HOW-TO
SETUP EMAIL

FOR **Android**
USING **Outlook**

Avondale | TECH SERVICES

SETUP AVONDALE EMAIL
in Outlook on Android devices running Android 8+
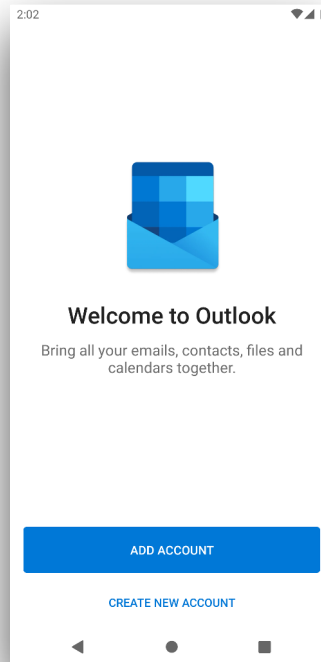
STEP 1
Firstly, find and open 'Outlook'
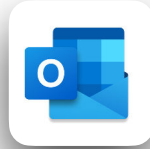
STEP 2
Select the 'Add Account' button

STEP 3
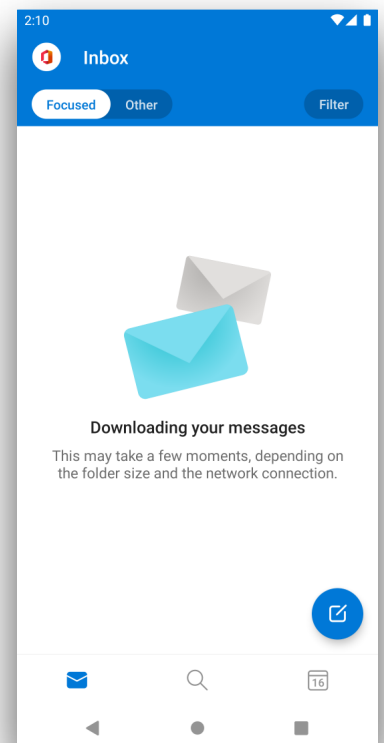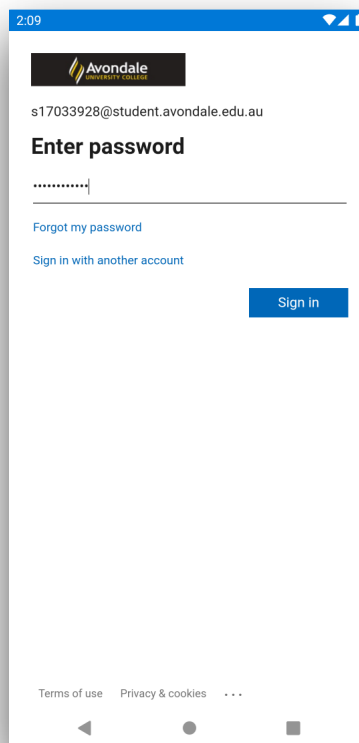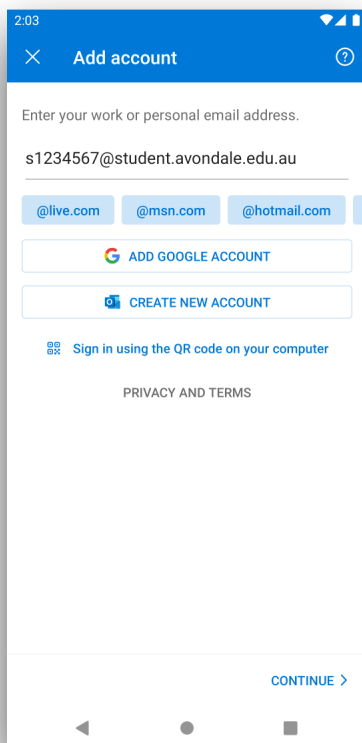Now enter your Avondale Credentials for the steps below:

i) Enter your Avondale Email Address
ii) Enter your Avondale Password
iii) Wait for Outlook to download mail

i) Enter your Avondale email address then select 'Continue'

ii) Now enter your Avondale password and select 'Sign In'

iii) Outlook may take up to a minute to download your emails onto your device

You should now be successfully signed into Outlook on your Android device!

If you followed these instructions and still cannot set up your student 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.