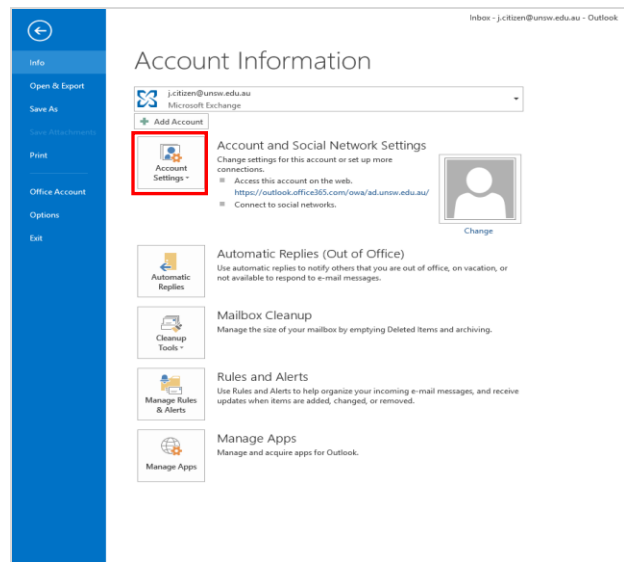


This guide provides instructions on how to access your UNSW Canberra mail with Outlook using a Non SoE Windows device.

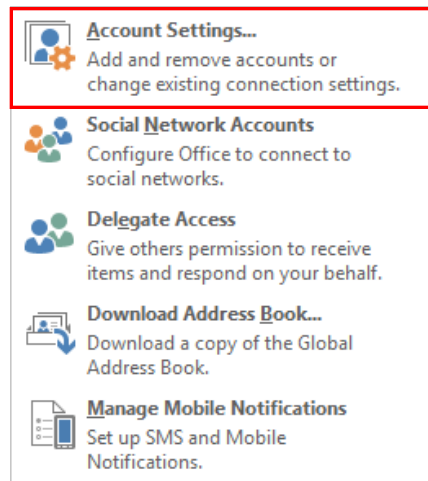
Step 1 – Account Information

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



Step 2 – Account Settings

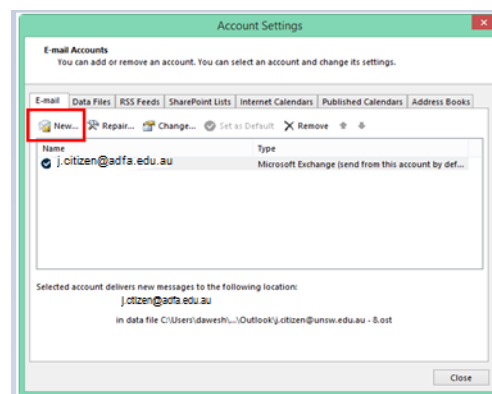
- Select **Account Settings**



Step 3 – Email Accounts

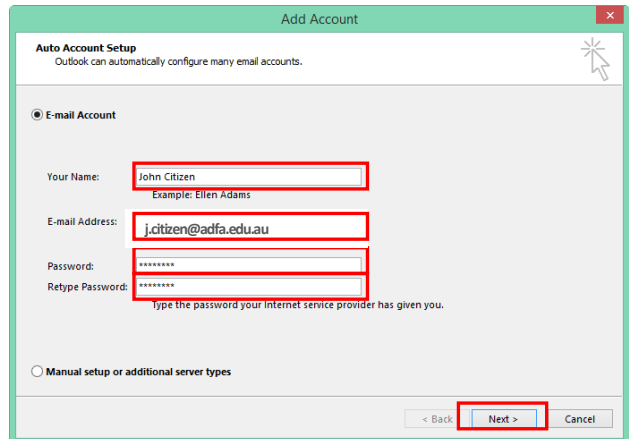
In the **Account Settings Window**, under the **Email tab**

- Click on **New**



Step 4 – Account Set Up

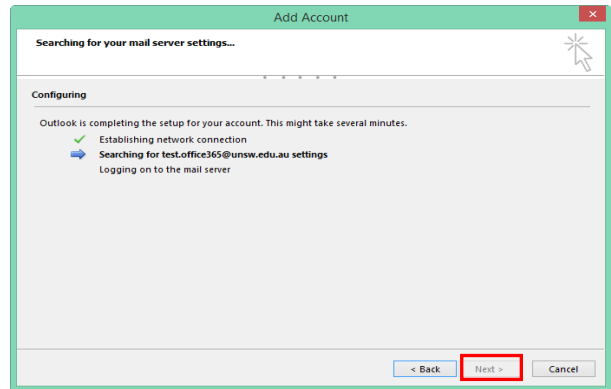
- Choose Email Account
- **Enter the following details**
 Your Name
 UNSW Canberra email address
 Password- zpass
 Retype Password
- Click **Next**



