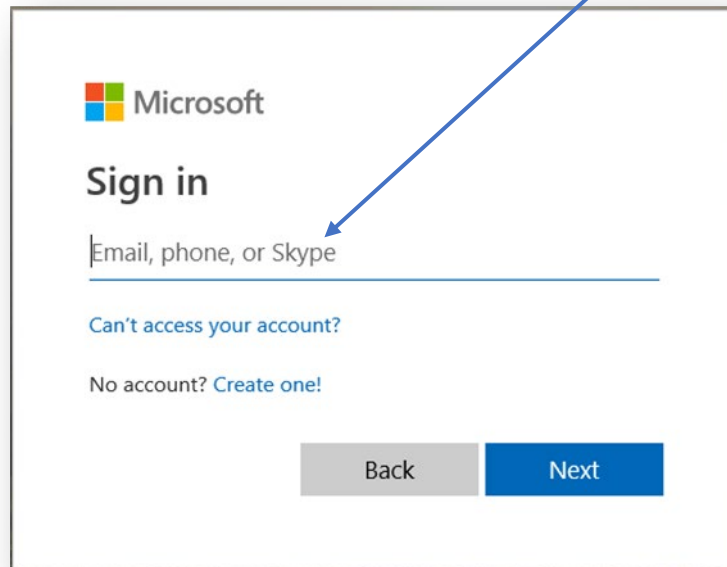


Email and OneDrive

*Note: Your account information will be sent to your personal email box,
please check your email box*

1. Go to <http://aihe.sa.edu.au/staff-portal/>
2. Click Email login
3. Input your email account and password in [sign in page](#)

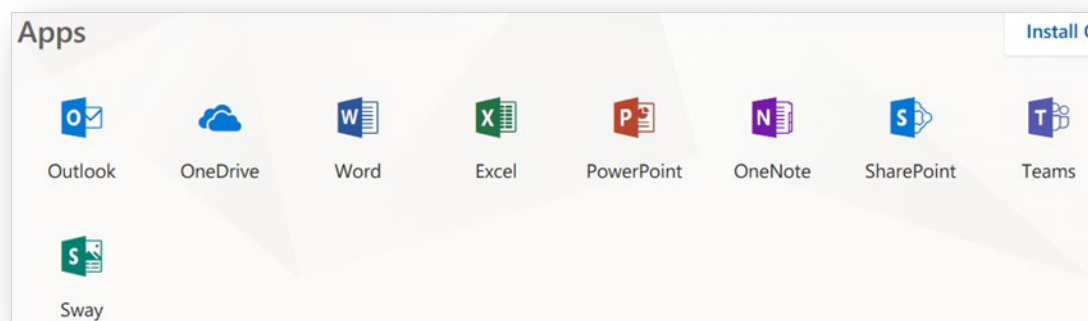


The format of Email:

