



The following instructions will walk you through the process for setting up your UNSW Email on a Blackberry device

### Step 1 – Settings

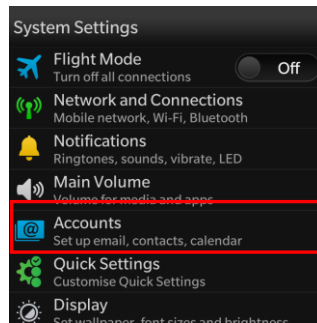
Set up your email using Microsoft Exchange ActiveSync

On the Home screen, select **Settings**.



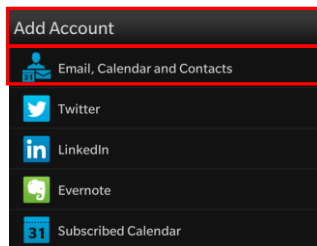
### Step 2 – Account Settings

On the **System Settings** page, select **Accounts**. If you haven't yet created any accounts, select **Add Account**.



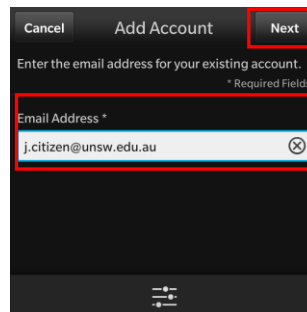
### Step 3 – Add Account

On the **Add Account** page, select **Email, Calendar, and Contacts**.



### Step 4 – Add Account

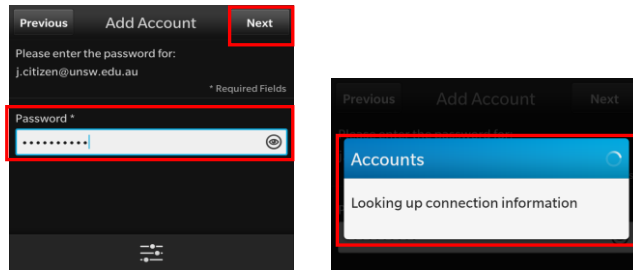
Type your email address and select **Next**.





### Step 5 – Add Account

Type your password and select **Next**. The **Looking up connection information** message displays. Your device tries to set up your email account automatically.



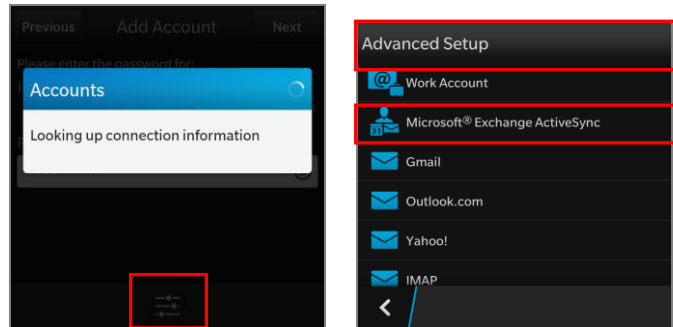
### Step 6 – Advanced Set Up Information

If it cannot find your account information

You'll see a message recommending that you use **advanced setup** steps.

To get to advanced setup, on the **Add Account** page, select **Email, Calendar, and Contacts**. Then, select the menu icon beneath the **Email Address** box to access advanced setup options.

On the **Advanced Setup** page, select **Microsoft Exchange ActiveSync**.



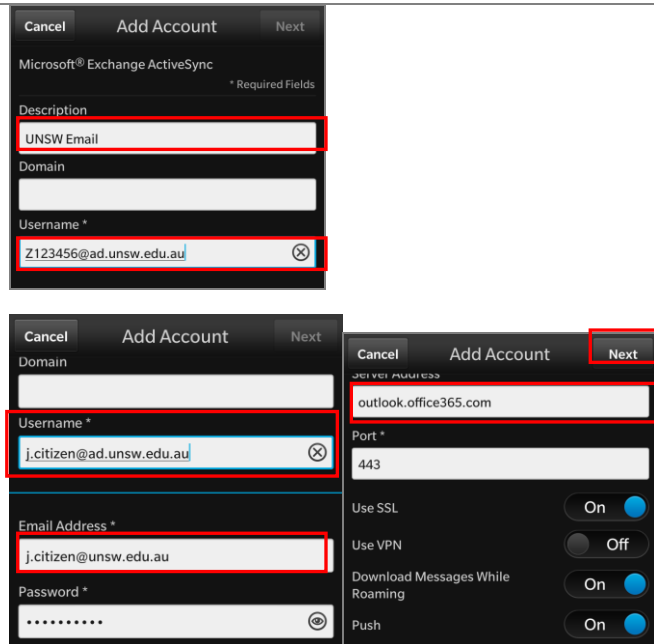
### Step 7 – Account Information

Enter the settings for your account as follows. If you had just tried the previous procedure, some of these settings may already be entered for you.

- In **Description** give your account a name
- Leave the **Domain** field blank.
- In **Username** [z1234567@ad.unsw.edu.au](mailto:z1234567@ad.unsw.edu.au)
- In **Password** **zpass**
- In **Server address** type outlook.office365.com
- In **Email Address** your UNSW email address

Select **Next**. The **Checking for supported services and policy information** message displays

Specify the information you want to sync, and then select **Done**. The **Save and Verify your settings** message displays.



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333  
Email: [ITServiceCentre@unsw.edu.au](mailto:ITServiceCentre@unsw.edu.au)