



The following instructions will walk you through the process for setting up your UNSW Canberra email on a Blackberry device

Step 1 – Settings

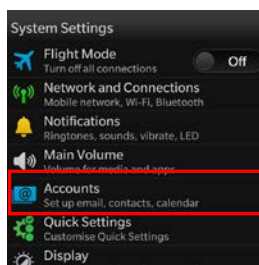
Set up your email using Microsoft Exchange ActiveSync

On the Home screen, select **Settings**.



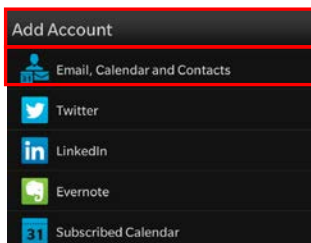
Step 2 – Account Settings

On the **System Settings** page, select **Accounts**. If you haven't yet created any accounts, select **Add Account**.



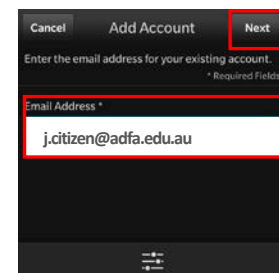
Step 3 – Add Account

On the **Add Account** page, select **Email, Calendar, and Contacts**.



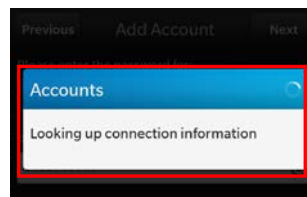
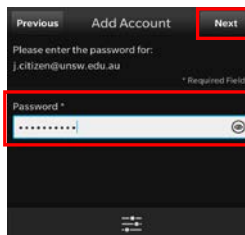
Step 4 – Add Account

Type your UNSW Canberra email address and select **Next**.



Step 5 – Add Account

Type your password and select **Next**. The Looking up connection information message displays. Your device tries to set up your email account automatically.





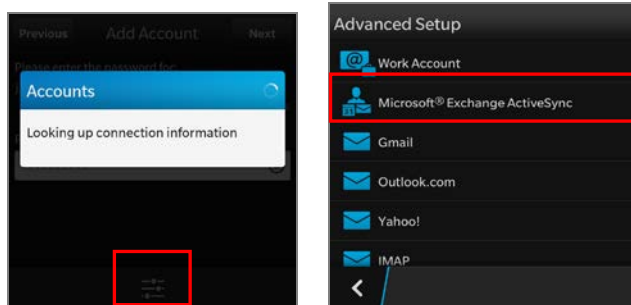
Step 6 – Advanced Set Up Information

If it cannot find your account information

You'll see a message recommending that you use **advanced setup** steps.

To get to advanced setup, on the **Add Account** page, select **Email, Calendar, and Contacts**. Then, select the menu icon beneath the **Email Address** box to access advanced setup options.

On the **Advanced Setup** page, select **Microsoft Exchange ActiveSync**.



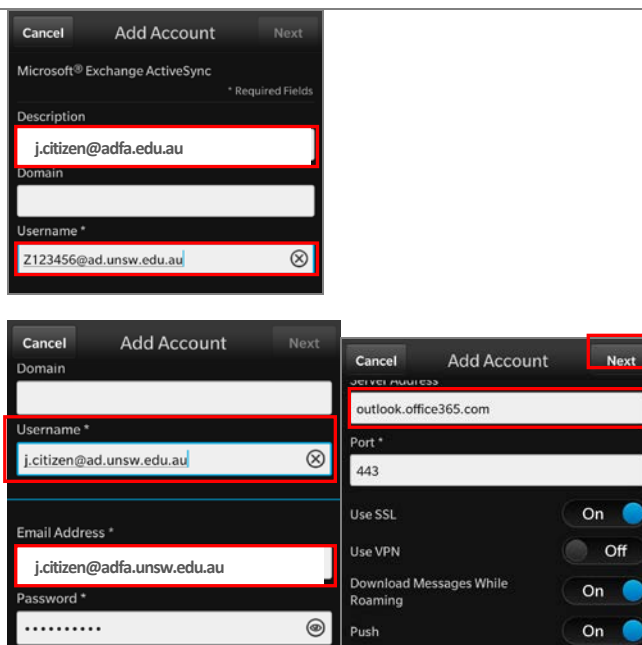
Step 7 – Account Information

Enter the settings for your account as follows. If you had just tried the previous procedure, some of these settings may already be entered for you.

- In **Description** give your account a name
- Leave the **Domain** field blank.
- In **Username**
z1234567@ad.unsw.edu.au
- In **Password** **zpass**
- In **Server address** type
outlook.office365.com
- In **Email Address** your UNSW Canberra email address

Select **Next**. The **Checking for supported services and policy information** message displays

Specify the information you want to sync, and then select **Done**. The **Save and Verify your settings** message displays.



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