


Quick Reference Guide

The following instructions will walk you through the process for setting up your UNSW Email on the Apple Mail application for Mac OS X 10.8 and above.

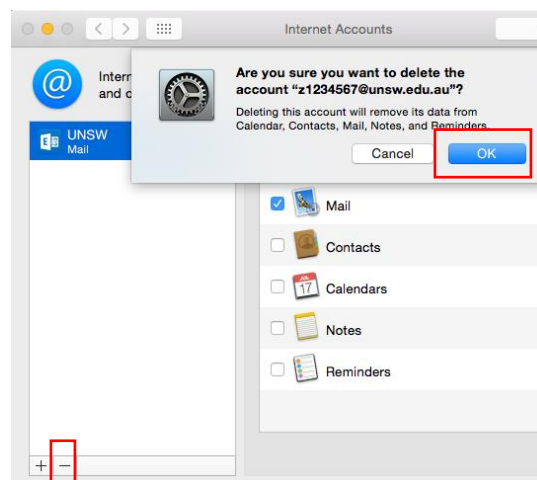
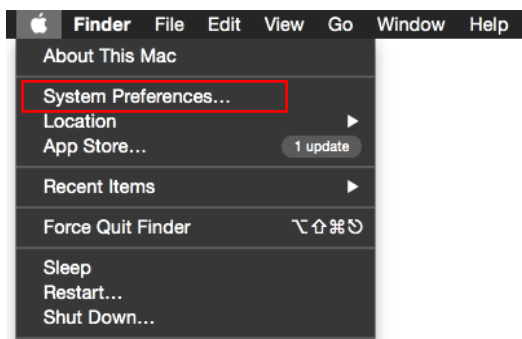
Step 1 – Delete Previous UNSW Account

If you had a previous UNSW account configured, you will need to delete the account prior to the new setup.

To delete, open your Macs **System Preferences**. This is done by navigating to the  at the top of your screen.

Once the **System Preferences** window has opened, click on the **Internet Accounts** icon.

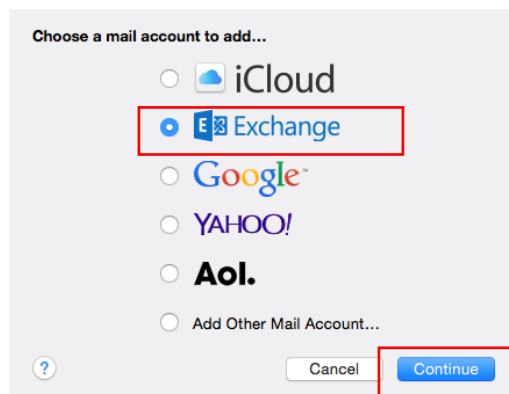
Select the account under Internet Accounts and then click the - icon followed by **OK**



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Step 2- Add an Account

Choose **Exchange** as the type of account and then select **Continue**



Step 3 - Enter Account Details

Enter the following credentials

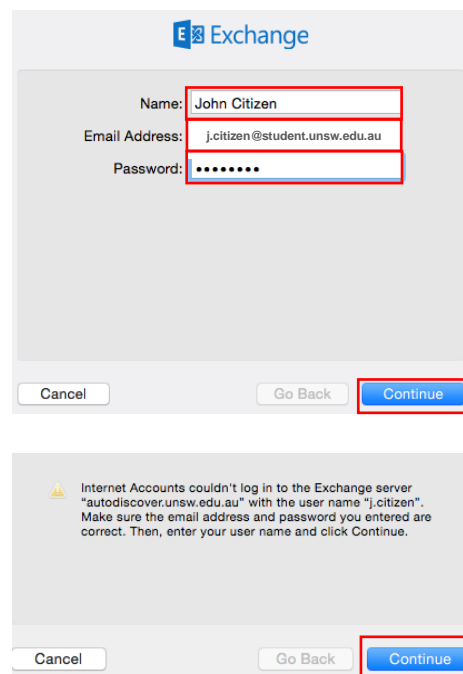
Name: Your Name

Email Address: Your UNSW email Address

Password: zPass

Select **Continue**

When you receive the following message, please select **Continue**

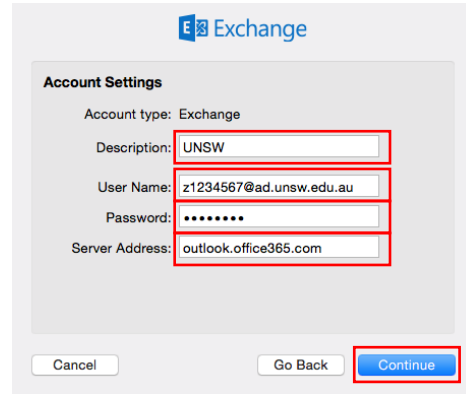


Step 4 - Enter Additional Details

Enter the following additional Account Settings

Description: e.g. UNSW
User Name: zID@ad.unsw.edu.au
Password: zPass
Server Address: outlook.office365.com

Select **Continue**

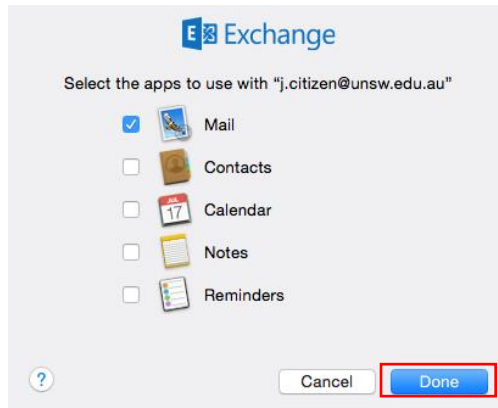
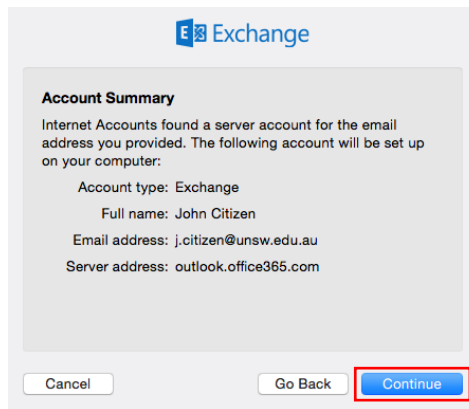


Step 5 - Complete Setup

Your UNSW email account should now be successfully configured on the Apple Mail client.

Select **Continue**

Select the apps you wish to use with your email account and then tap **Done** to finish the setup



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333

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