

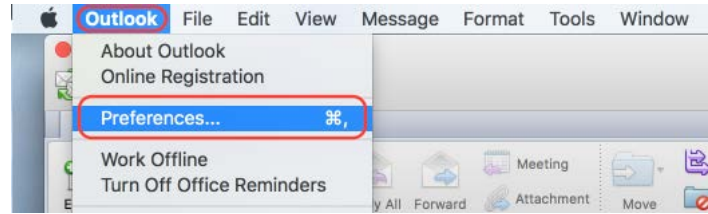
This guide explains how to access your UNSW mail using Outlook on your Non SoE Mac.

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

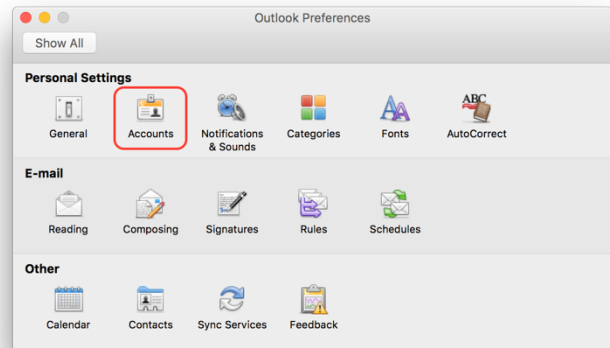
Open **Outlook**

Click **Outlook > Preferences**



Step 2 – Account Settings

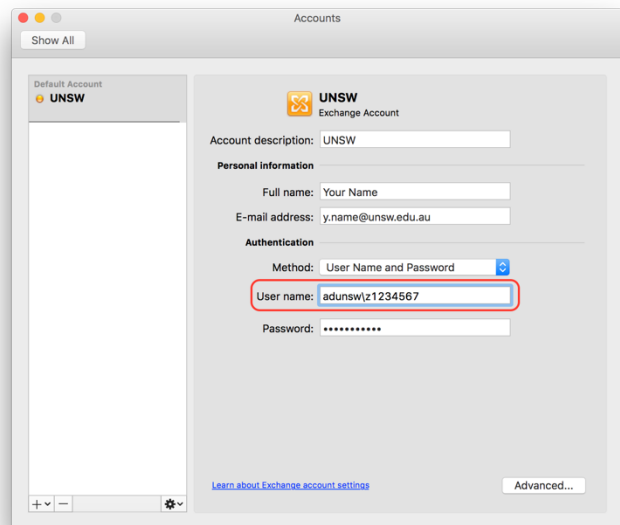
Click **Accounts**



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

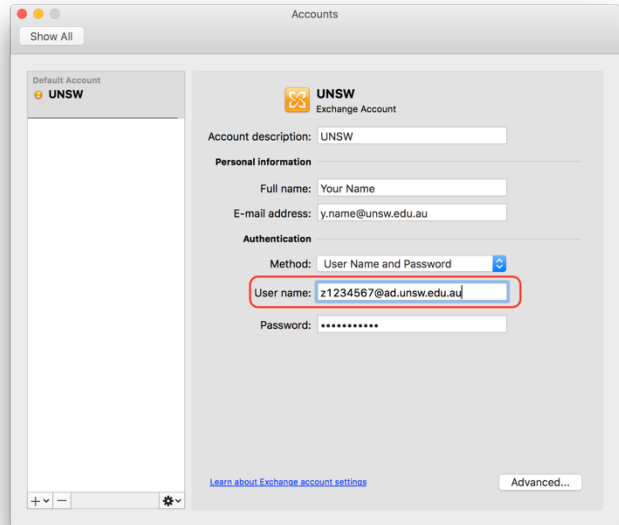


Step 4 – Change User Name

Type the new User Name settings:

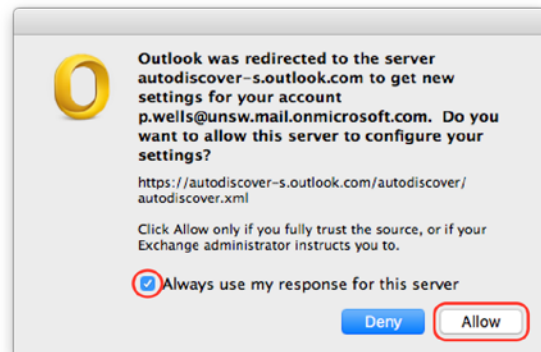
z1234567@ad.unsw.edu.au

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
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