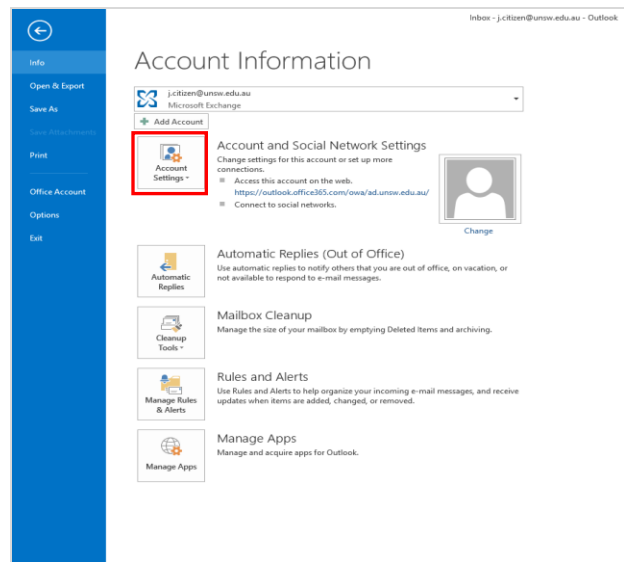


This guide provides instructions on how to access your UNSW Canberra mail with Outlook using a Non SoE Windows device.

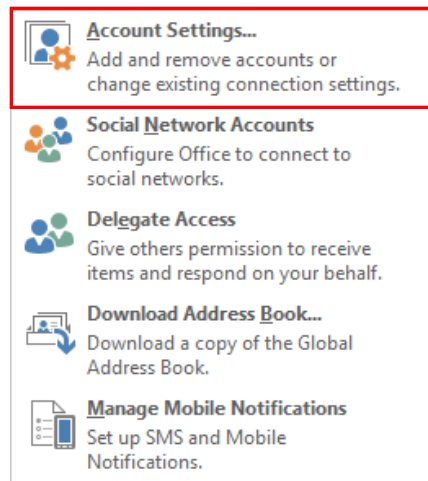
**Step 1 – Account Information**

- Open **Outlook**
- Click **File**
- Click **Account Settings**



**Step 2 – Account Settings**

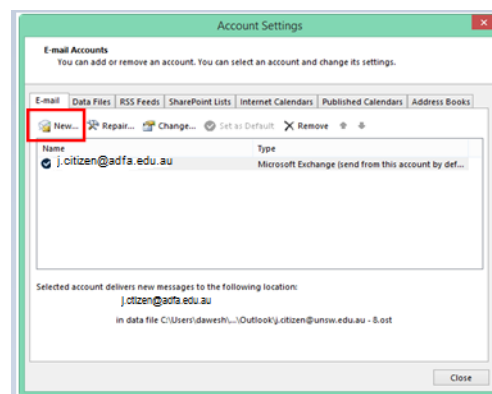
- Select **Account Settings**



**Step 3 – Email Accounts**

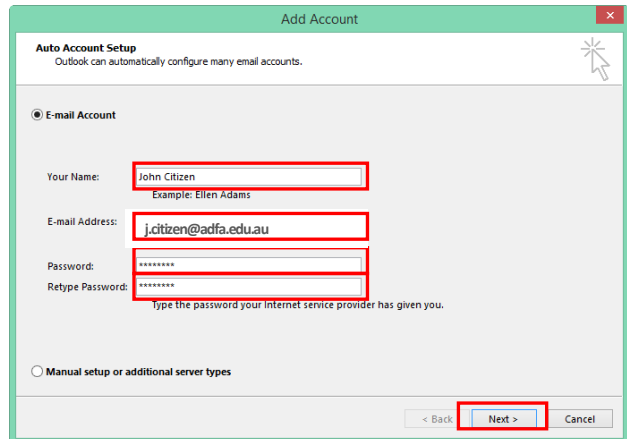
In the **Account Settings Window**, under the **Email tab**

- Click on **New**



**Step 4 – Account Set Up**

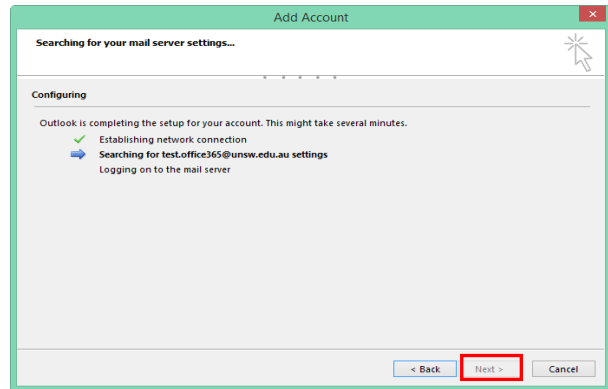
- Choose Email Account
- **Enter the following details**  
Your Name  
UNSW Canberra email address  
Password- zpass  
Retype Password
- Click **Next**



