

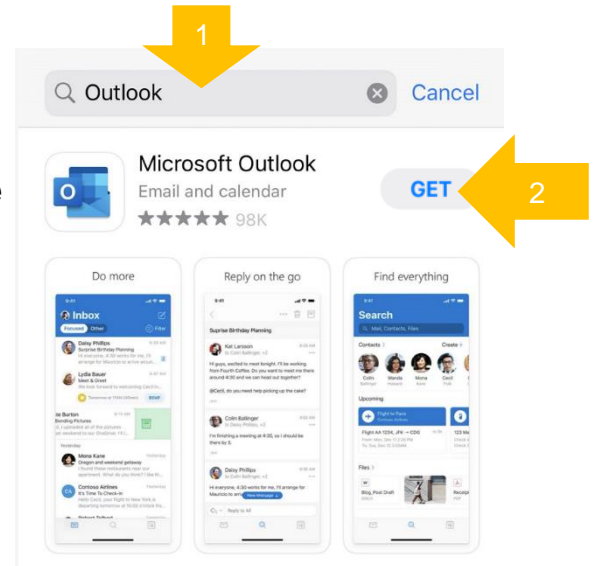
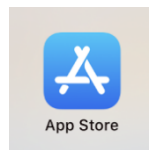
# AIS Student Outlook App Manual

-  iPhone
-  Android

## iPhone

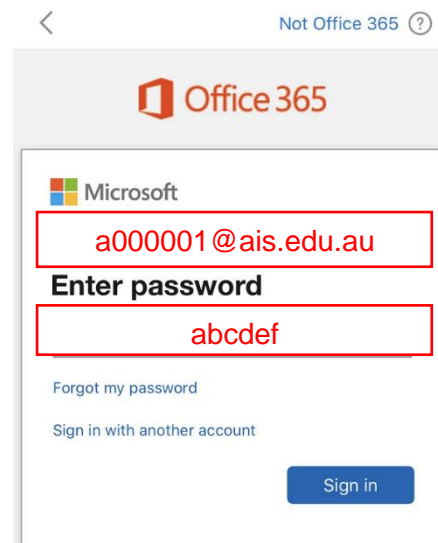
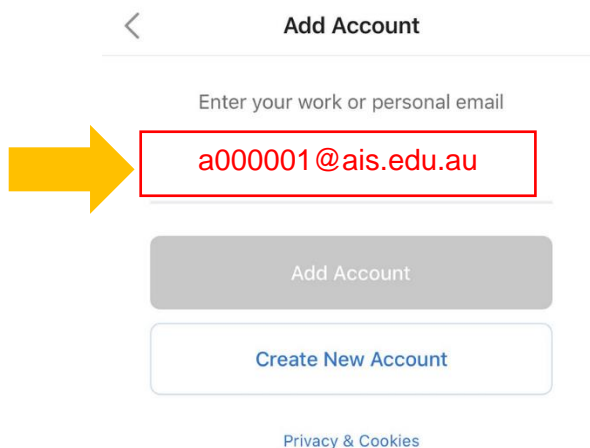
### 1. Download

- Go to App Store on your iPhone
- Search “Outlook”



### 2. Sign-in

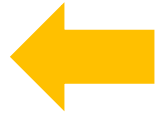
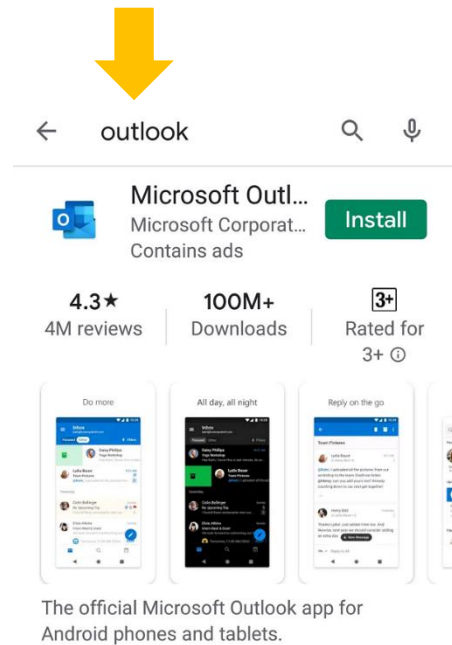
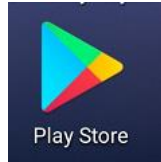
- Click “**Add Account**” (If another account is found already, click **Skip** to add a new account).
- Sign in with your **Student Email Address**. For example, my student email address is: **a000001@ais.edu.au**
- Click **Add Account** to input your **Student Email Password**. For example, my student email password is: **abcdef**



**Android**

**1. Download**

- Go to “Play Store”
- Search “Outlook”



**2. Sign-in**

- Click **Add Account** Sign in with your **Student Email Address**. For example, my student email address is: **a000001@ais.edu.au**
- Click **CONTINUE** to input your **Student Email Password**. For example, my student email password is: **abcdef**.
- Click **MAYBE LATER** to finish setup.



Enter your work or personal email address.

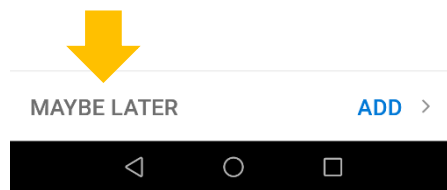
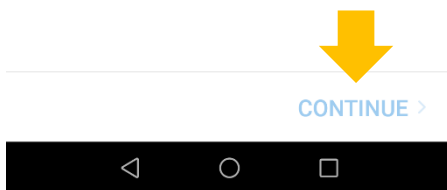
**a000001@ais.edu.au**

@outlook.com @live.com.au

PRIVACY AND TERMS



Would you like to add another account?



*(If you need any further help, please send an email to [servicedesk@ais.edu.au](mailto:servicedesk@ais.edu.au))*

