

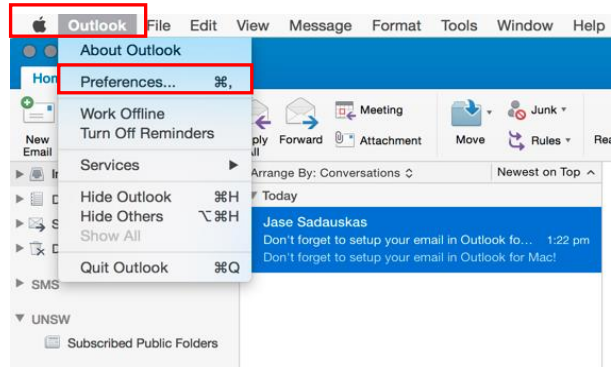
This guide explains how to access your UNSW mail using Outlook on your Non SoE Mac

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

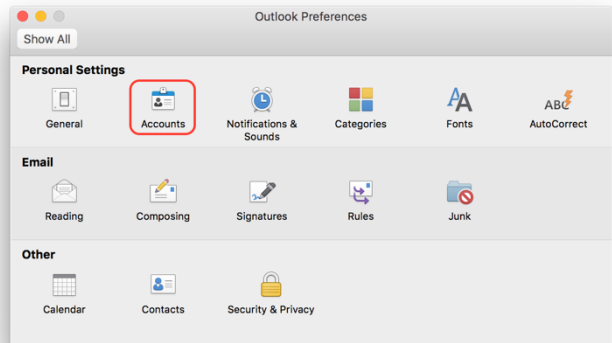
Open **Outlook**

Click **Outlook > Preferences**



### Step 2 – Account Settings

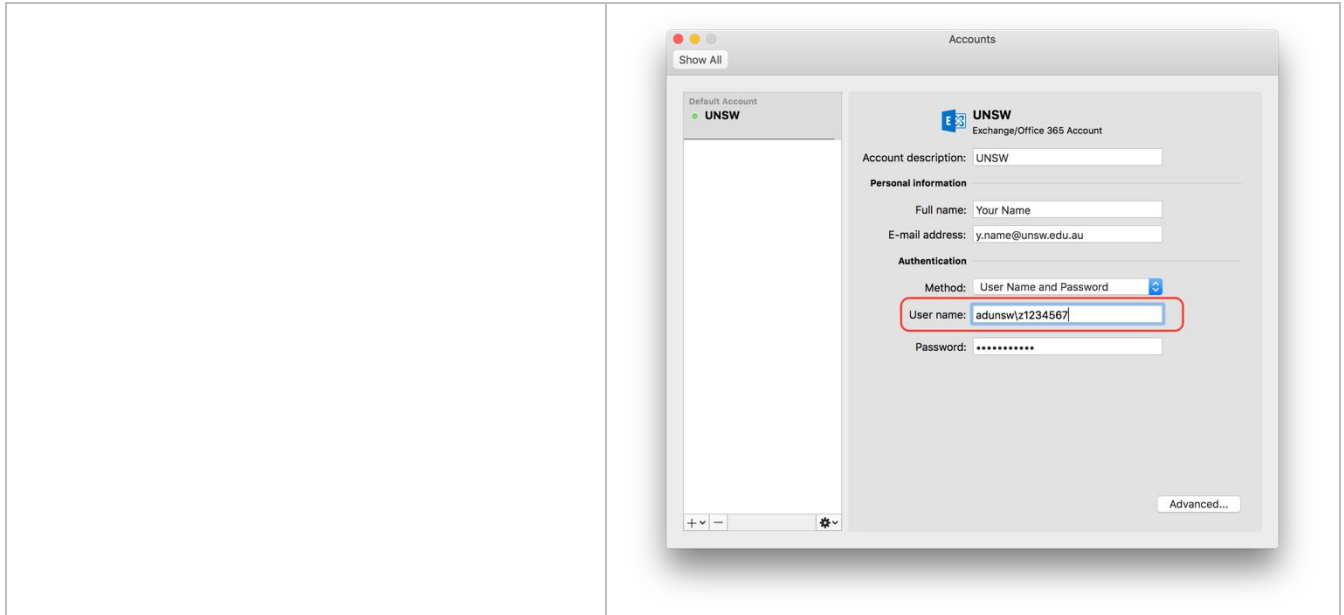
Click **Accounts**



