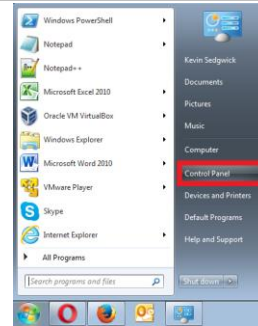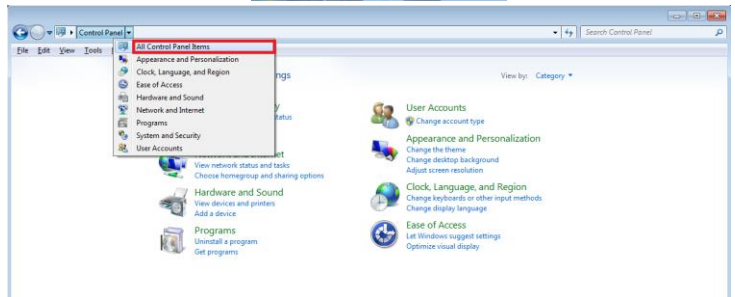This guide provides instructions on how to migrate your UNSW mail with Outlook using a Non SoE Windows 7 device running Outlook 2010.

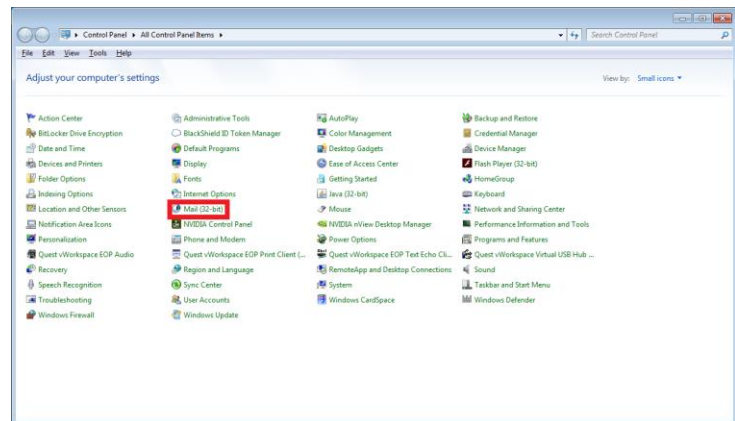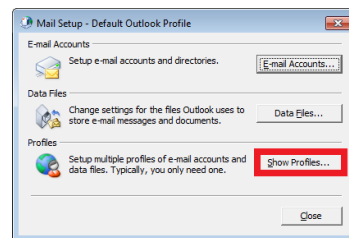## Step 1 – Add New Mail Profile

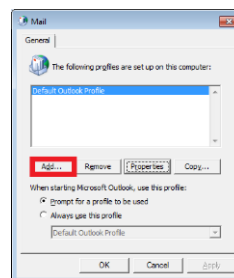– Open **Control Panel**

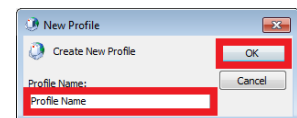– Select **All Control Panel Items**

– Click **Mail (32-bit)**
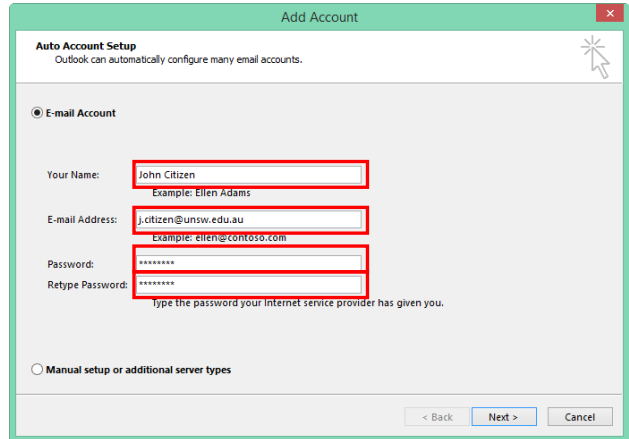
– Click **Show Profiles**

