

The following instructions will walk you through the process for setting up your UNSW Email on the Apple Mail application for Mac OS X.

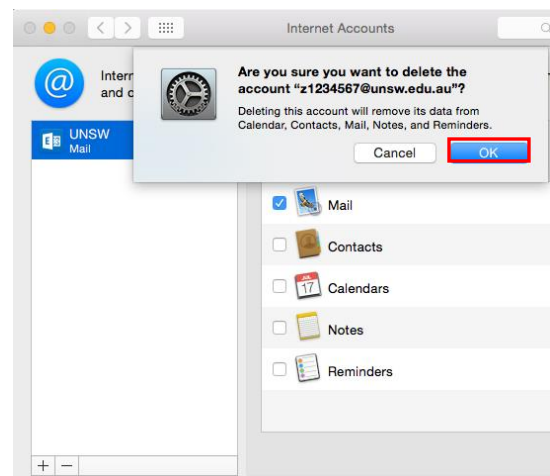
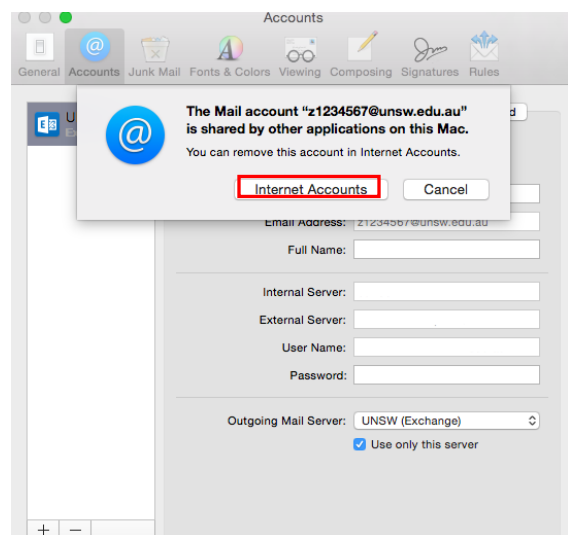
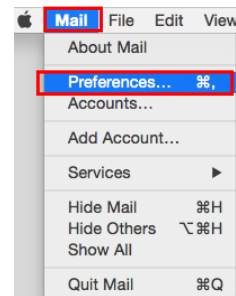
### Step 1 – Delete Previous UNSW Account

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

To delete, open the Mail application and select **Preferences**

Select the previous account and tap the **-** icon and then select **Internet Accounts**

Select the account under Internet Accounts and then click the **-** icon followed by **OK**

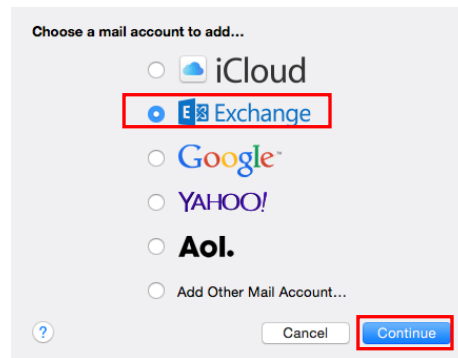
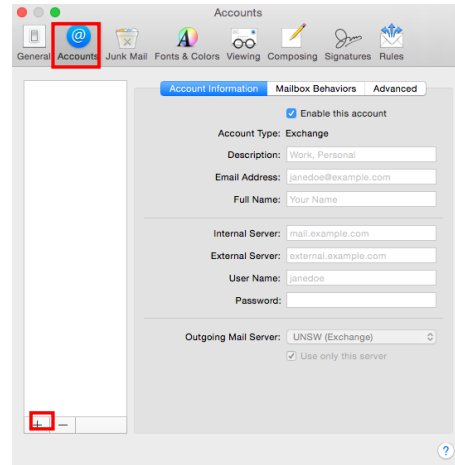




### Step 2 – Add an Account

In the Accounts tab click the + icon to add a new account

Choose Exchange as the type of account and then select Continue



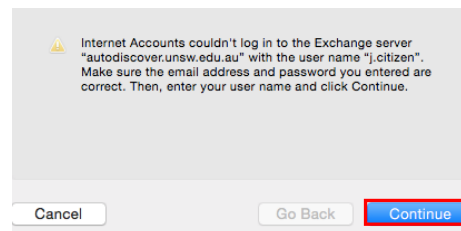
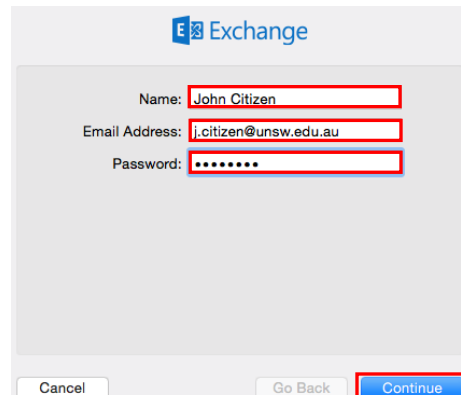
### Step 3 – Enter Account Details

Enter the following credentials

**Name:** Your Name  
**Email Address:** Your UNSW email address  
**Password:** zPass

Select Continue

When you receive the following message, please select Continue





### Step 4 – Enter Additional Details

Enter the following additional Account Settings

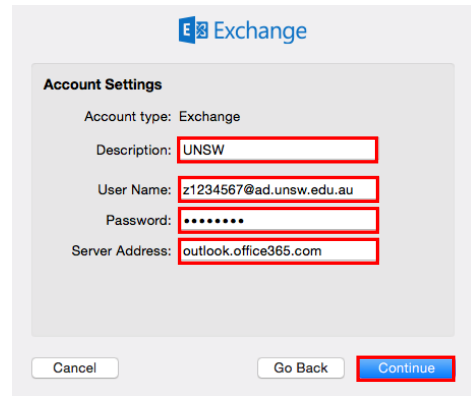
**Description:** e.g. UNSW

**User Name:** z1D@ad.unsw.edu.au

**Password:** zPass

**Server Address:** outlook.office365.com

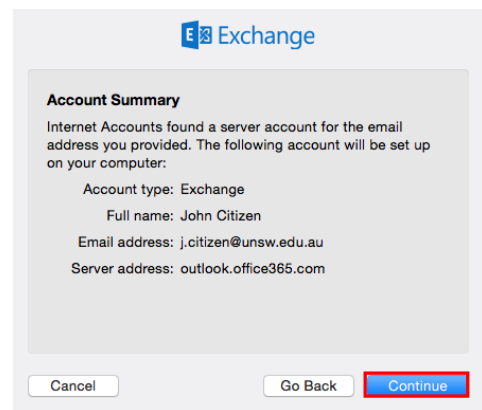
Select **Continue**



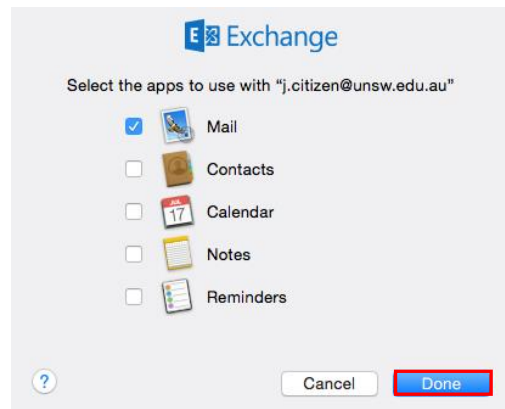
### Step 5 – Complete Setup

Your UNSW email account should now be successfully configured on the Apple Mail client.

Select **Continue**



Select the apps you wish to use with your email account and then tap **Done** to finish the setup



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)