This guide explains how to access your UNSW mail using Outlook on your Non SoE Mac.

TIP: If you have internet access via Health Services setup, you can follow this guide, if it doesn't work please configure hospital proxy and refer to the Proxy and Outlook Setup for Hospitals (365)
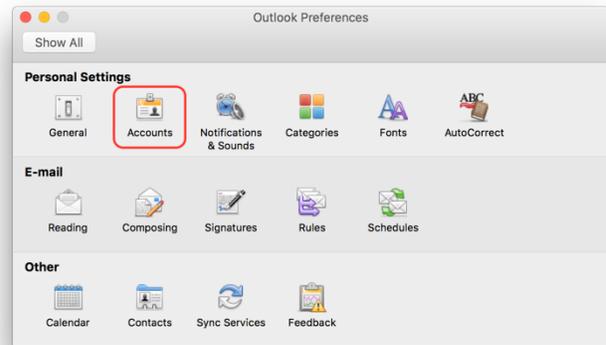
Step 1 – Setting Preferences

Open **Outlook**

Click **Outlook > Preferences**
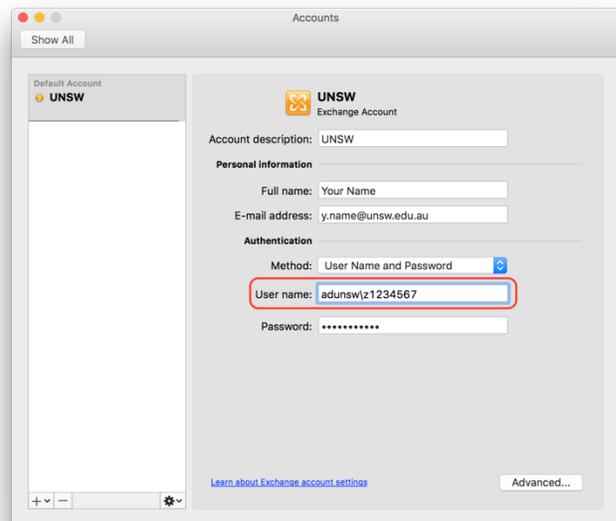
Step 2 – Account Settings

Click **Accounts**

Step 3 – Account Settings

Outlook will show your previous settings for on-site email – the only thing you need to change here is your User Name settings.
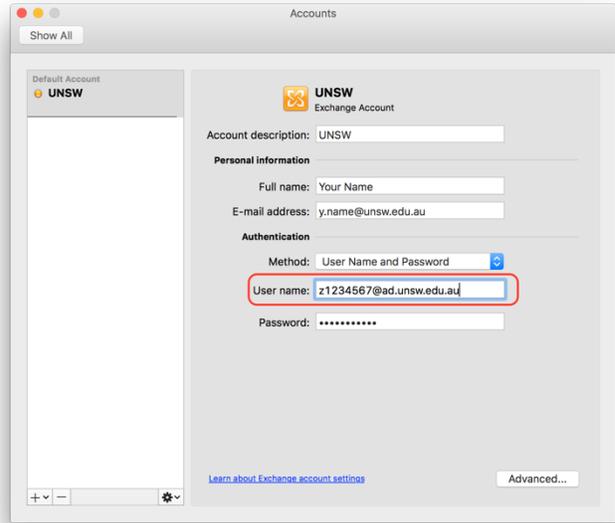
Onsite email uses adunsw\z1234567

Step 4 – Change User Name

Type the new User Name settings:

z1234567@ad.unsw.edu.au

Tick **Configure Automatically** then **Add Account.**

Step 5 – Allow Redirect

Outlook will ask if it can redirect to the new server, tick the "**Always use my response for this server**" checkbox, and click **Allow**.

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