



HOW-TO **SETUP EMAIL**



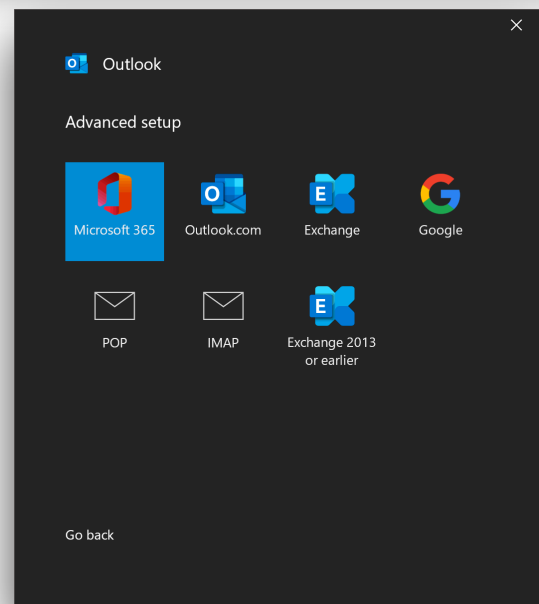
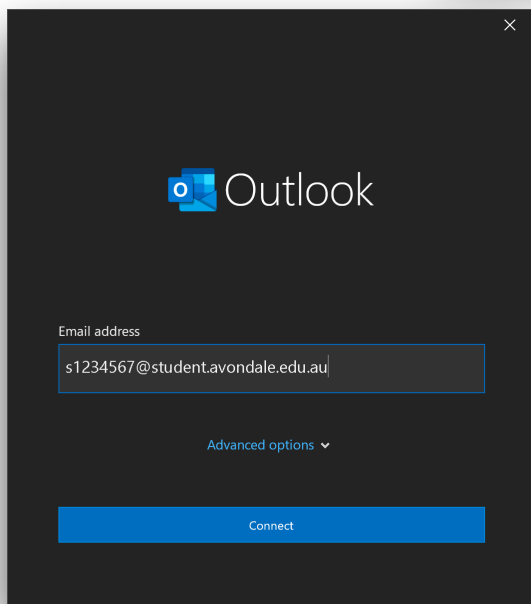
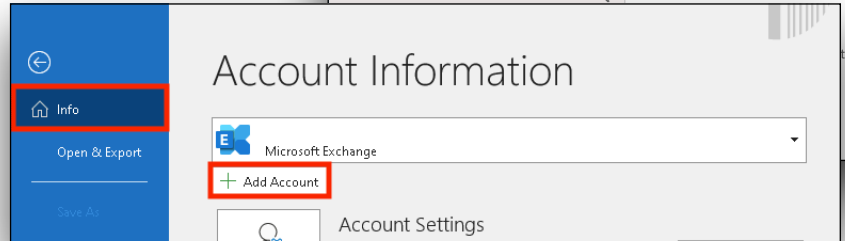
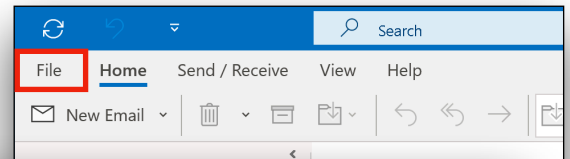
**FOR Windows Computers
USING OUTLOOK**

STEP 1 First, navigate to and open Microsoft Outlook

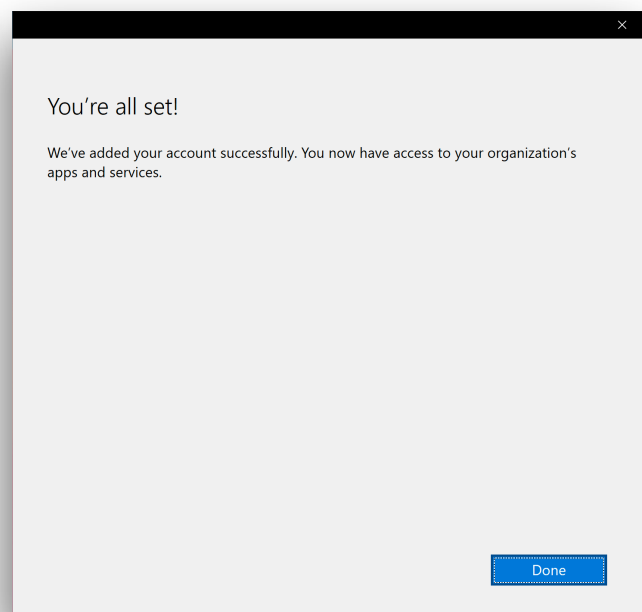
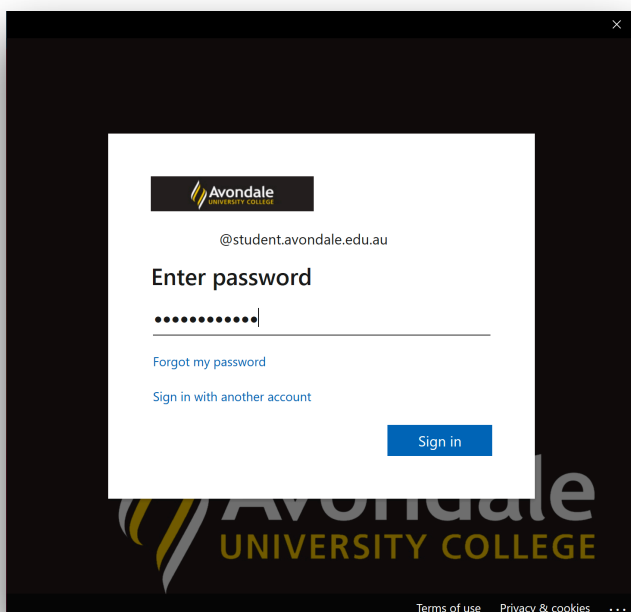


