

HOW-TO SETUP ENAL

FOR Windows Computers USING OUTLOOK



Version 21.3



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'.

		You're all set! We've added your account successfully. You now have access to your organization
	_	apps and services.
@student.avondale.edu.au		
Enter password		
•••••		
Forgot my password		
Sign in with another account	le	
UNIVERSITY COL	LEGE	Done





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.

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ж		UT OUTIOOK	
@student.avondale.edu.au		Account successfully added	
etting things ready		Microsoft 365	
		A dd	
		Email address	Nex
		Advanced options V	
		Set up Outlook Mobile on my phone, too	
		Done	
antor your Avondalo omail a	ddross and	_	



lf p pa



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



If you followed these instructions and still cannot set up your Avondale email, please use the online web portal: webmail.avondale.edu.au Alternatively, phone the Tech Services Helpline on 0249 802 111 or visit the Service Counter on the Lake Macquarie Campus.