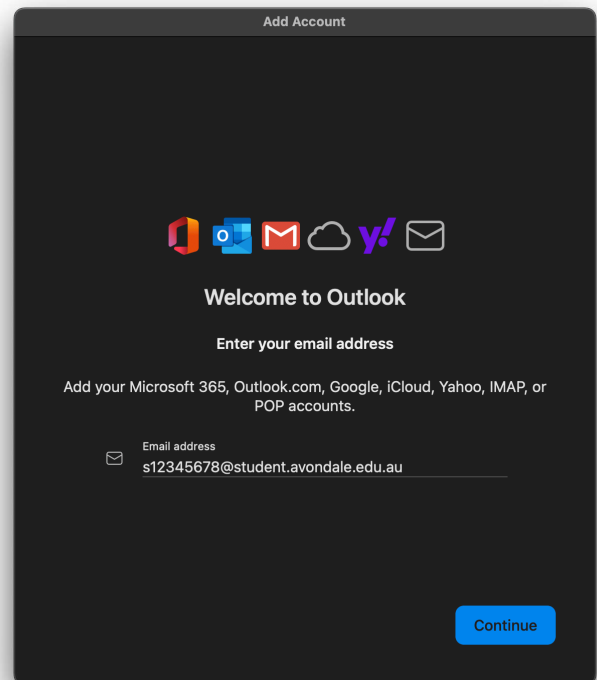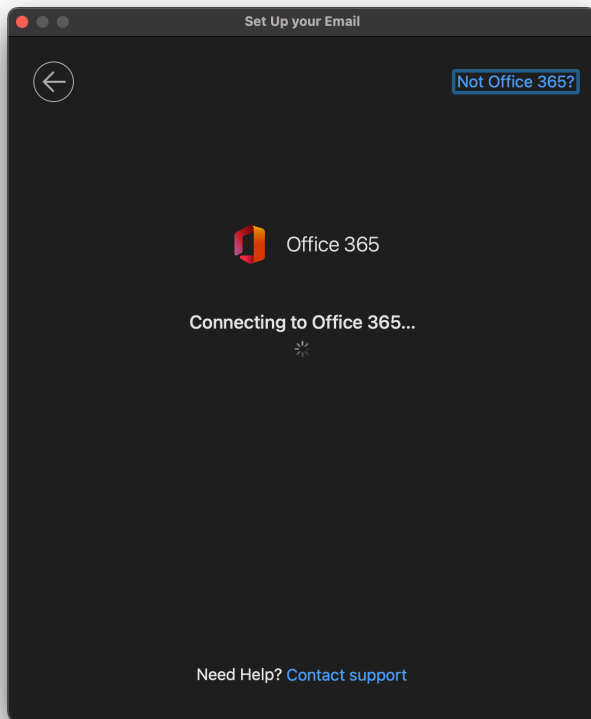# HOW-TO
SETUP EMAIL

FOR macOS USING OUTLOOK
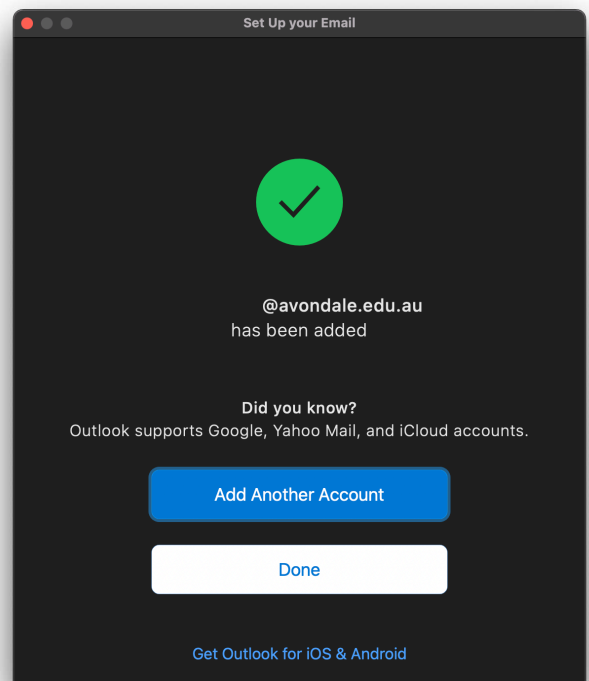
Avondale | TECH SERVICES

STEP 1
First, navigate to and open Microsoft Outlook

STEP 2
Enter your Avondale email address and sign-in as prompted

Set Up your Email

Not Office 365?

Office 365

Connecting to Office 365...

Need Help? Contact support

Add Account

Welcome to Outlook

Enter your email address

Add your Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP, or POP accounts.

Email address
s12345678@student.avondale.edu.au

Continue

STEP 3
Once your account has been added, you will be greeted by a success screen. Select 'Done' and you will now be able to access your Outlook Mailbox

Set Up your Email

@avondale.edu.au
has been added

Did you know?
Outlook supports Google, Yahoo Mail, and iCloud accounts.

Add Another Account

Done

Get Outlook for iOS & Android

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

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.