

Quick Reference Guide

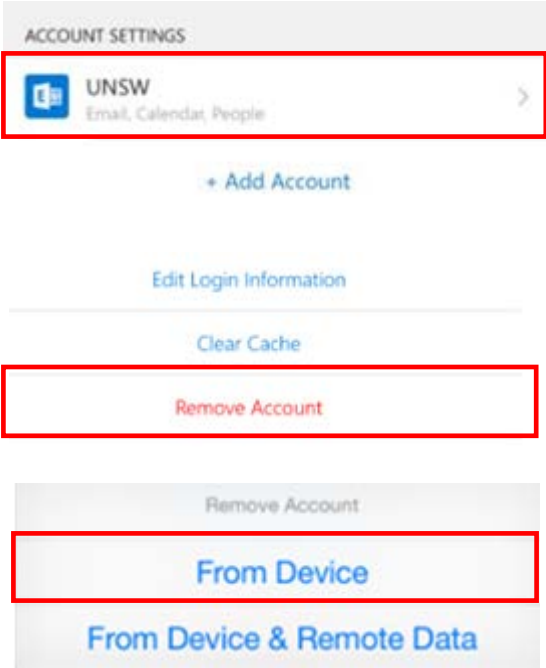
This guide provides instructions on how to access your UNSW Mail using Microsoft Outlook App on your device

Step 1 – Go to Settings and Delete Previous Account

Open up the Outlook app and navigate to the settings menu.

If you had a previous UNSW account configured you will need to delete the account prior to the new set-up.

To delete, select previous account from the Account Settings menu-> tap **Remove Account** -> select **From Device**



Step 2- Add an Account

In the Add an Account page:

Select **Office 365**



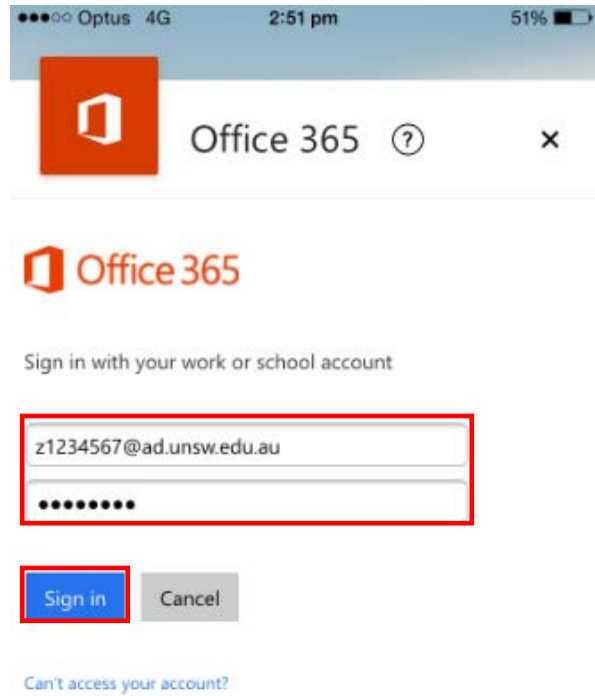
Step 3 – Enter Details

Enter the following details:

Username: zID@ad.unsw.edu.au

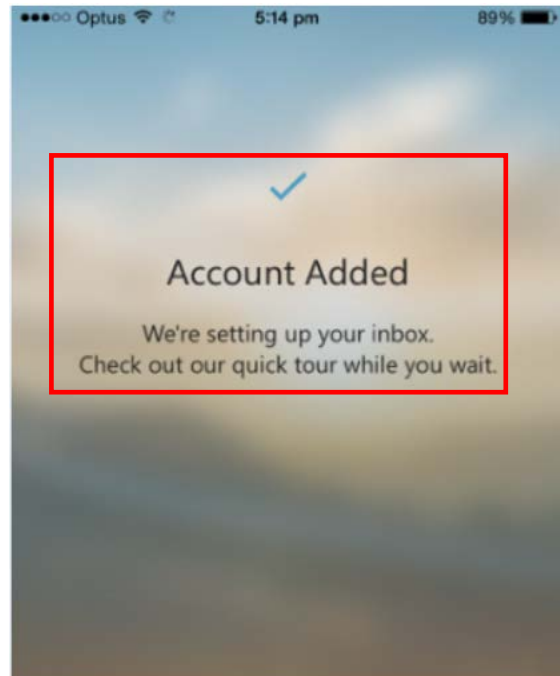
Password: zPass

Click **Sign In**



Step 4 – Account Added

Your UNSW Email account should now be successfully configured on your Outlook App.



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

Email: ITServiceCentre@unsw.edu.au