

AIS Student Email

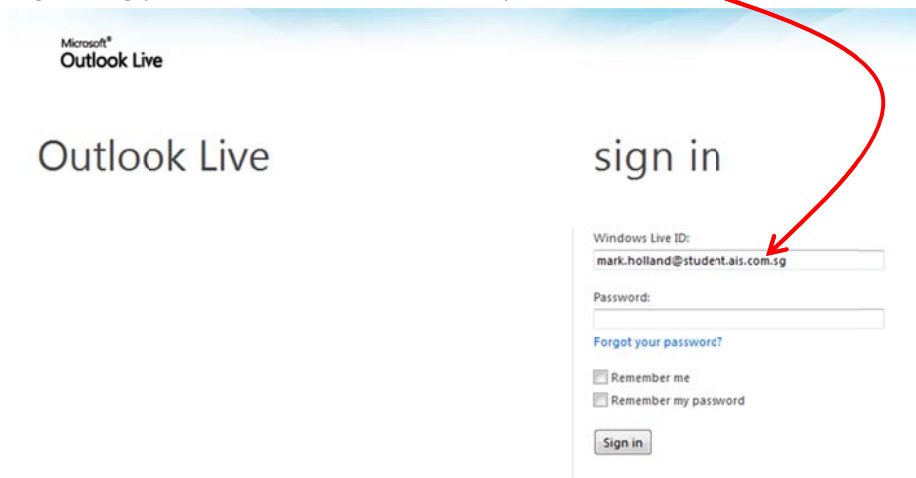
Part A: Sign In, Email and Calendar

1. Go to SharePoint Homepage and click on the 'Student Email' link

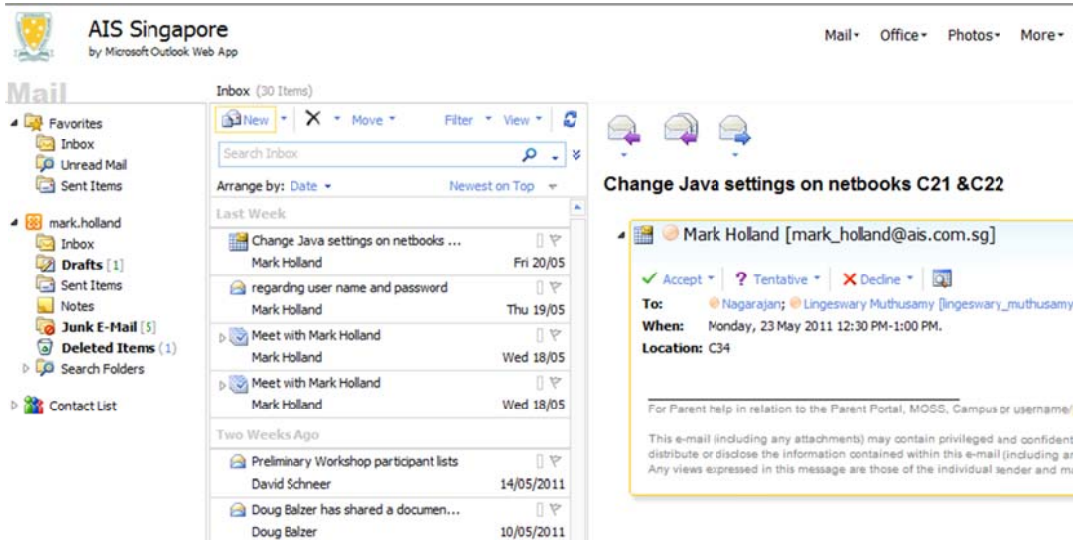


or go to www.outlook.com

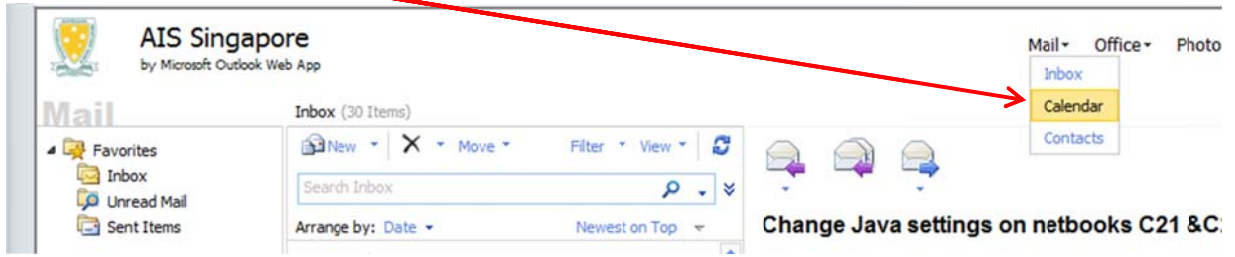
2. Login using your AIS student email and AIS password



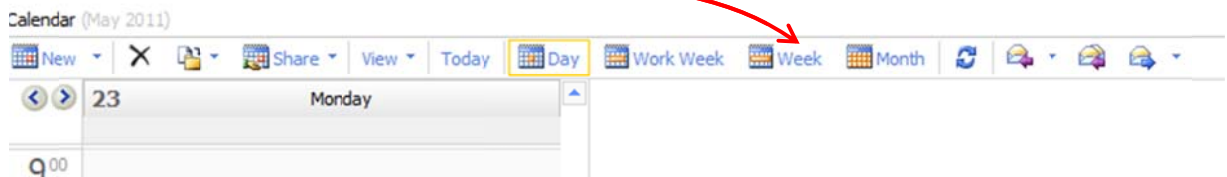
3. You will be taken to your AIS Student email account.



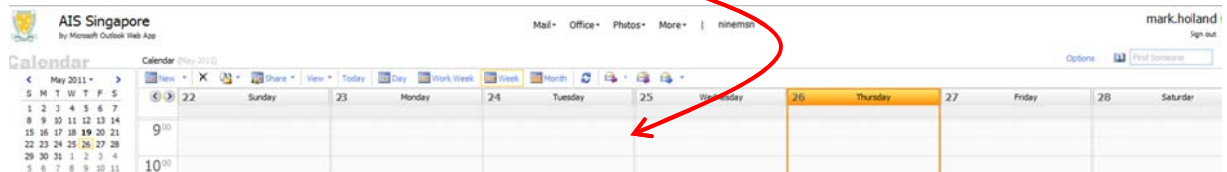
4. Open the calendar



5. Select Week



6. Double click on the calendar to add an appointment



7. Add the event into your calendar

