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)