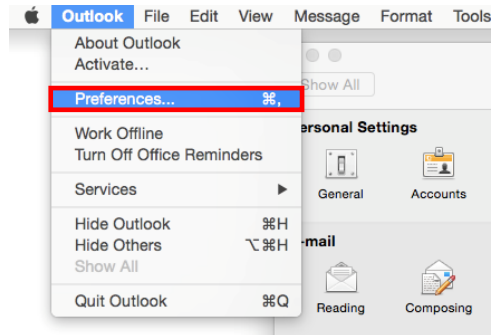


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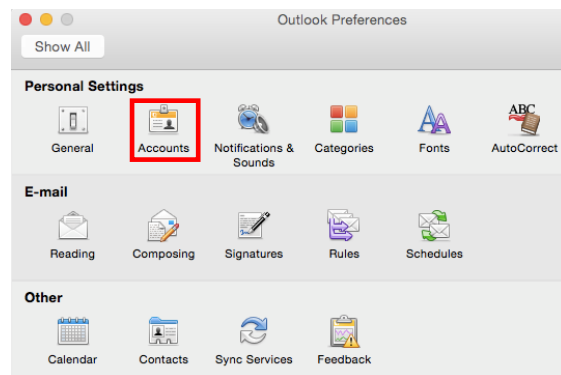
Note: Prior to the setup please ensure that you have been provided with full access to the shared mailbox. To apply for access, please contact the IT Service Centre (it.servicecentre@unsw.edu.au)

Step 1 – Go to Account Settings

Open up the Outlook application and select **Preferences**

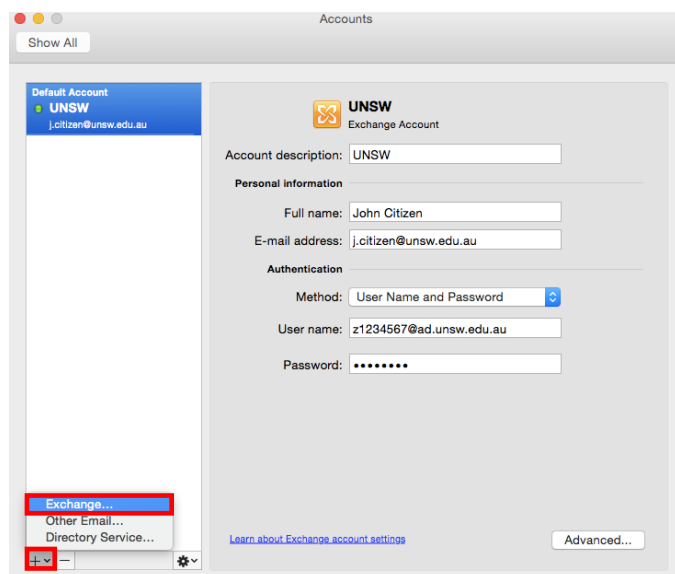


In the Outlook preferences click **Accounts**



Step 2- Add a New Account

In Accounts click on the + icon and then select **Exchange**



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Step 3 – Enter Account Details for the Shared Mailbox

Enter the following details:

E-mail address: Email Address of Shared Mailbox e.g. it.servicecentre@unsw.edu.au

Method: User Name and Password

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

Password: zPass

Tick **Configure Automatically**

Click **Add Account** to Continue

If you are prompted to authenticate, please log-in with the details above and click **OK**

Enter your Exchange account information.

E-mail address:

Authentication


Method:

User name:

Password:

Configure automatically

Account Information

 Enter your account information for "ITU Service Centre"

User name:

Password:

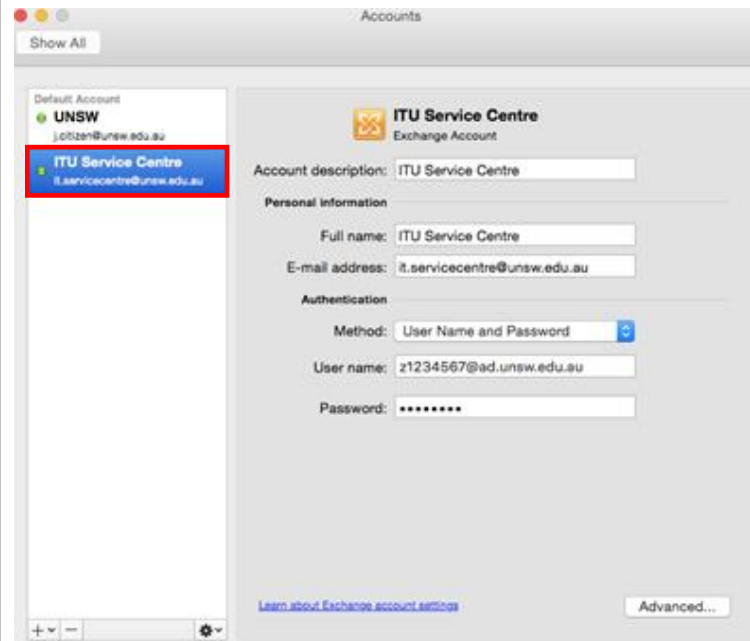
Remember this password in my keychain

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Step 4 – Complete Setup

Verify and update the details of the shared mailbox if necessary

The icon for the additional account should turn green once the details have been verified.



Step 5 – Account Added

Your shared mailbox should now be successfully added to your UNSW email account.

The new email account will appear as an additional mailbox just under your staff Inbox