STEP 2 If Outlook does not prompt to connect an account, please go to 'File' -> 'Info' -> '+ Add Account'

STEP 3 Enter your email address and if prompted, select Microsoft 365

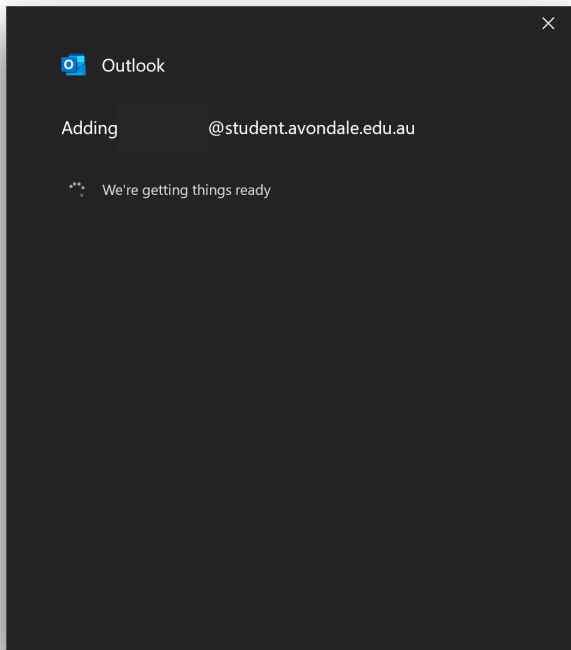


STEP 4 Now enter your Avondale password and select 'Sign in'
Please note: If prompted to use organisation settings, untick the check box and select 'Ok'.

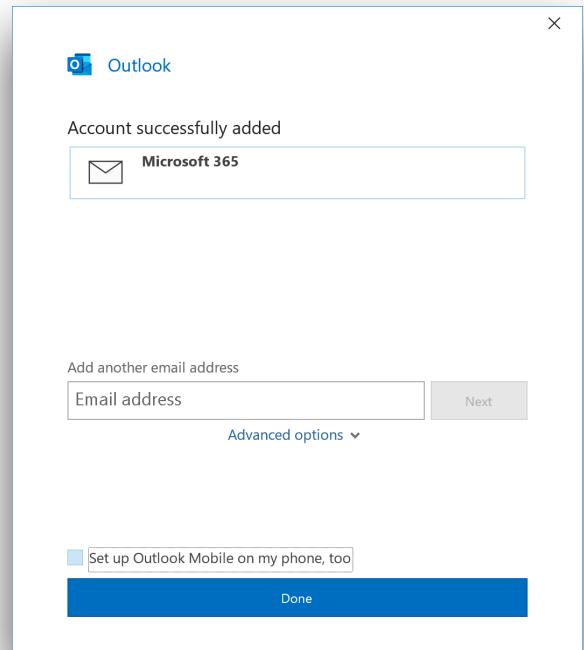


STEP 5

Outlook may take up to a minute to add the account.

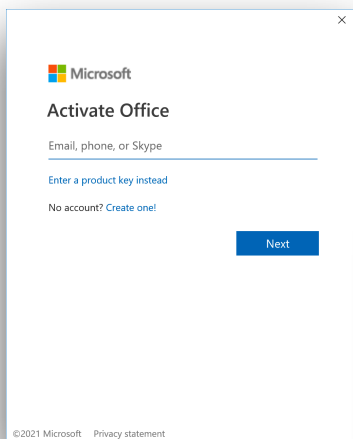


Once successfully added, this window will appear. Now select 'Done' to access your Mailbox.

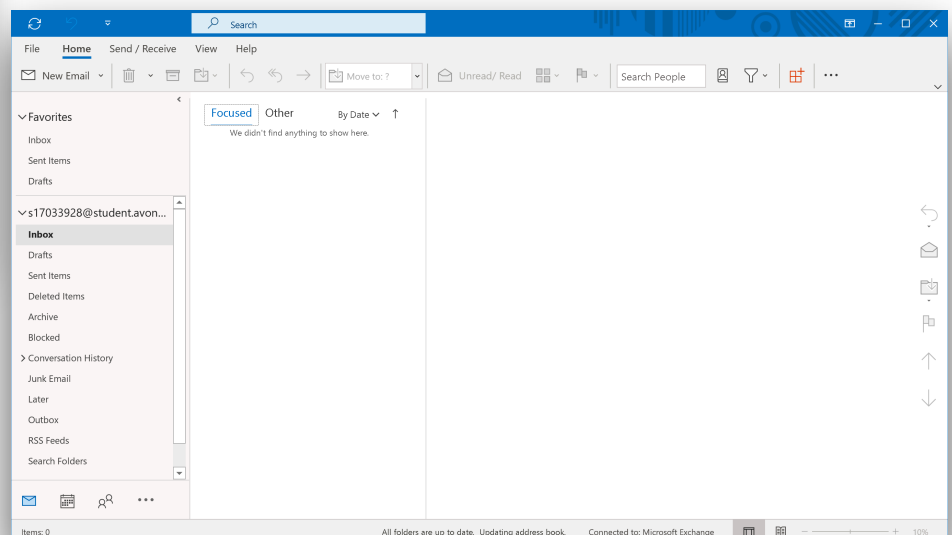


STEP 6

If prompted, enter your Avondale email address and password to the 'Activate Office' pop-up



Once complete, Outlook will open your Inbox (as pictured below) and you will have full access to your Avondale email account



You should now be successfully signed into your Outlook account on your computer!