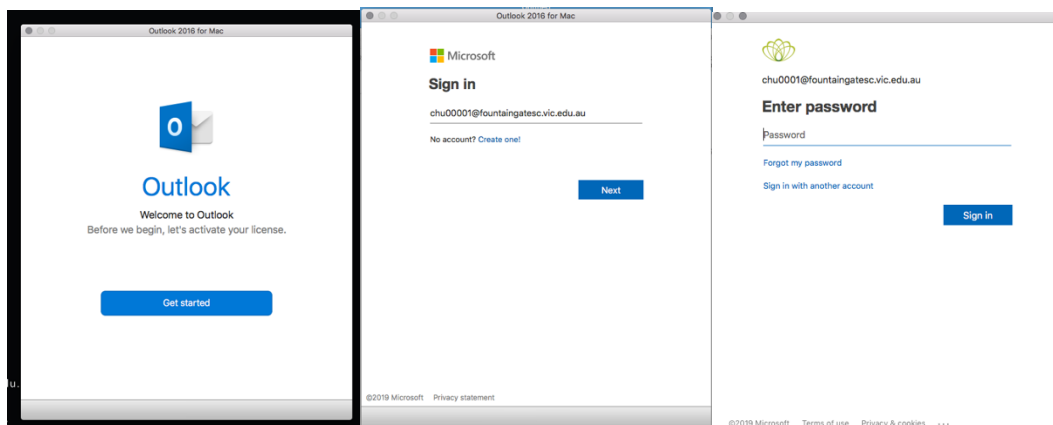


How to set up student school email address on Microsoft outlook (MAC)

If this is the first time you have opened Outlook, it may ask you to activate your account. Enter your studentid@fountaingatesc.vic.edu.au and your password



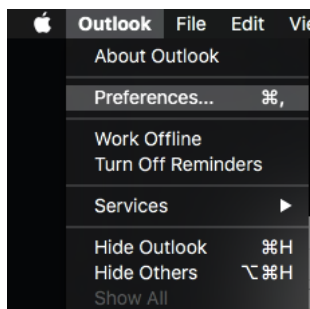
To set up your email account:

Step 1: Open Microsoft Outlook.

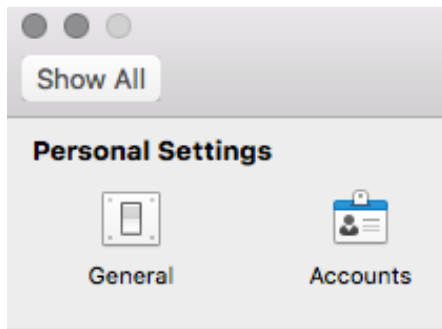
If this is the first time you are opening Outlook on your computer, please skip forward to Step 5

If you already have an email account set up in your outlook, go to Step 2

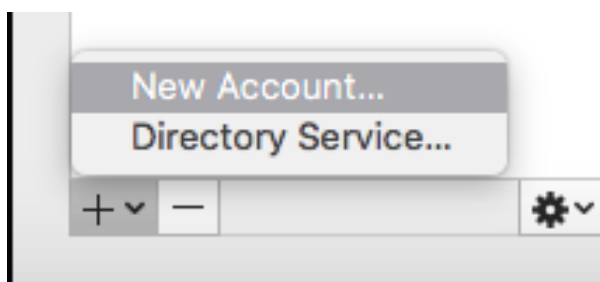
Step 2: From the top left menu bar, select Outlook, preferences



