



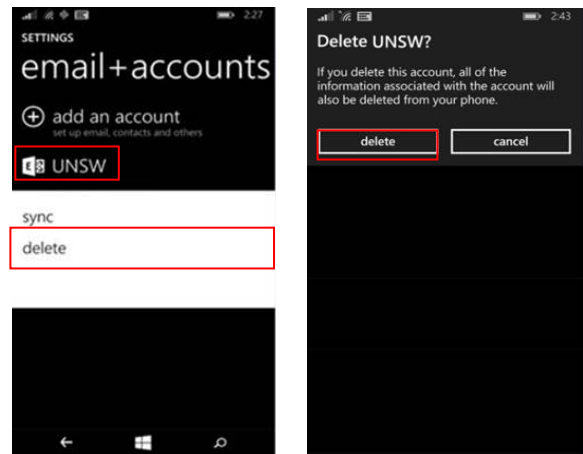
The following instructions will walk you through the process for setting up your UNSW Canberra Email on a Windows Mobile device.

### Step 1 - Delete Previous Account

If you had a previous UNSW Canberra 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 Canberra Account until the **sync/delete** options are available and then delete



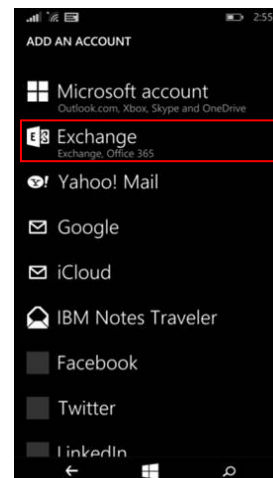
### Step 2 – Add an Account

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 Canberra email address

**Password** zPass

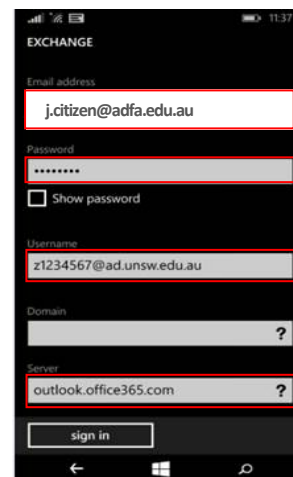
**User name** zID@ad.unsw.edu.au

**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 **Help Desk - Tel: +61 (02) 6268 8140**

Email: [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)