– Click **Add**

– Enter **Profile Name**
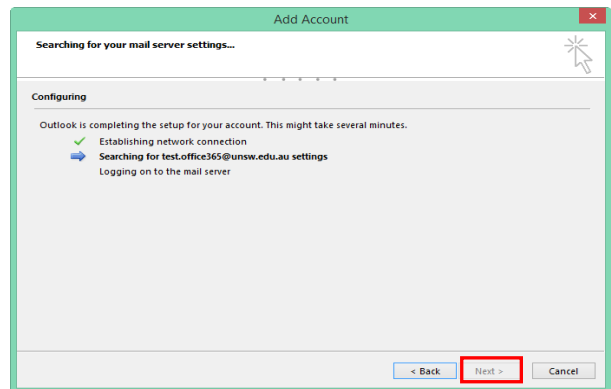
– Click **OK**

## Step 2 – Account Set Up

- Choose Email Account

- Enter the following details
  **Your Name**
  **Email Address**

- If prompted also enter
  **Password- zpass**
  **Retype Password**



## Step 3 – Search Server Settings

**Outlook will search for your email server settings**
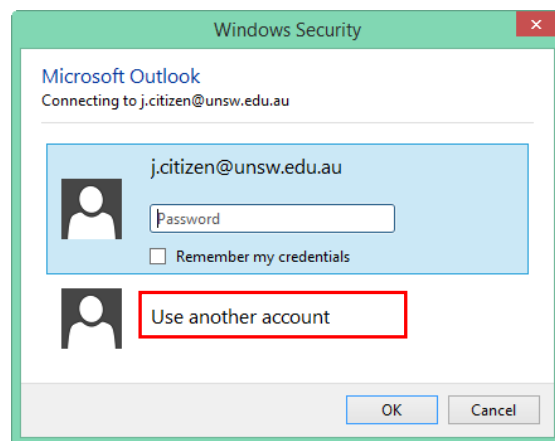
- Click **Next**



## Step 4 – Windows Security
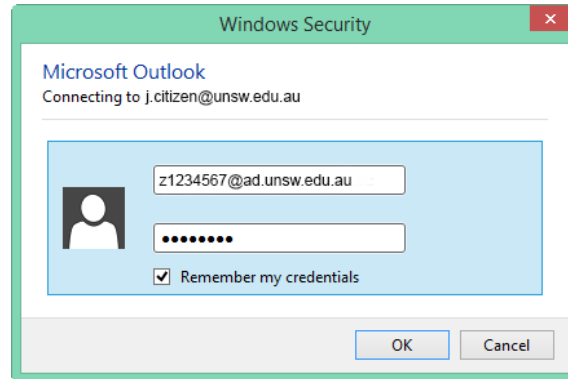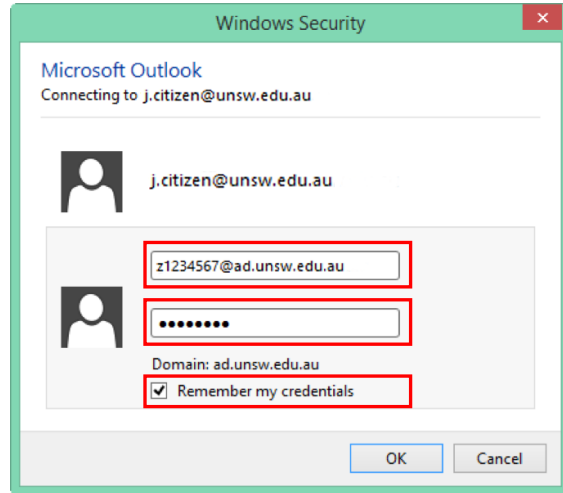
**In the Window Security Window**

- Click on **Use another account**

- Click **OK**

## Step 5 – Enter Credentials

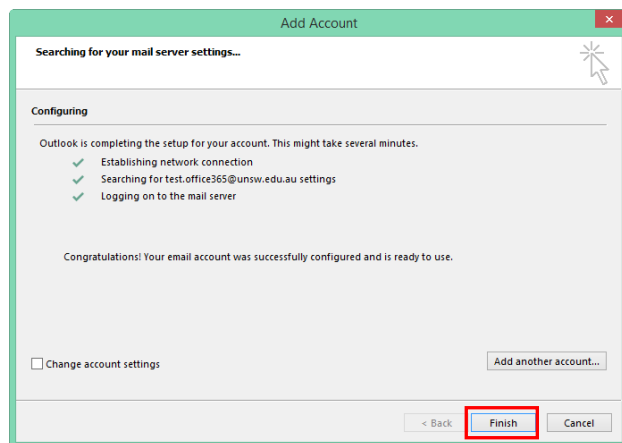**Enter your credentials as shown on the right hand side**



If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.
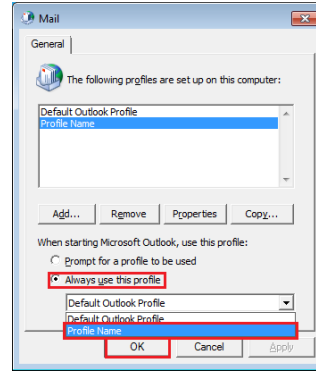


## Step 6 – Complete account setup

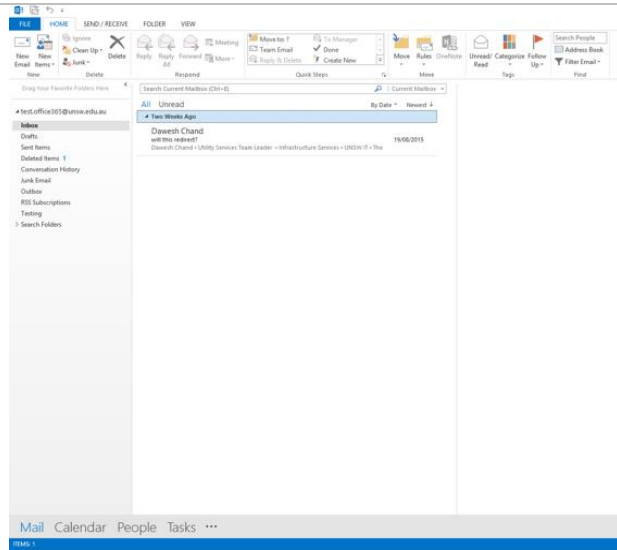**Outlook will complete the set-up of your account**

- Click **Finish**



## Step 7 – Set Default profile

| | |
|---|---|
| - Select **always use this profile**<br><br>- Select **profile name** in dropdown menu |  |
| **Step 8 – Open Outlook** |  |

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