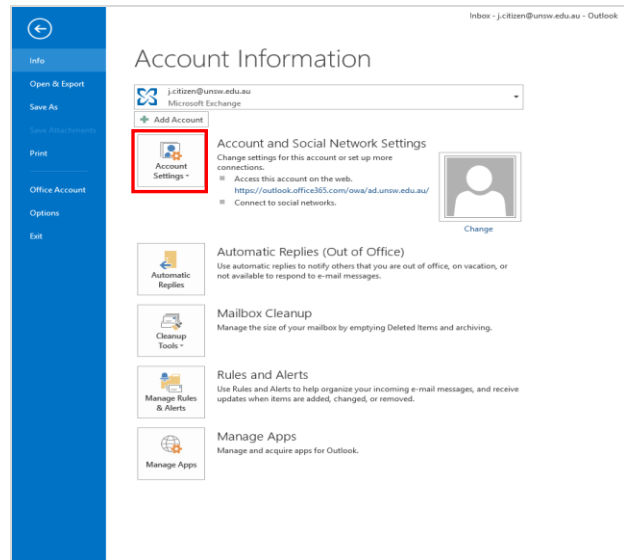


This guide provides instructions on how to access your UNSW mail with Outlook using a Non SoE Windows device.

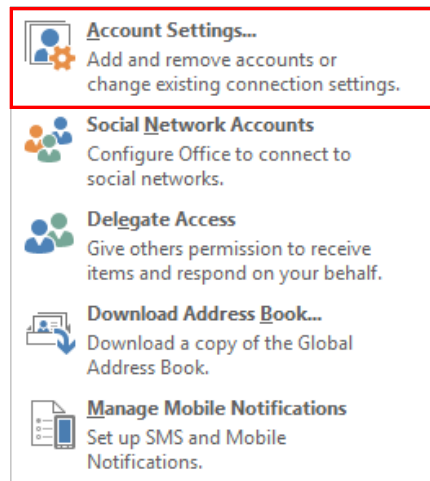
Step 1 – Account Information

- Open **Outlook**
- Click **File**
- Click **Account Settings**



Step 2 – Account Settings

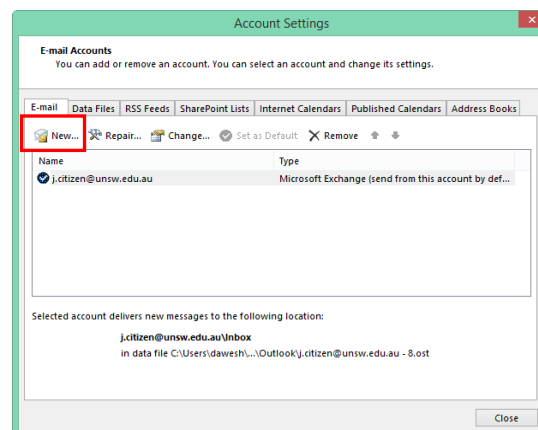
- Select **Account Settings**

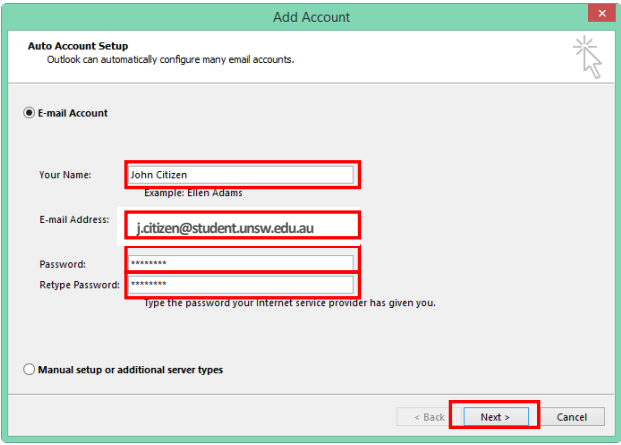
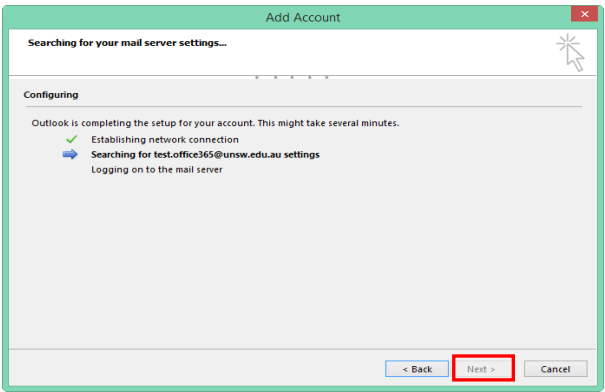
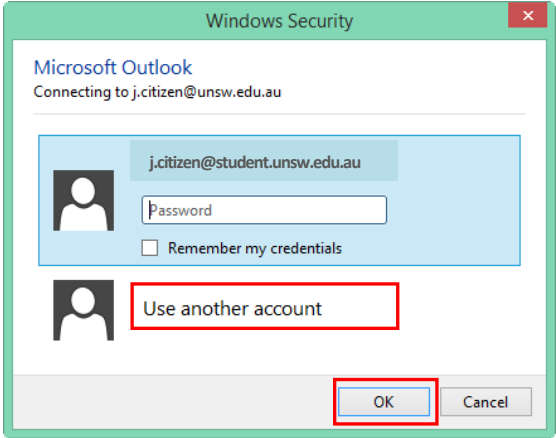


Step 3 – Email Accounts

In the **Account Settings Window**, under the **Email** tab

- Click on **New**

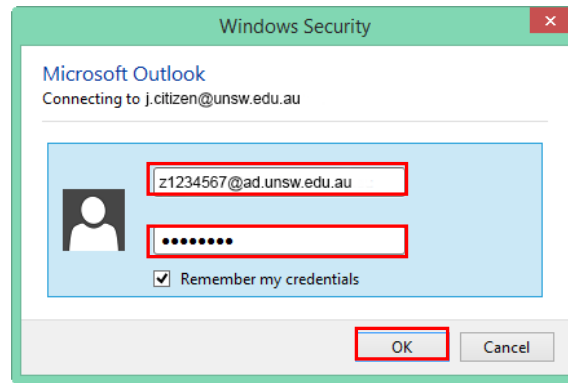
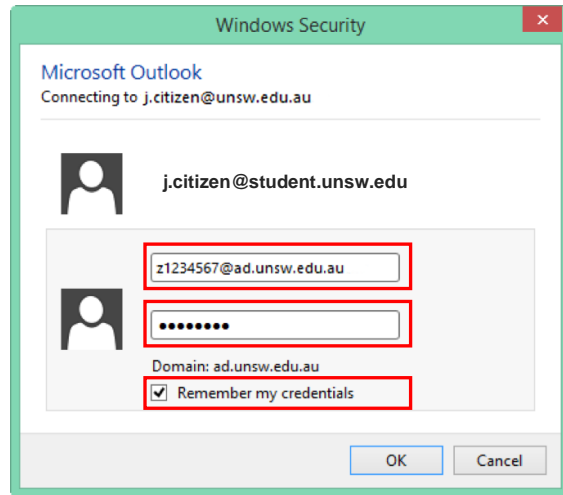


<p>Step 4 – Account Set Up</p> <ul style="list-style-type: none"> - Choose Email Account - Enter the following details Your Name Email Address Password- zpass Retype Password - Click Next 	
<p>Step 5 – Search Server Settings</p> <p>Outlook will search for your email server settings</p> <ul style="list-style-type: none"> - Click Next 	
<p>Step 6 – Windows Security</p> <p>In the Window Security Window</p> <ul style="list-style-type: none"> - Click on Use another account - Click OK 	

Step 7 – Enter Credentials

Enter your credentials as shown on the right hand side

If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.



Step 8 – Completion

Outlook will complete the set-up of your account

- Click **Finish**

