

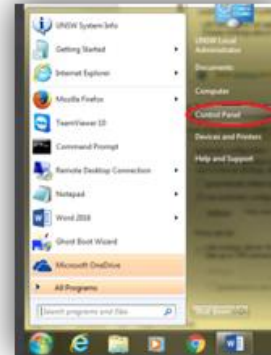
Quick Reference Guide

This guide explains how to set up the hospital proxy, set up Outlook 365 and access Outlook 365 via OWA

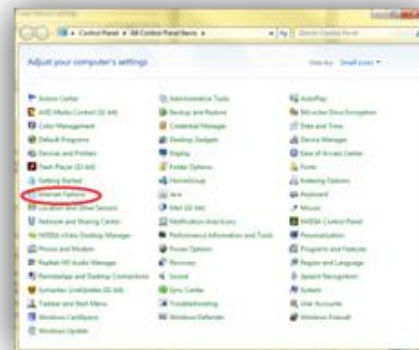
TIP: Ignore Step 1- Proxy set up if your proxy is already set up

Step 1 – Hospital proxy setup

- ▶ Click **Windows Start** and open **Control Panel**



- ▶ From **Control Panel** choose **Internet Options**

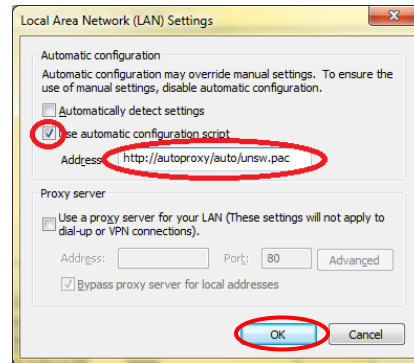


- ▶ Choose **LAN settings** from the **Connections Tab**



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- ▶ Insure that **Use automatic configuration script** is selected and the address box has the following url:
<http://autoproxy/auto/unsw.pac> and click **OK**



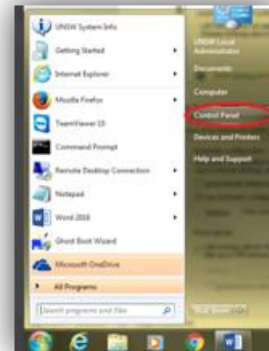
- ▶ Use your: **zID** or **sID** with **Unipass** to authenticate to hospital proxy and select **Remember my credentials**



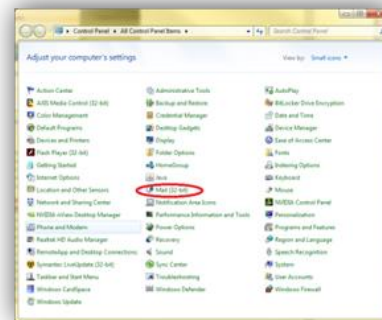
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Step 2- Microsoft Outlook setup with Outlook 365

- ▶ Click **Windows** Start and open **Control Panel**



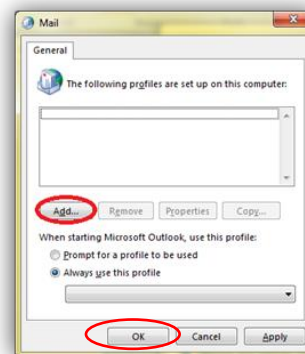
- ▶ From **Control Panel** choose **Mail /Mail (32-bit)**



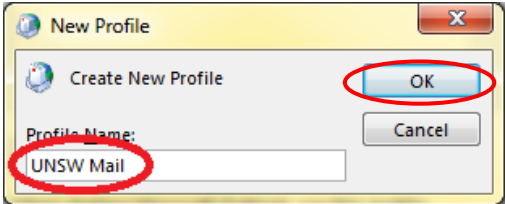
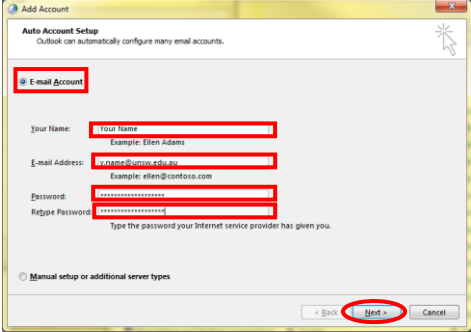
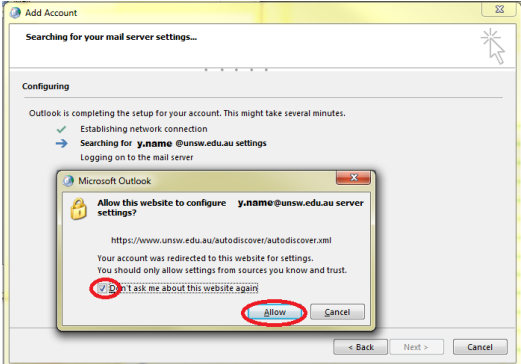

- ▶ Click **Show Profiles**

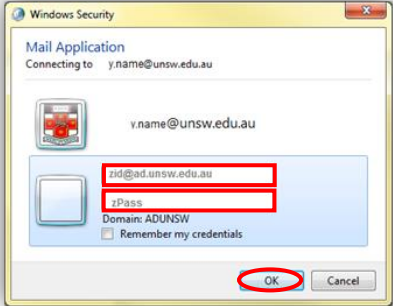
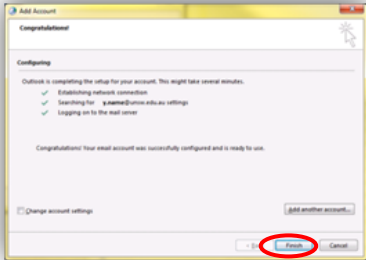
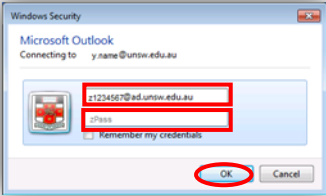


- ▶ Add new profile by clicking **Add** and click **OK**



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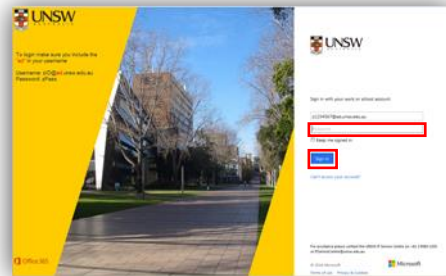
<p>▶ Type desired name for the Outlook profile and click OK</p>	
<p>▶ Under E-mail account type; Your Name, UNSW e-mail address, zPass password twice and go Next</p>	
<p>▶ Click Allow to let the website configure</p>	
<p>▶ Choose Use another account and click OK</p>	

<p>▶ Type your user name as: zid@ad.unw.edu.au and password is your zPass and click OK</p>	
<p>▶ You have successfully added your account to Outlook, click Finish</p>	
<p>▶ Launch Microsoft Outlook (If prompted for credentials, provide zPass password.)</p>	

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Step 3- Outlook Web Access with Outlook 365

- ▶ Open a web-browser of your choice
- ▶ Navigate to Outlook 365 Outlook Web Access(OWA) url:
<http://outlook.office365.com/>
- ▶ Type your user name as zID@ad.unsw.edu.au and password as zPass



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333
Email: ITServiceCentre@unsw.edu.au