HOW-TO
SETUP
EMAIL

FOR **iPHONE AND iPAD**

Avondale | **TECH SERVICES**
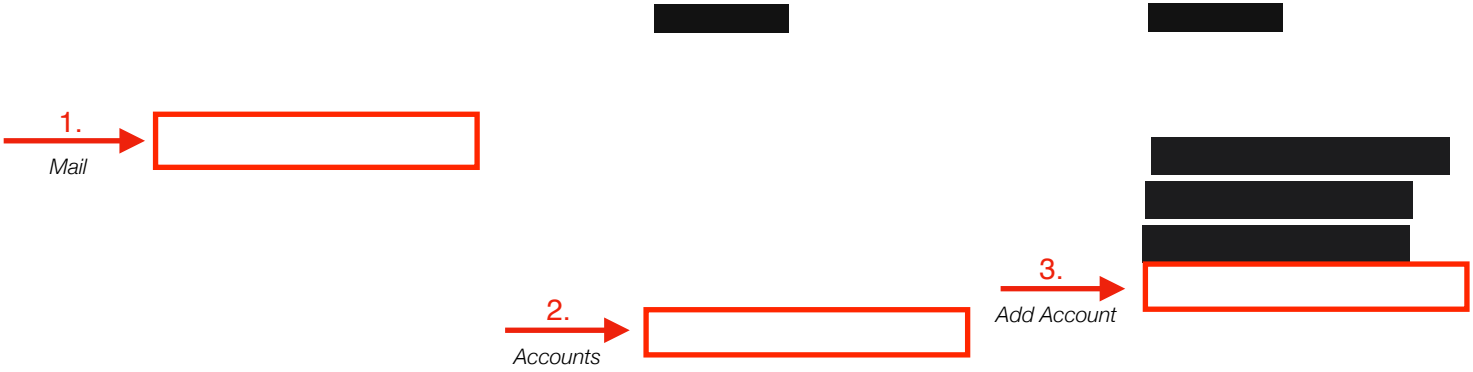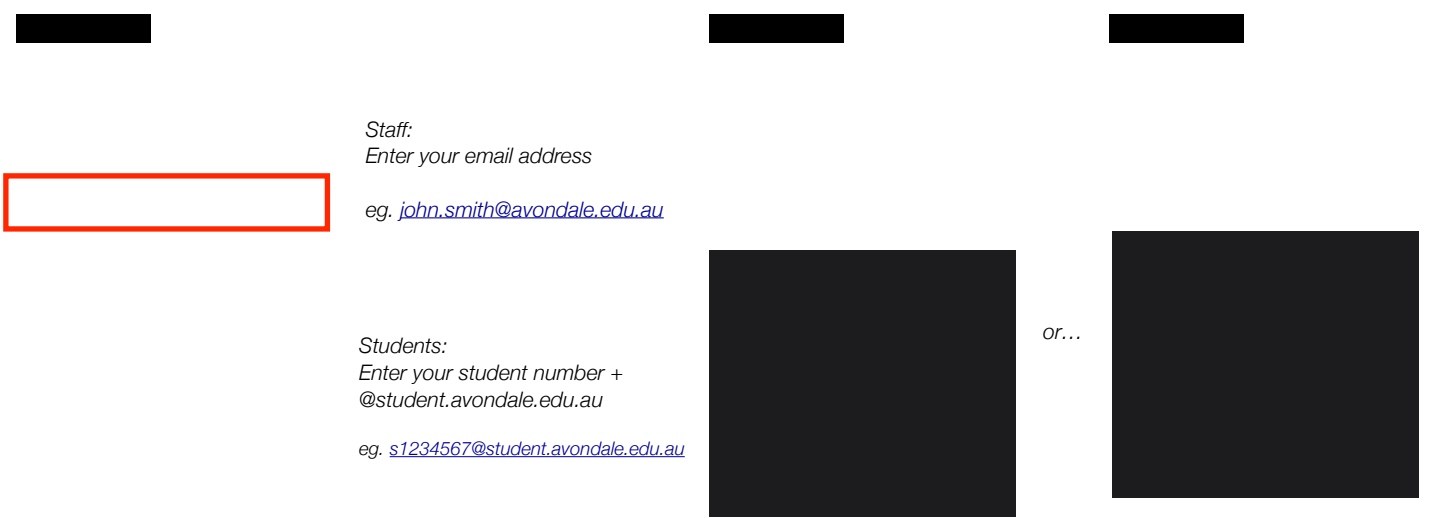
STEP 1

On your iOS Device, open the 'Settings' App

STEP 2

In the settings app, scroll down and select 'Mail' then select 'Accounts' and press 'Add Account'

1.
Mail

2.
Accounts

3.
Add Account

STEP 3

Select 'Microsoft Exchange', then enter your email address in the email field.

Staff:
Enter your email address

eg. john.smith@avondale.edu.au

Students:
Enter your student number +
@student.avondale.edu.au

eg. s1234567@student.avondale.edu.au

or…

STEP 4

Now select 'Sign In', this will redirect you to a browser window to finish the Sign In process.

Enter your password & select 'Sign In'.

STEP 5

Ensure, 'Mail' is enabled.

Enable the other services if you wish to use your Avondale account with the desired services.

Please Note: Emails and other data may take up to 2 minutes before you see any changes. Depending on the size of mailbox, contacts, notes etc. it may take over 15 minutes to complete the first sync.

You should now have successfully setup your Avondale Mail!

Avondale
UNIVERSITY COLLEGE

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 049802111 or visit the Service Counter on the Lake Macquarie Campus.