

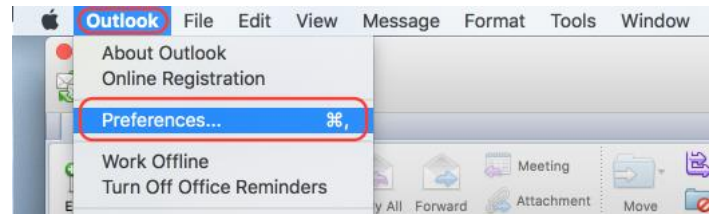
## Quick Reference Guide

This guide explains how to access your UNSW Canberra mail using Outlook on your Non SoE Mac.

### Step 1 – Setting Preferences

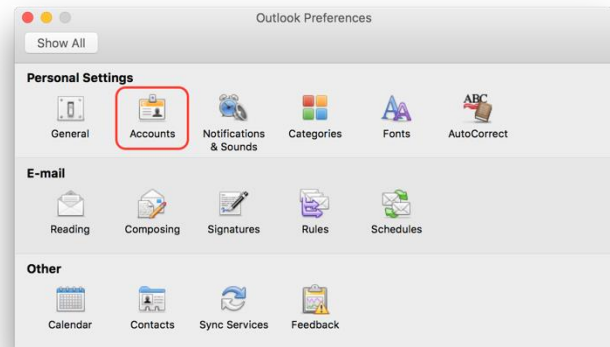
Open **Outlook**

Click **Outlook > Preferences**



### Step 2 – Accounts

Click **Accounts**



### Step 3 – Account Settings

Update your previous UNSW Canberra email account with the following settings

**Full name:** Your Name

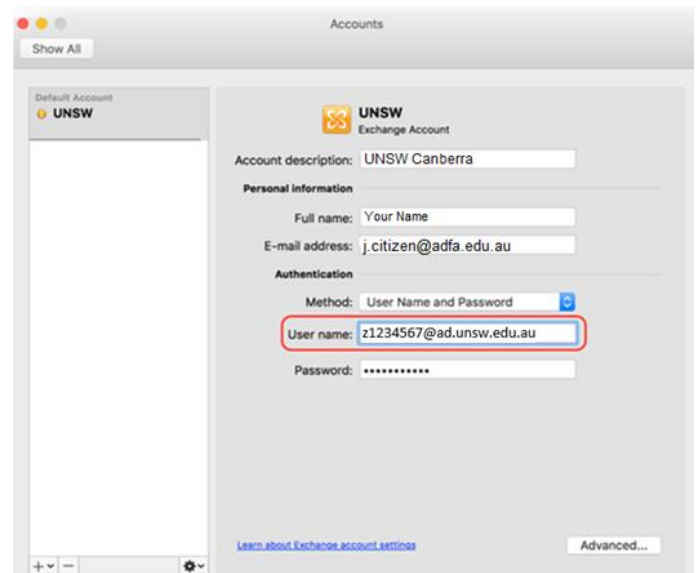
**E-mail Address:** e.g. [j.citizen@adfa.edu.au](mailto:j.citizen@adfa.edu.au)

**Method:** User name and Password

**User name:** [z1234567@ad.unsw.edu.au](mailto:z1234567@ad.unsw.edu.au)

**Password:** Your zPass

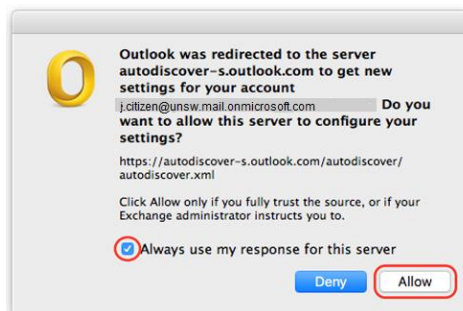
Note: If you experiencing any issues please delete the previous account and create a new one



## Quick Reference Guide

### Step 4 – Allow Redirect

If the following prompt appears, please select “**Always use my response for this server**” checkbox, and click **Allow**.



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)