

The following instructions will walk you through the process for setting up your UNSW Email on an iOS device (e.g. iPhone, iPad or iPod Touch)

Step 1 – Delete Previous UNSW Account

If you had a previous UNSW account configured, we recommend that you delete the account prior to the new setup.

To delete, tap **Settings > Mail, Contacts, Calendars**

Select the previous UNSW Account, click on **Delete Account** and follow the prompts

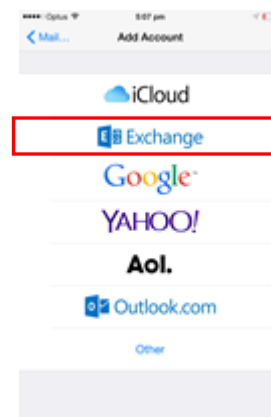
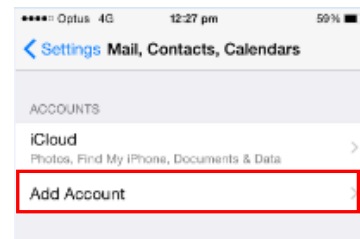


Step 2 – Add an Account

Tap **Settings > Mail, Contacts, Calendars**

Select **Add Account**

Select **Exchange** as the type of account



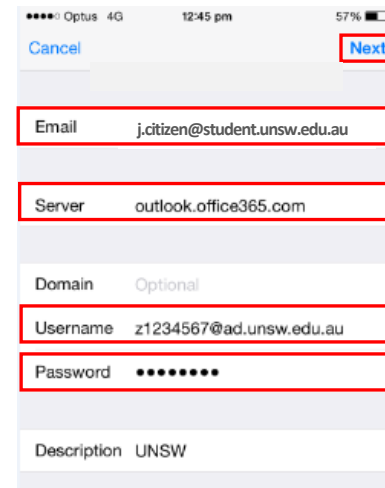
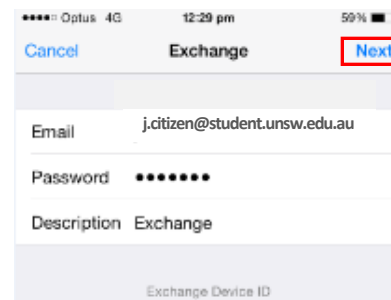
Step 3 – Enter Account Details

Enter the initial details for the account and then select **Next** to view the full account settings

Enter the additional details for the account as per below:

Email Your UNSW email address
Server outlook.office365.com
Domain leave blank
Username zID@ad.unsw.edu.au
Password zPass

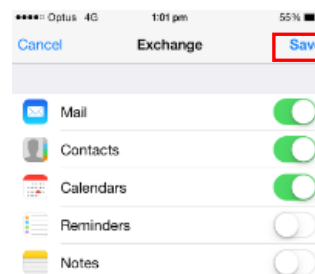
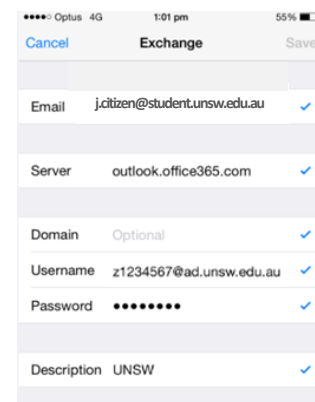
Tap **Next** to continue



Step 4 – Complete Setup

Your UNSW email should now be successfully configured on your iOS device

Select the items you wish to sync and then tap **Save** to complete setup



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

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