

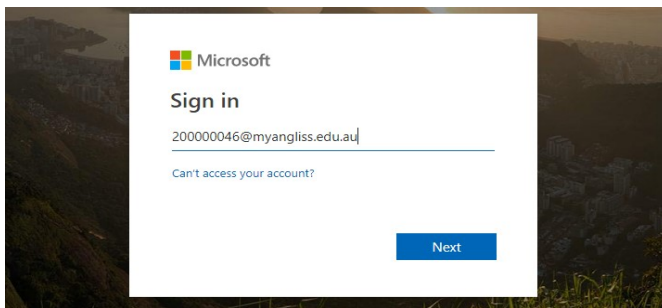
## Student Email (Access & Redirection) and (Downloading Microsoft 365 Apps)

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

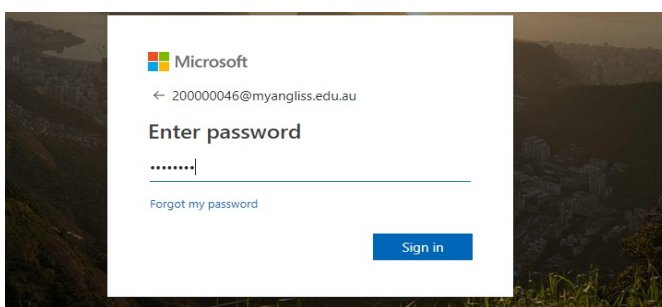
Via: **MyWAI** - <https://mywai.angliss.edu.au/email> or navigate to a web browser:  
**outlook.com/myangliss.edu.au**

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 Password Management Portal** and select either 'Set up initial password' or 'Forgotten password'. <https://passwordreset.myangliss.edu.au>

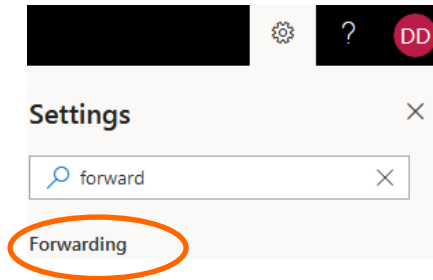


## Redirecting your Student Email

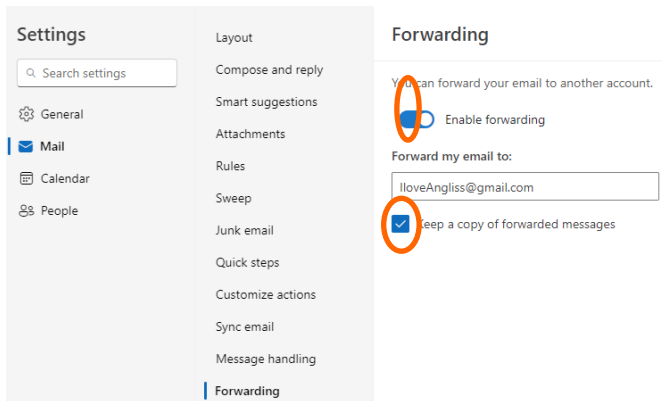
From the top right-hand side select the **Settings icon**.



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

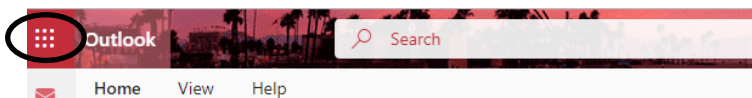


Select the **Enable forwarding toggle** and type the alternative email address that you would like to have your email forwarded to. Tick **Keep a copy of forwarded messages**, if you wish for copies of emails to be kept within your Angliss student email account. Select **Save** when you have finished.



## 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)