**Step 5 – Search Server Settings**

Outlook will search for your email server settings

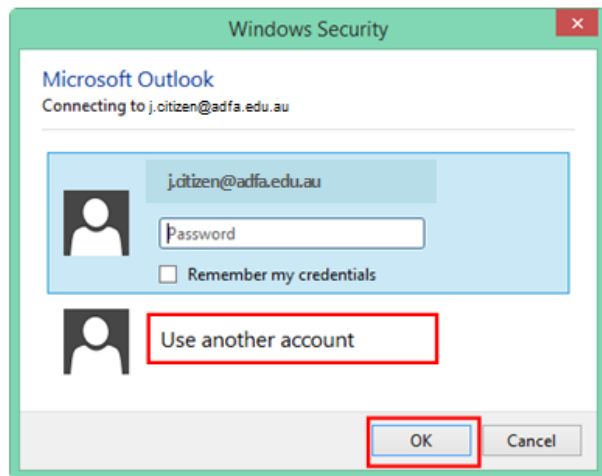
- Click **Next**



**Step 6 – Windows Security**

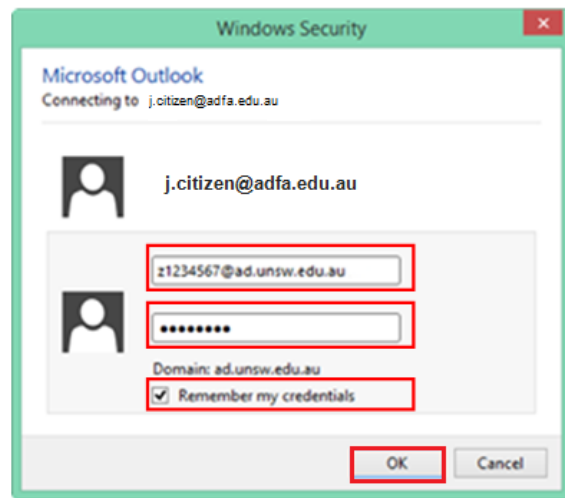
In the Window Security screen

- Click on **Use another account**
- Click **OK**

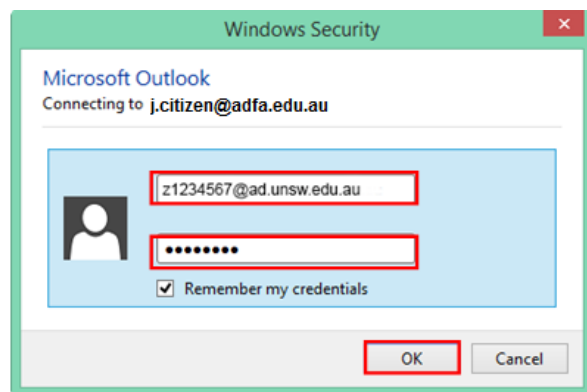


### Step 7 – Enter Credentials

Enter your credentials as shown on the right hand side



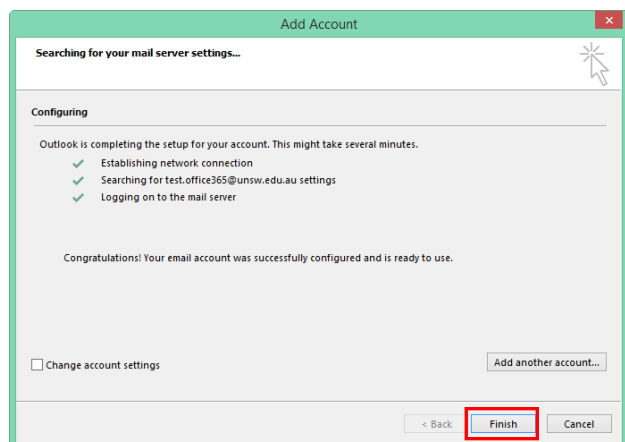
If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.



### Step 8 – Completion

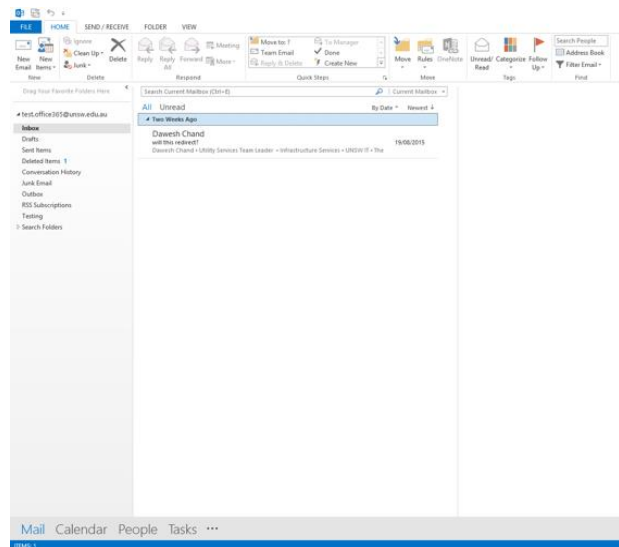
Outlook will complete the set-up of your account

- Click **Finish**



### Step 9 - Completion

Outlook will Open



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)