

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

### Step 1 – Delete Previous UNSW Account

If you had a previous UNSW Canberra 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 Canberra Account, click on **Delete Account** and follow the prompts

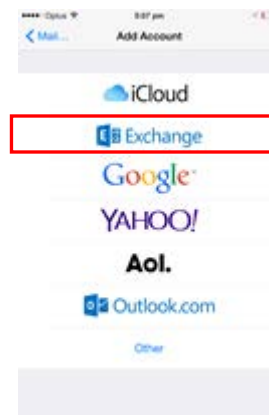
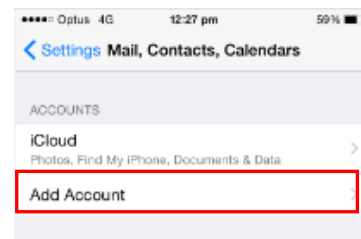


### Step 2 – Add an Account

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

Select **Add Account**

Select **Exchange** as the type of account



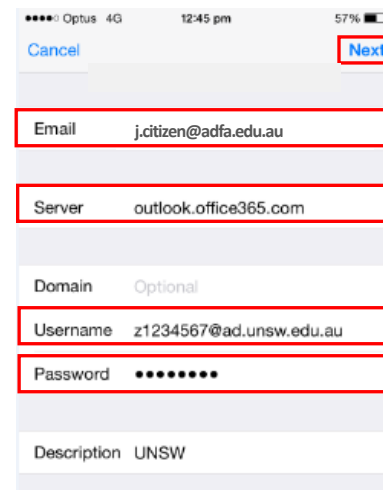
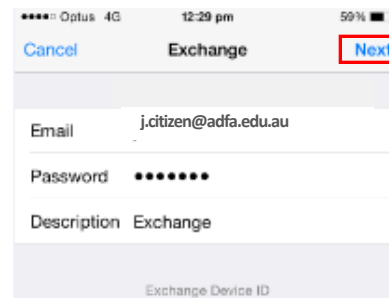
### Step 3 – Enter Account Details

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:

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

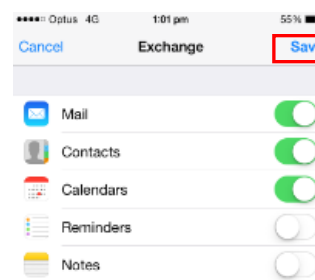
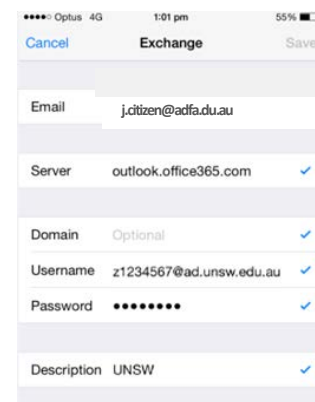
Tap **Next** to continue



### Step 4 – Complete Setup

Your UNSW Canberra 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 **Help Desk** - Tel: + 61 (02) 6268 8140

Email: [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)