

## Quick Reference Guide

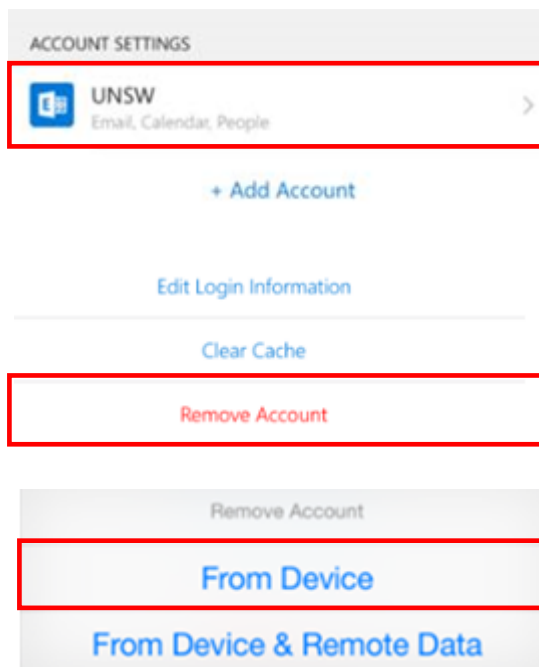
The following instructions will walk you through the process for setting up your UNSW Email on the Microsoft Outlook App.

### 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.

Open up the Outlook app and navigate to the settings menu.

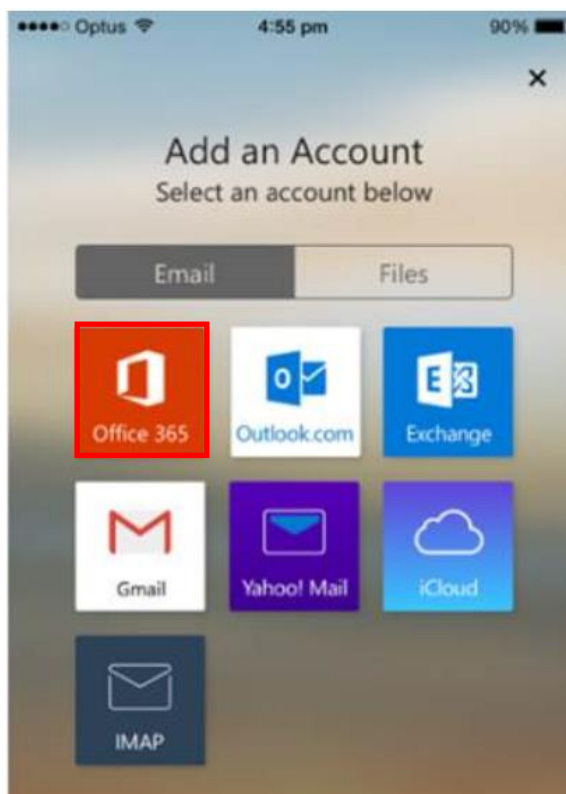
To delete, select previous account from the Account Settings menu-> tap **Remove Account** -> select **From Device**



### Step 2- Add an Account

In the Add an Account page:

Select **Office 365**



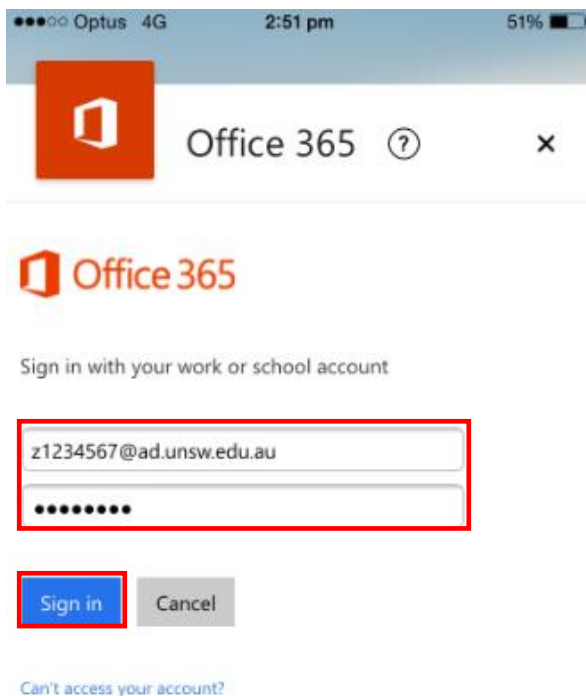
**Step 3 – Enter Details**

Enter the following details:

**Username:** zID@ad.unsw.edu.au

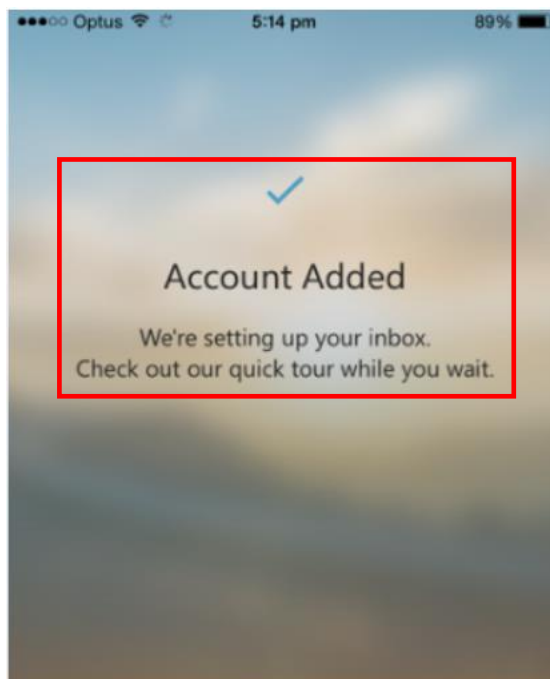
**Password:** zPass

Click Sign In



**Step 4 – Account Added**

Your UNSW Email account should now be successfully configured on your Outlook App.



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)