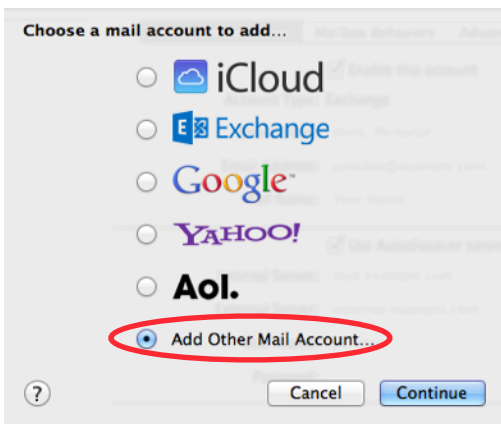


**STEP 1** In Mail, select Mail > Preferences.

**STEP 2** Select the 'Accounts' tab and click the button to add an account.

**STEP 3** Select 'Add Other Mail Account...'

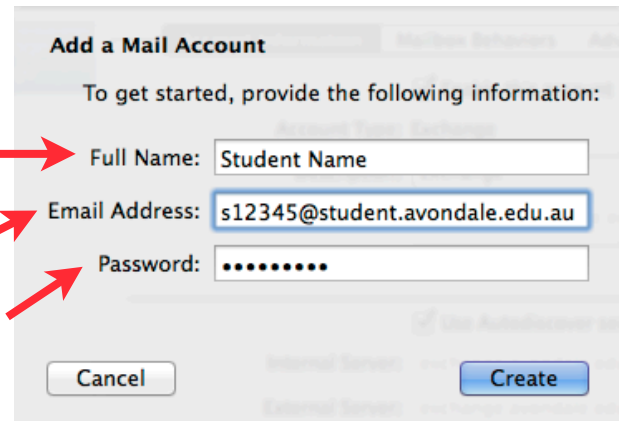


**STEP 4** Fill in your details as follows:

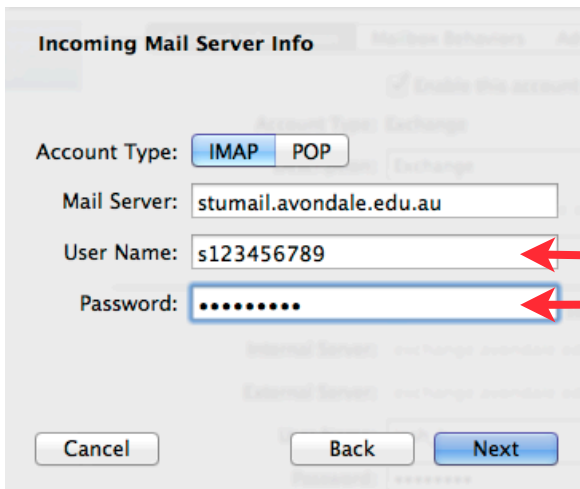
Your name (your actual name, not the words 'student name')

Your Avondale email address

Your Avondale password



**STEP 5** Enter the following information:



Your student number preceded by an 's'

Your Avondale password (same as Moodle password)

