This guide provides instructions on how to access your hospital mail with Outlook using a Non SoE Windows 7 device.

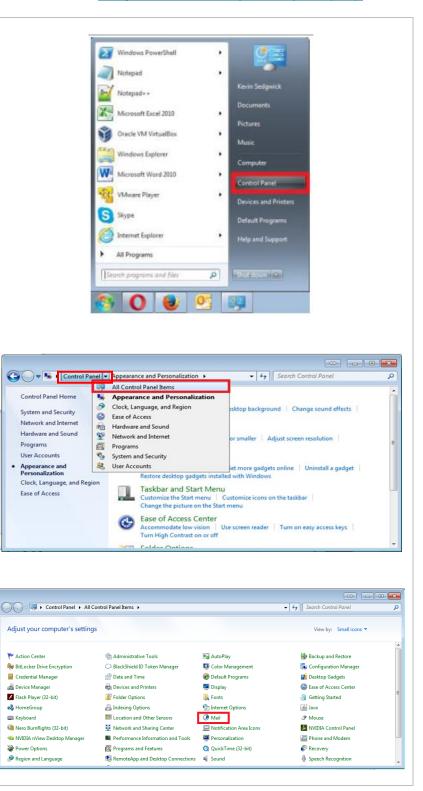
TIP: If you have internet access via Health Services setup, you can follow this guide, if it doesn't work please configure hospital proxy and refer to the <u>Proxy and Outlook Setup for Hospitals (365)</u>

Step 1 – Remove existing UNSW email account

a) Open Control Panel

b) Click on the drop down arrow located next to Control Panel on the address bar and select All Control Panel Items

c) Click Mail



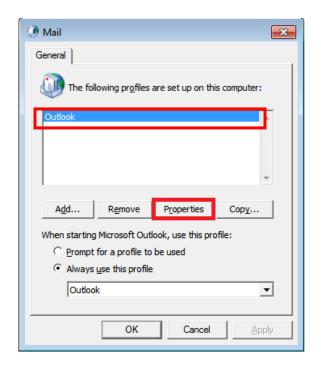


d) Under **Profiles** select **Show Profiles**

e) Under General click on Outlook and select Properties

f) Select email Accounts

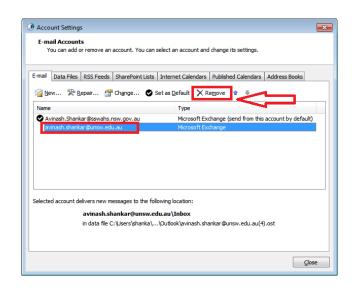








g) Select the existing UNSW email account and click Remove



Step 2 - Recreate UNSW email account

a) In the same window, select **New**

b) Choose **Email Account** and enter the following details

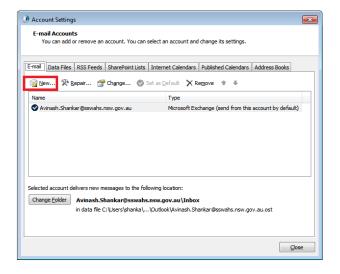
Your Name:

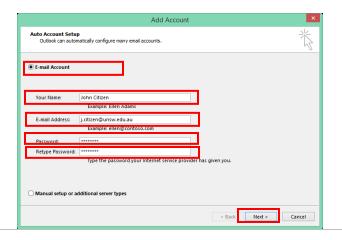
Email Address:

Password (if prompted) – zpass

Re-type password

Click Next

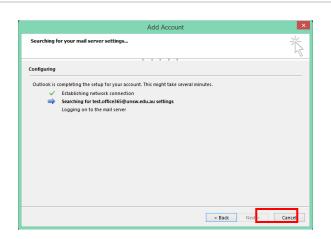


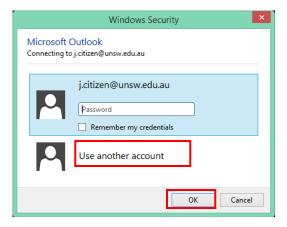




 Outlook will search for your email server settings, click Next

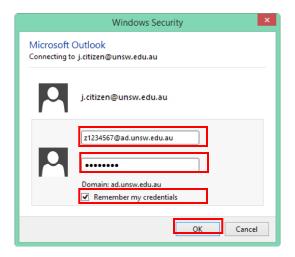
d) In the Security Window click Use another account and OK





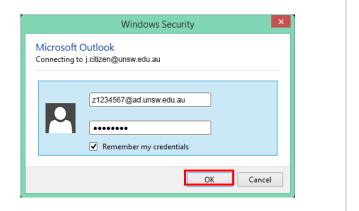
Step 3 - Enter Credentials

- Enter your credentials as shown on the right hand side using your Zid followed by @ad.unsw.edu.au
- Tick the Remember my credentials and click OK



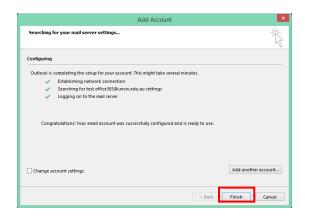


- b) If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.
- If an additional window appears, reenter your credentials and click OK to continue.



Step 4 - Complete account setup

 a) Outlook will complete the set-up of your account, click Finish



Step 5 - Set default profile

a) Select your profile and click **Always** use this profile and click **OK**

