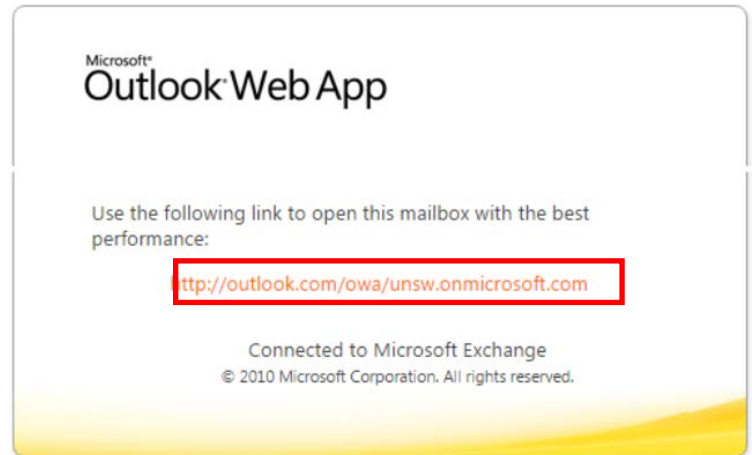


This guide explains how to access your UNSW Canberra Email using the Outlook Web App on your device.

**Step 1 – Access your Email**

Access Email via UNSW Canberra Outlook Web App

Staff who are logging in to the existing portal will be redirected to the new web link for Outlook Web App (OWA)

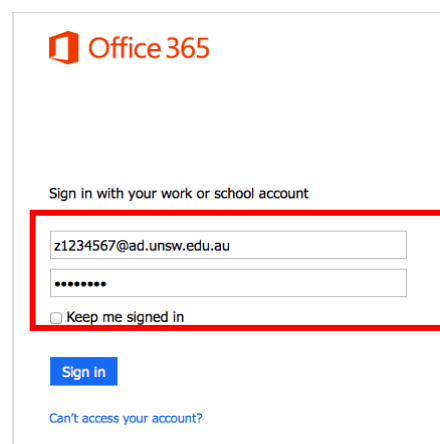
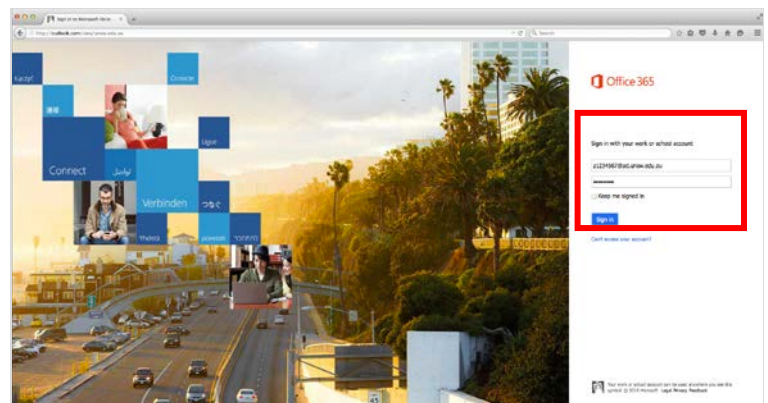


**Step 2 – Log In**

- Click on the provided URL <http://outlook.com/owa/unsw.onmicrosoft.com>
- You should now continue to use this new link for access to your UNSW Canberra email account via a web browser
- Log-in to your email account using the following credentials

Username: **z1234567@ad.unsw.edu.au**  
Password: **zPass**

- NB: Update your bookmarks, so next time you can easily navigate to the new URL.



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)