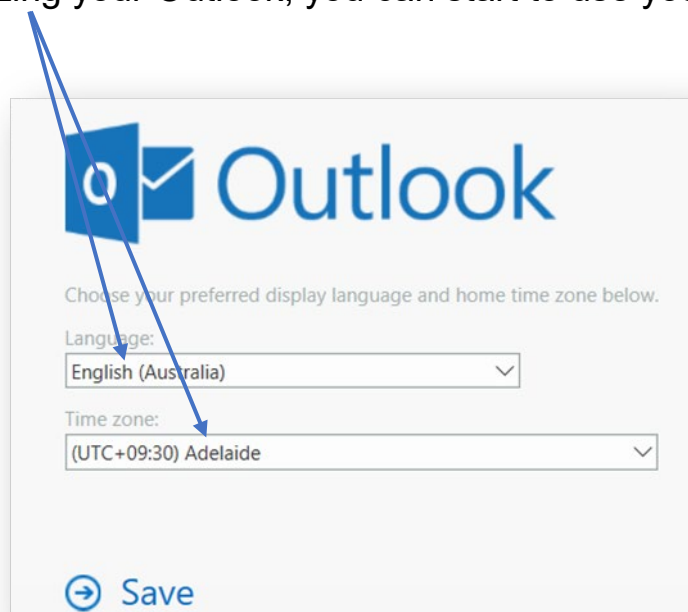
Email: Ashley.Wang@aihe.sa.edu.au

Password: Abcde12345

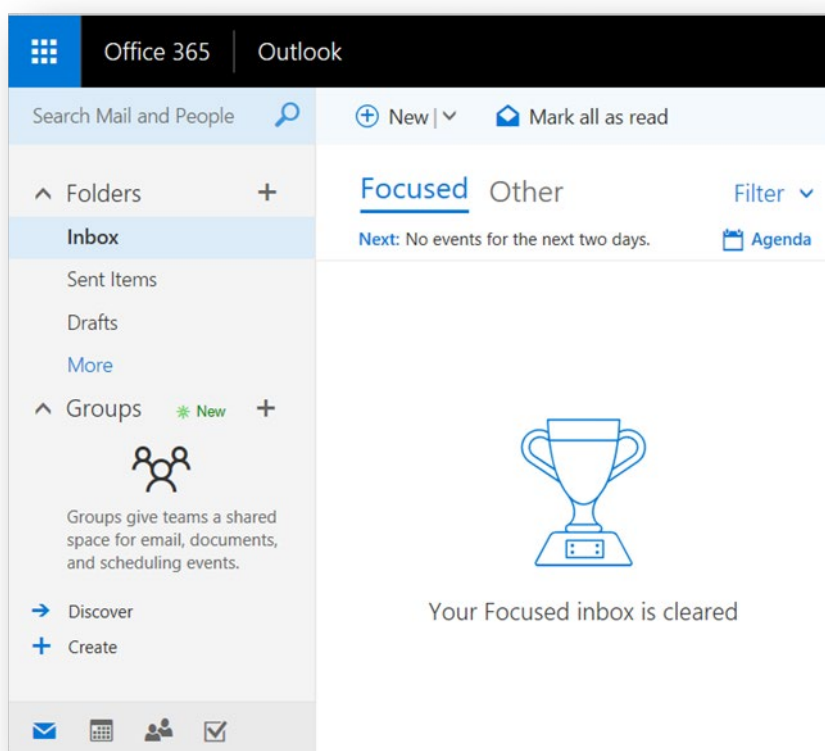
4. You can find useful application once you logged in.



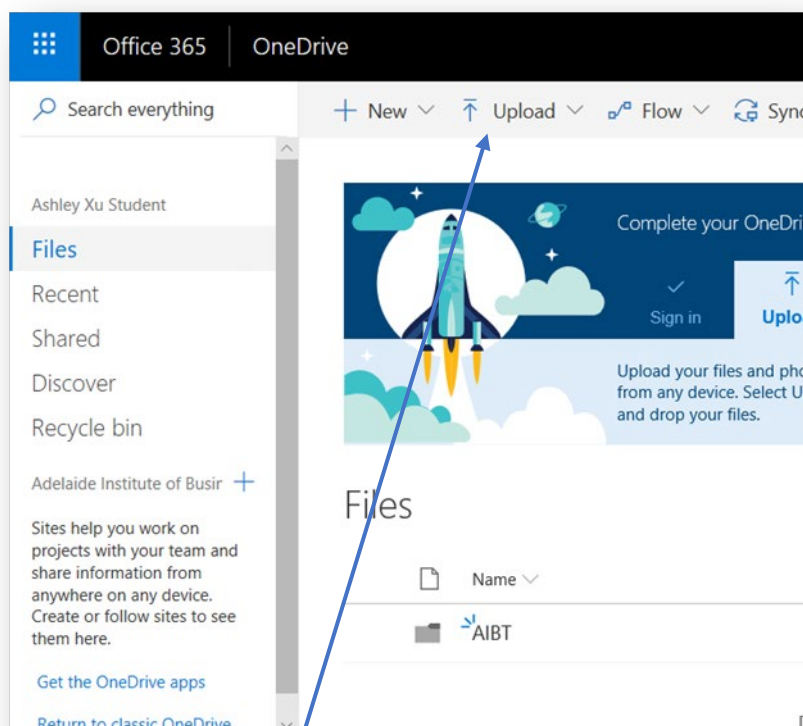
5. After initializing your Outlook, you can start to use your email.



6. AIS will send emails through your school email account; therefore, it is better to check your mailbox every day.



7. In addition, same functions as an USB, OneDrive is a safe and useful cloud drive that you can save your documents on it.



(You can create different folders to save documents of courses, and more and more functions waiting for you to explore!!)

Note: If you still have questions about this, please do not hesitate to contact IT by following email accounts should you have any queries.

servicedesk@aihe.edu.au