

Student Email (Access & Redirection) and (Downloading Microsoft 365 Apps)

Communication from William Angliss Institute may be sent to your **WAI student email**. If you do not wish to use **outlook.com** you have the option to **redirect** your email to another email account.

Accessing your Student Email

Via: <u>MyWAI</u> - <u>https://mywai.angliss.edu.au/email</u> or navigate to a web browser: **outlook.com/myangliss.edu.au**

From the Sign in page enter your student number For example: 20000045@myangliss.edu.au Select Next



Enter your password and select Sign in

If you are a first time user or have forgotten your password visit the WAI 'Set Password Management Portal and select either up initial password' or 'Forgotten password'. https://passwordreset.myangliss.edu.au



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Redirecting your Student Email

From the top right-hand side select the Settings icon.



Within the search box type 'forwarding', select Forwarding.



Select the **Enable forwarding toggle** and type the alternative email address that you would like to have your email forwarded to. Tick **Keep a copy of forwarded messages**, if you wish for copies of emails to be kept within your Angliss student email account. Select **Save** when you have finished.

Settings	Layout	Forwarding
Q. Search settings Image: Search settings </th <th>Compose and reply Smart suggestions Attachments Rules Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding</th> <th>You an forward your email to another account. Enable forwarding Forward my email to: IloveAngliss@gmail.com</th>	Compose and reply Smart suggestions Attachments Rules Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding	You an forward your email to another account. Enable forwarding Forward my email to: IloveAngliss@gmail.com

Accessing and Downloading Microsoft 365 Apps

Log into your WAI student email account and select the **App launcher** icon from the top left-hand side.



Select Microsoft 365 >Select Install apps (on the right-hand side)