### 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.

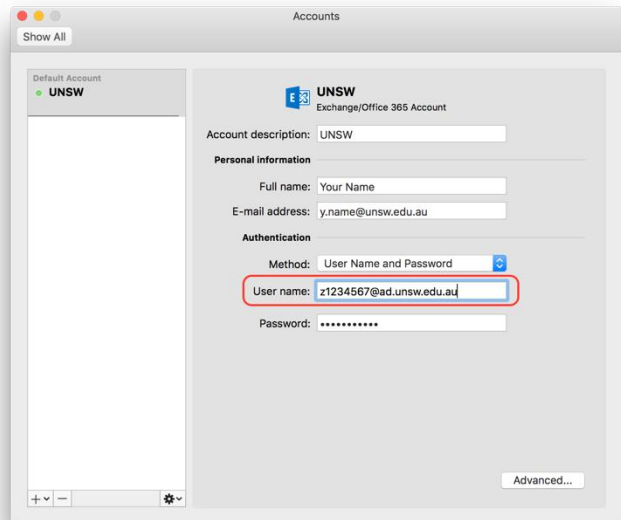
Onsite email uses adunsw\z1234567



#### Step 4 – Change User Name

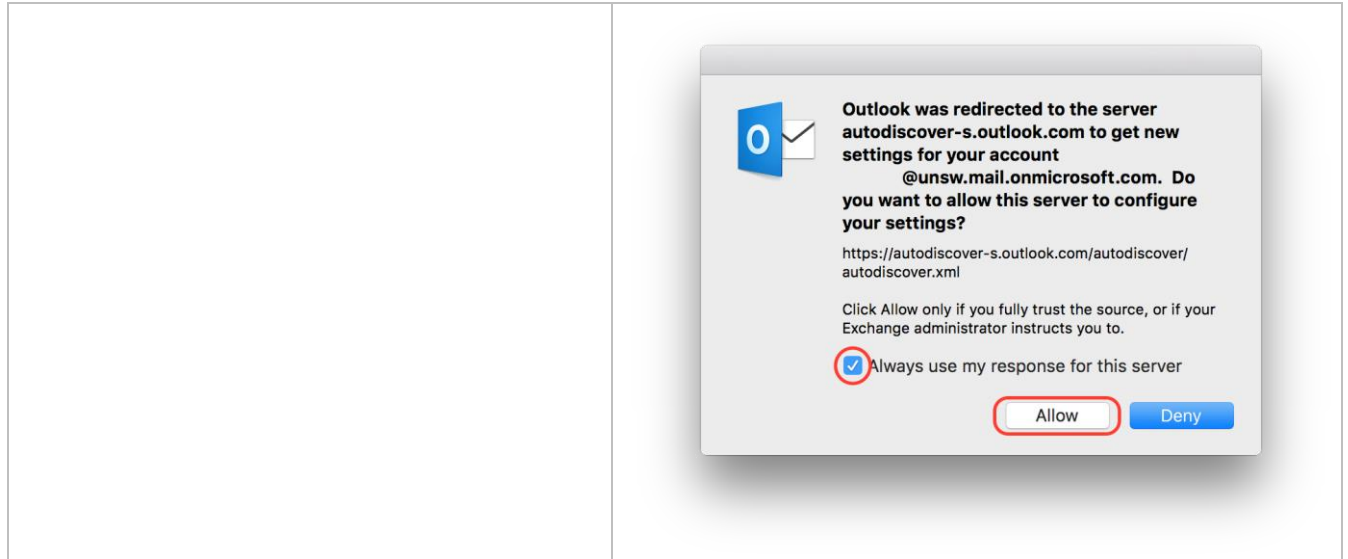
Type the new User Name settings:

**z1234567@ad.unsw.edu.au**



#### 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](mailto:ITServiceCentre@unsw.edu.au)