


## Quick Reference Guide

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

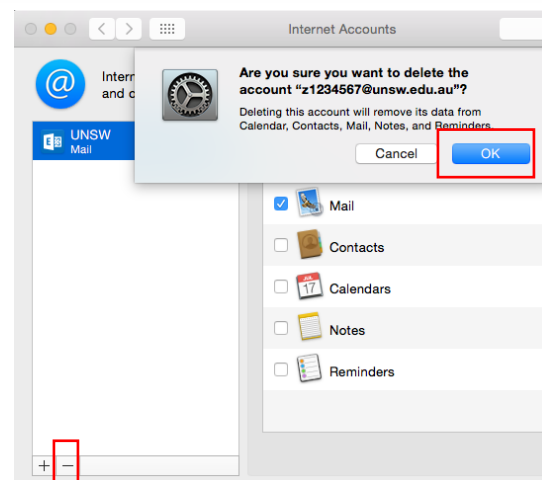
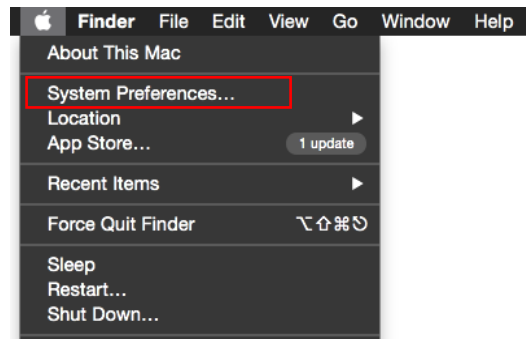
### Step 1 – Delete Previous UNSW Account

If you had a previous UNSW Canberra 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.

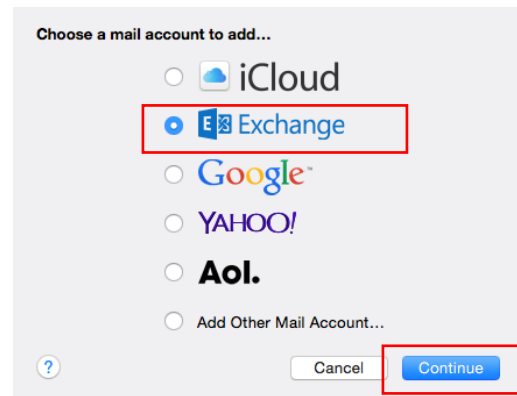
Select the account under Internet Accounts and then click the - icon followed by **OK**



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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

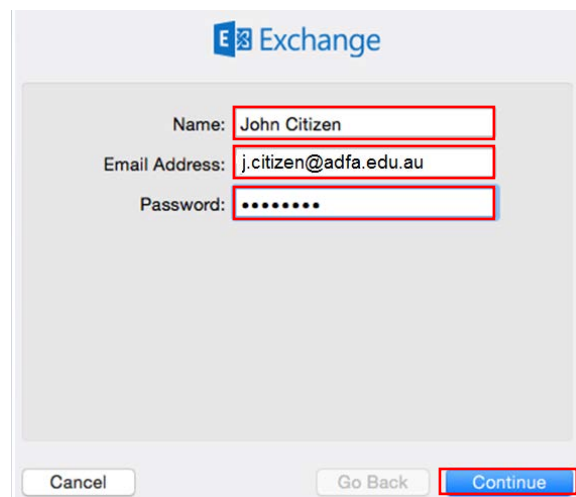
Enter the following credentials

**Name:** Your Name

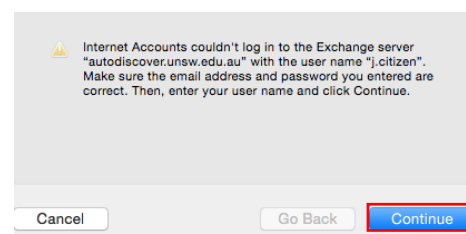
**Email Address:** Your UNSW Canberra email address

**Password:** zPass

Select **Continue**



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



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### Step 4 - Enter Additional Details

Enter the following additional Account Settings

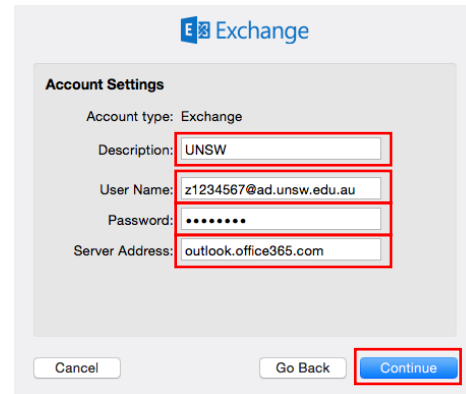
**Description:** e.g. UNSW

**User Name:** zID@ad.unsw.edu.au

**Password:** zPass

**Server Address:** outlook.office365.com

Select **Continue**



Exchange

**Account Settings**

Account type: Exchange

Description: UNSW

User Name: z1234567@ad.unsw.edu.au

Password: .....

Server Address: outlook.office365.com

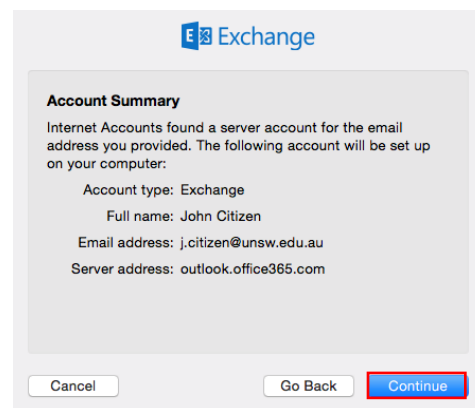
Cancel Go Back Continue

### Step 5 - Complete Setup

Your UNSW Canberra 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



Exchange

**Account Summary**

Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:

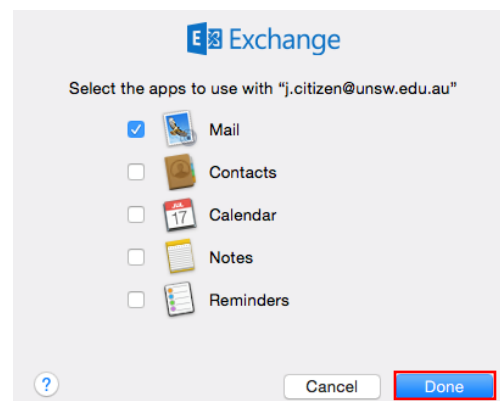
Account type: Exchange

Full name: John Citizen

Email address: j.citizen@unsw.edu.au

Server address: outlook.office365.com

Cancel Go Back Continue



Exchange

Select the apps to use with "j.citizen@unsw.edu.au"

Mail

Contacts

Calendar

Notes

Reminders

? Cancel Done

If you require any additional assistance please contact the **Help Desk** - Tel: + 61 (02) 6268 8140  
Email: [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)