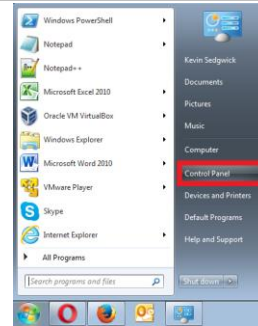


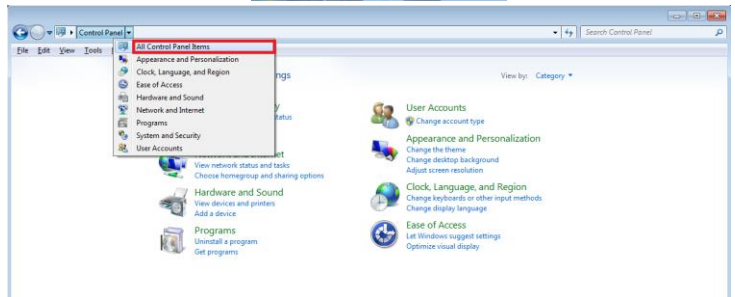
This guide provides instructions on how to migrate your UNSW mail with Outlook using a Non SoE Windows 7 device running Outlook 2010.

Step 1 – Add New Mail Profile

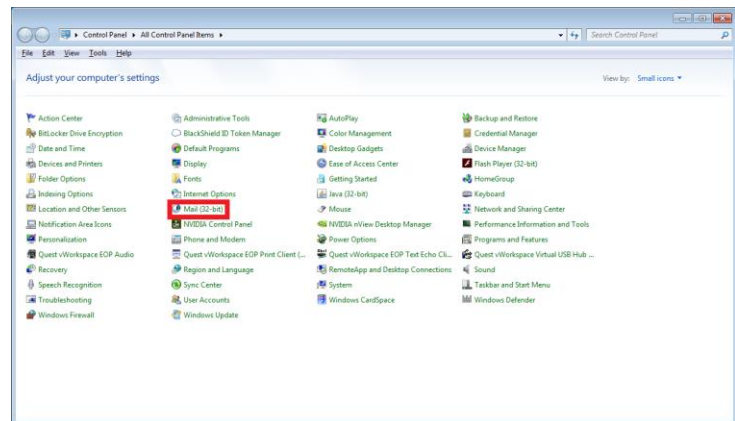
- Open **Control Panel**



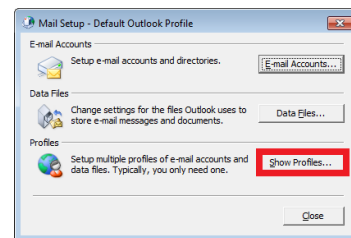
- Select **All Control Panel Items**



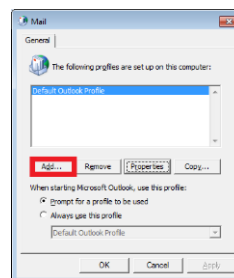
- Click **Mail (32-bit)**



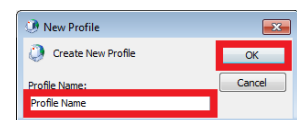
- Click **Show Profiles**



- Click **Add**



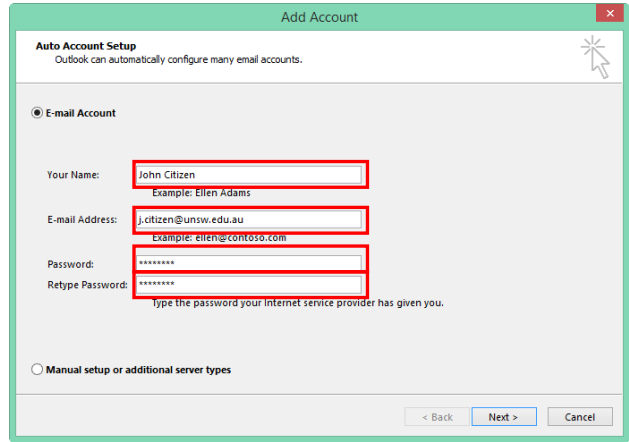
- Enter **Profile Name**



- Click **OK**

Step 2 – Account Set Up

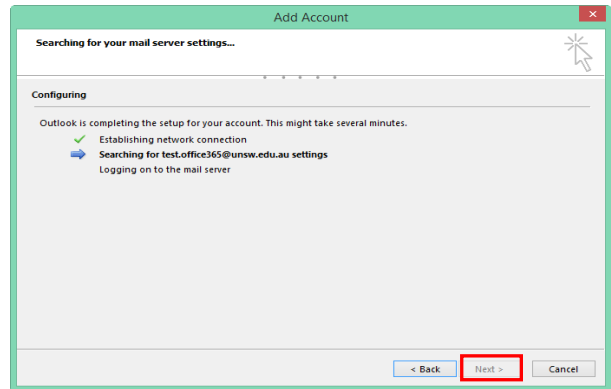
- Choose Email Account
- Enter the following details
Your Name
Email Address
- If prompted also enter
Password- zpass
Retype Password



