.au)



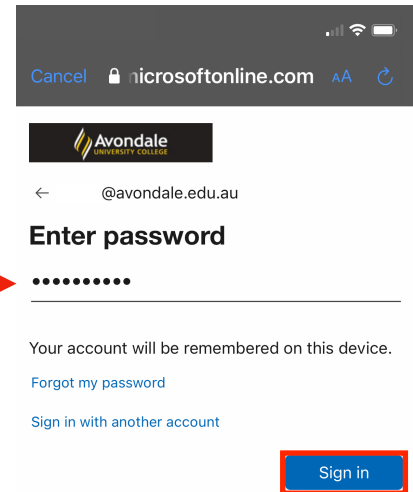
or...



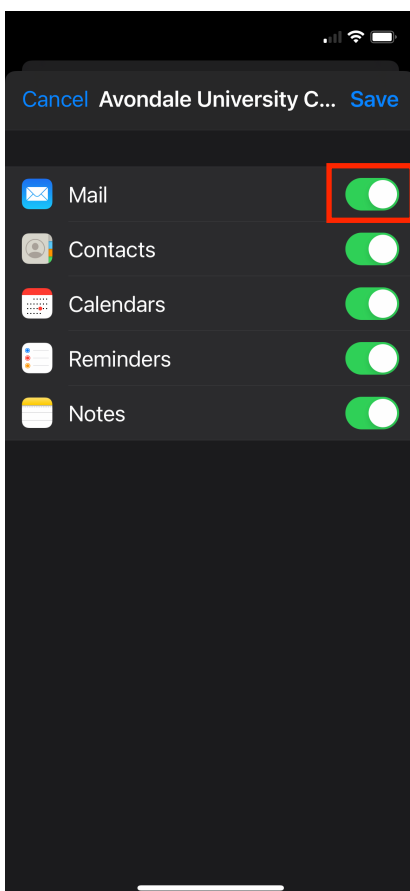
**STEP 4** Now select 'Sign In', this will redirect you to a browser window to finish the Sign In process.



*Enter your password & select 'Sign In'.*



**STEP 5**



*Ensure, 'Mail' is enabled.*

*Enable the other services if you wish to use your Avondale account with the desired services.*



*Please Note: Emails and other data may take up to 2 minutes before you see any changes. Depending on the size of mailbox, contacts, notes etc. it may take over 15 minutes to complete the first sync.*

You should now have successfully setup your Avondale Mail!