The following instructions will walk you through the process for setting up your UNSW Email on a Windows Mobile device.

Step 1 - Delete Previous Account

If you had a previous UNSW account configured, we recommend that you delete the account prior to the new setup.

To delete, tap **Settings** > **Email + Accounts**

Select and **Hold** the current UNSW Account until the **sync/delete** options are available and then delete
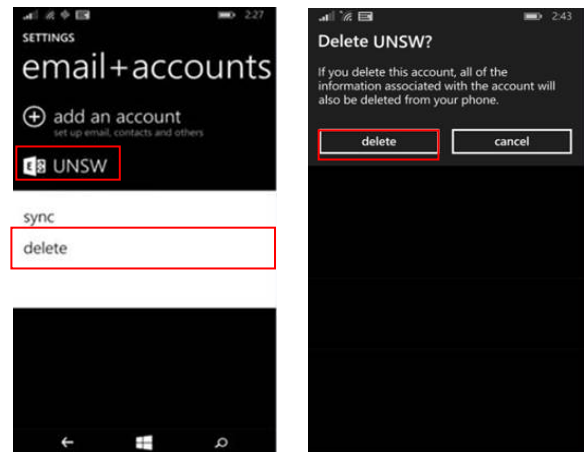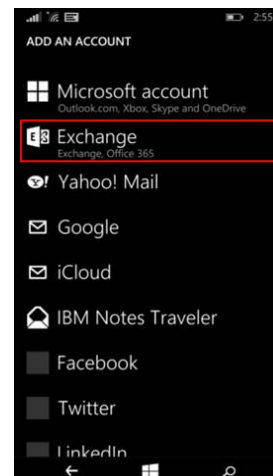
Step 2 – Add an Account

In the App list tap **Settings** > **Email + Accounts**

Do one of the following:
- For Windows 8 or 8.1 tap **Add an Account> Exchange**
- For Windows 7 or 7.5 tap **Add an Account> Outlook**

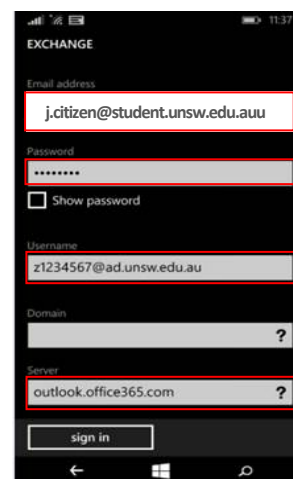Select **Exchange** as the type of account

Step 3 - Enter Account Details

Email address   Your UNSW email address
Password   zPass
User name   zID@ad.unsw.edu.au
Domain   leave blank
Server   outlook.office365.com

Tap **Sign in**

If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.

If you require any additional assistance please contact the **IT Service Centre** - Tel: **9385 1333**

Email: ITServiceCentre@unsw.edu.au