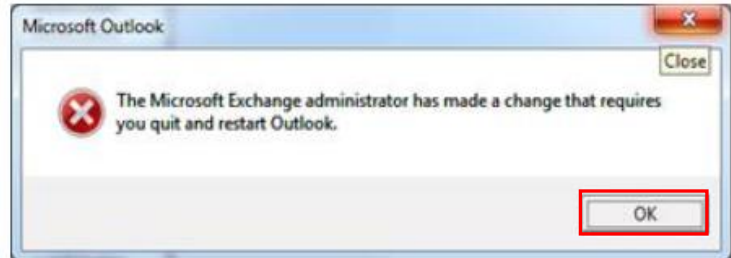


This guide provides instructions on how to reconfigure your device and access your UNSW mail with Microsoft Outlook for Windows.

## Step 1 - Automatic Reconfiguration

Outlook will reconfigure to automatically connect to Office 365 once migration is complete.

You may be asked to restart Outlook a number of times, during this process you may also be prompted to logon.

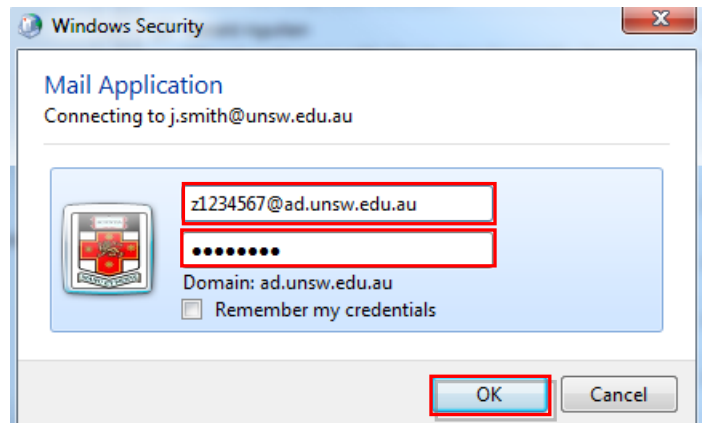


## Step 2- Log on

When logging on enter

Username **z1234567@ad.unsw.edu.au**  
Password **zPass**

You may enable the '**Remember my credentials**' checkbox to stop any further prompts



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)