Step 3 – Search Server Settings

Outlook will search for your email server settings

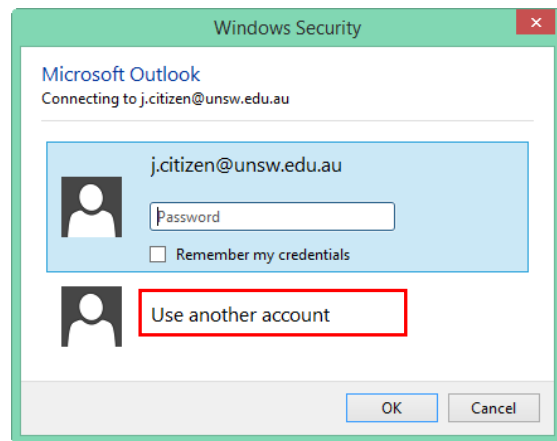
- Click **Next**



Step 4 – Windows Security

In the Window Security Window

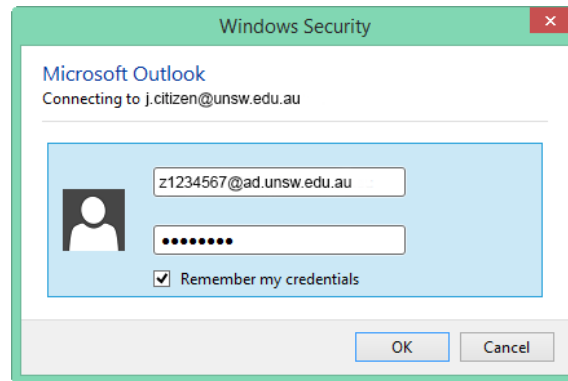
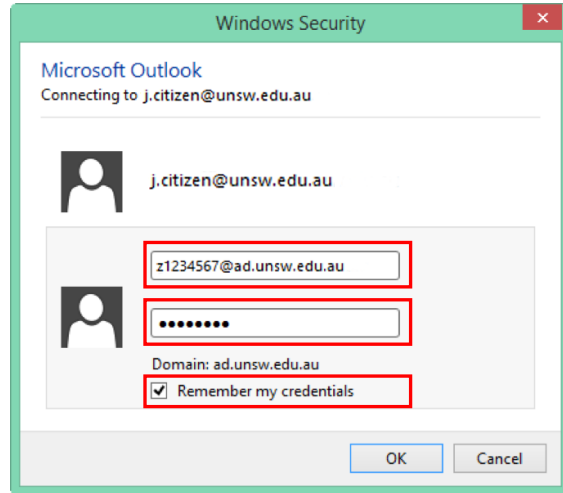
- Click on **Use another account**
- Click **OK**



Step 5 – Enter Credentials

Enter your credentials as shown on the right hand side

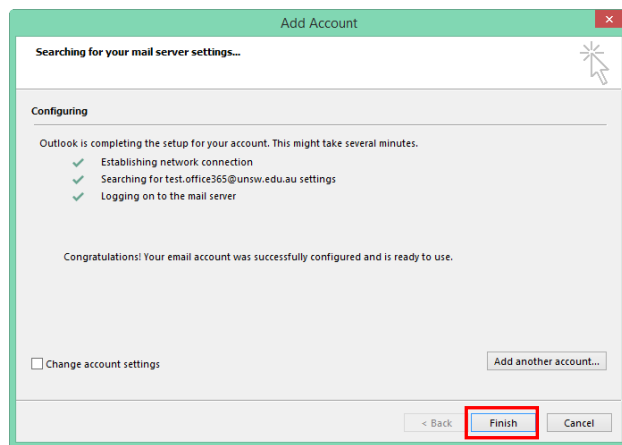
If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.



Step 6 – Complete account setup

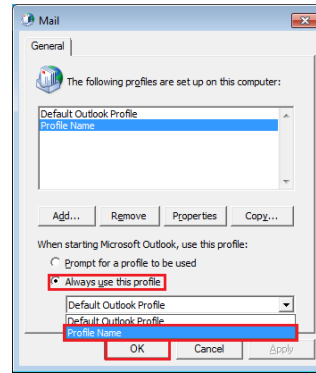
Outlook will complete the set-up of your account

- Click **Finish**

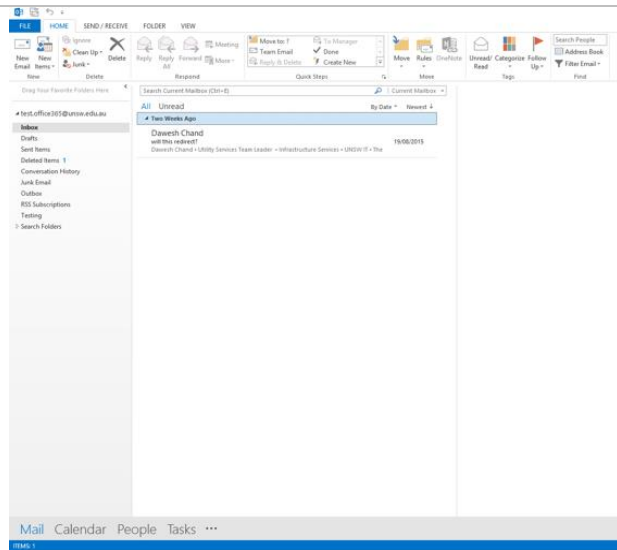


Step 7 – Set Default profile

- Select **always use this profile**
- 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