

Outlook Email

Salamah College



Version Control

Version	Date Released	Change Notice	Pages
1.0	5 – 4 – 2020	NA	All



To log on to Salamah College Student Email please follow the steps below.

- 1- Redirect your browser to <http://mail.salamah.nsw.edu.au>

Explanation

Open a web browser and type “mail.salamah.nsw.edu.au” into the address bar as shown below:



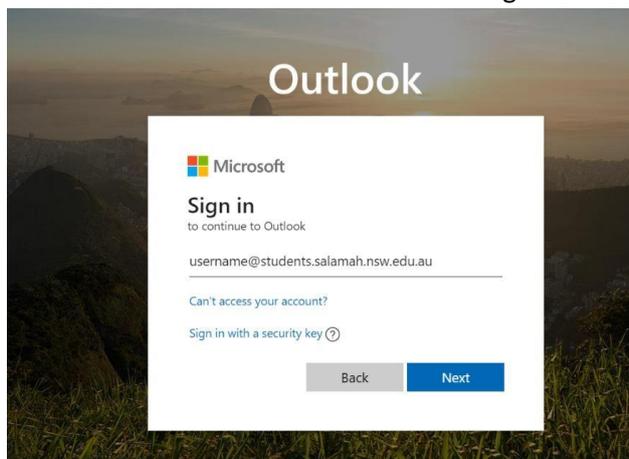
- 2- Students are to input their email address.

Explanation

The following page as illustrated below will load. Students are to type in their email address, for example and then click the button labelled “Next”.

username@students.salamah.nsw.edu.au

The username is what students use to log into Moodle



- 3- The student will input the password.

Explanation

Then students will be prompted to put in their password then click the button labelled “Sign in” as illustrated in the image below.

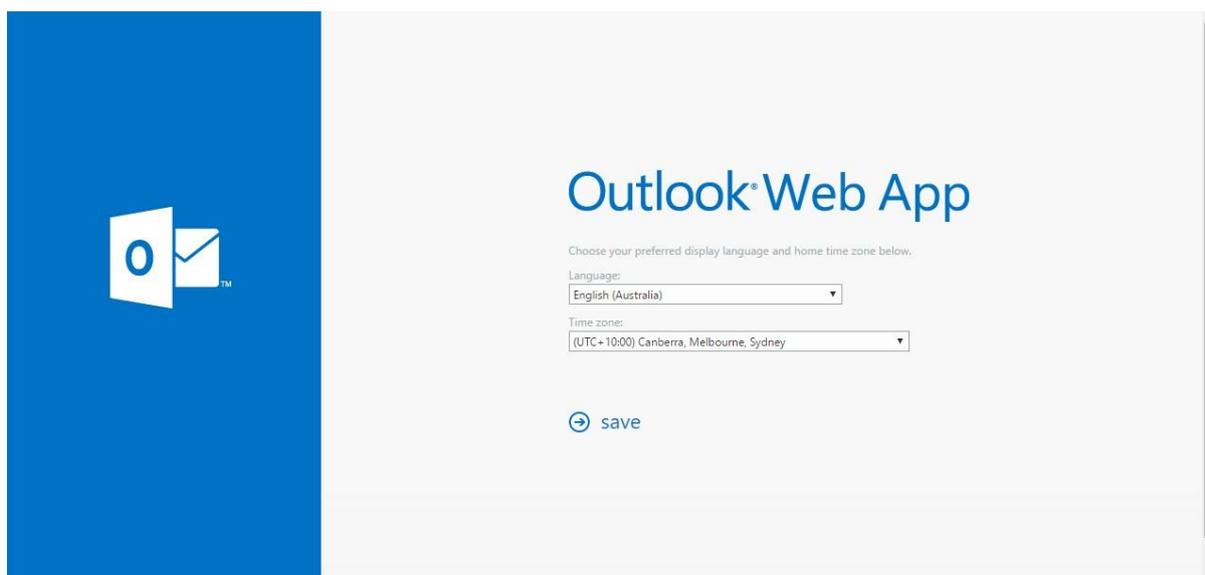


- 4- Set the default configurations of language and time zone.

Explanation

If the student has never signed into Outlook before, the student will see the following time zone configuration page. It is crucial to set the correct time zone and language setting. The student needs to change the settings to be identical as the settings in the image below.

(scroll up for the correct language setting and then scroll down for the correct time zone)



- 5- After clicking save in the previous step, the page will reload and the student will be redirected to the inbox page as per the image below.