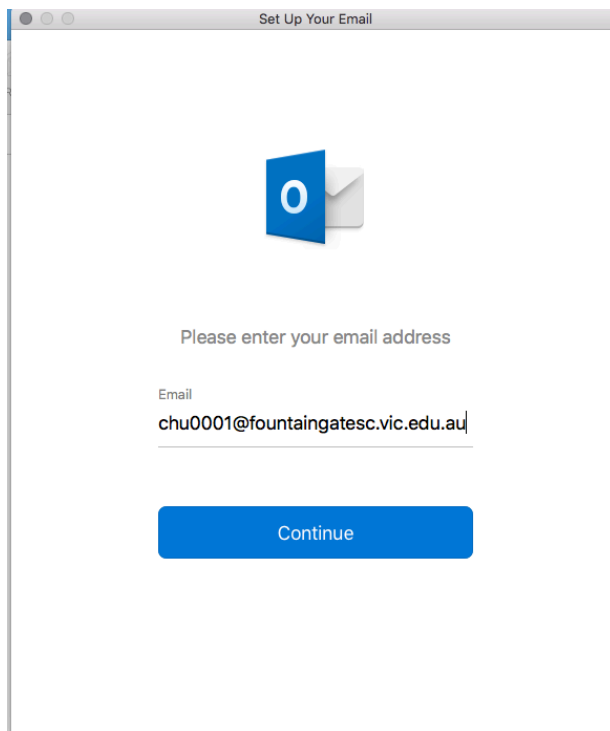
Step 3: Click Accounts



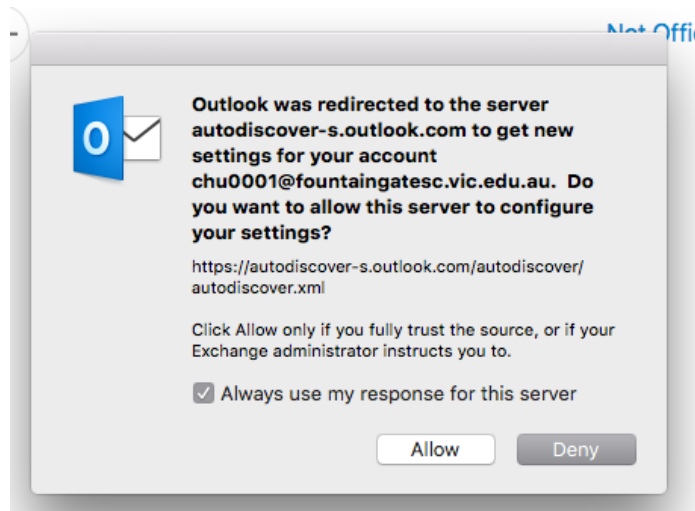
Step 4: On the bottom left hand corner, click the + sign and click new account



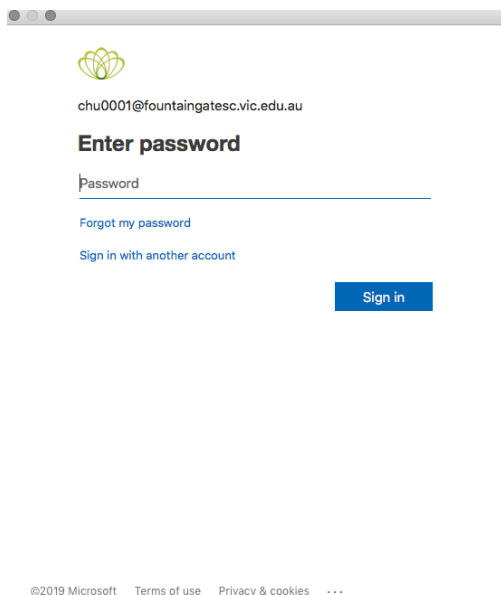
Step 5: Enter your Student email address studentid@fountaingatesc.vic.edu.au Click Continue



Step 5: A pop up box will ask: Allow this website to configure server settings? Click the box with a tick: Always use my response for this server. Press Allow



Step 6: You will then be prompted to enter your password. Enter your password. Tick the box Remember my credentials. Press OK.



Your email is now set up and ready to use

Set Up Your Email



chu00001@fountaingatesc.vic.edu.au
has been added

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

[Add Another Account](#)

[Done](#)

[Get Outlook for iOS & Android](#)