Step 5 – Search Server Settings

Outlook will search for your email server settings

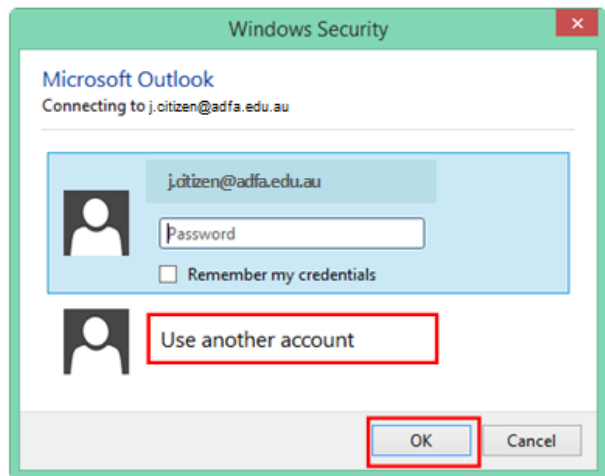
- Click **Next**



Step 6 – Windows Security

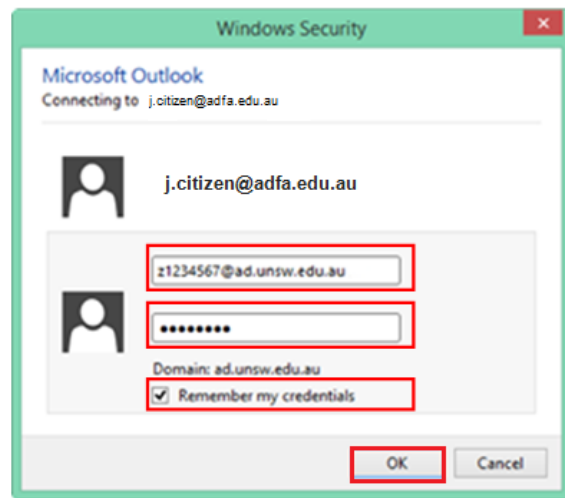
In the Window Security screen

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

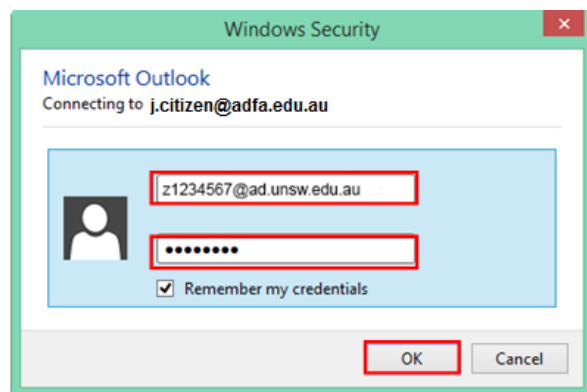


Step 7 – Enter Credentials

Enter your credentials as shown on the right hand side



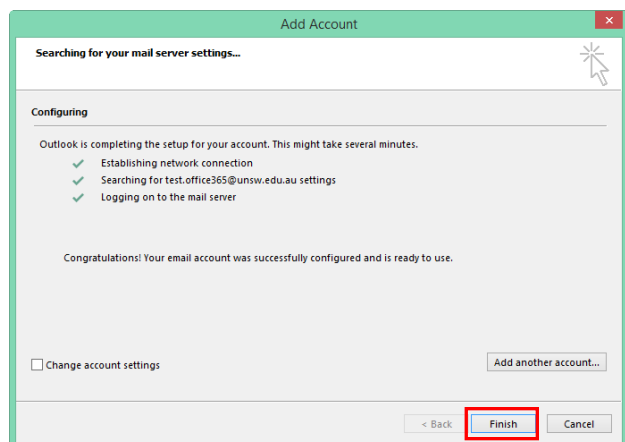
If a second pop up window appears, ensure your credentials are entered and click **OK** to continue.



Step 8 – Completion

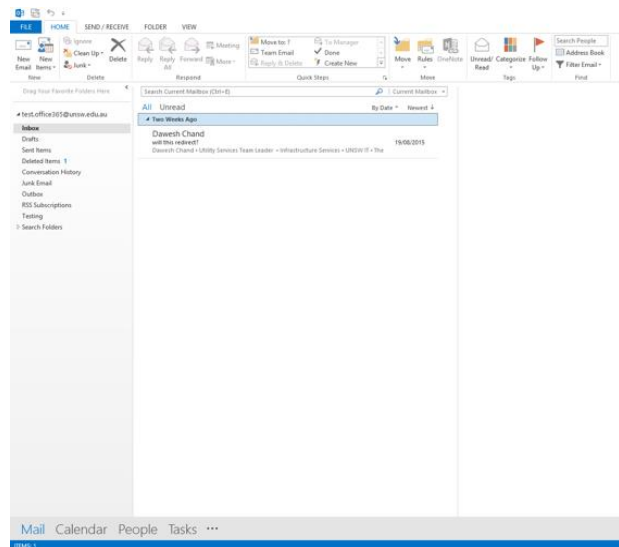
Outlook will complete the set-up of your account

- 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