The following instructions will walk you through the process for setting up your UNSW Email on the Apple Mail application for Mac OS X.

**Step 1 – Delete Previous UNSW Account**

If you had a previous UNSW account configured, we recommend that you delete the account prior to the new setup.

To delete, open the Mail application and select **Preferences**

Select the previous account and tap the − icon and then select **Internet Accounts**

Select the account under Internet Accounts and then click the − icon followed by OK
Step 2 – Add an Account

In the **Accounts** tab click the + icon to add a new account.

Choose **Exchange** as the type of account and then select **Continue**.

Step 3 – Enter Account Details

Enter the following credentials:

- **Name**: Your Name
- **Email Address**: Your UNSW email address
- **Password**: zPass

Select **Continue**.

When you receive the following message, please select **Continue**.
Step 4 – Enter Additional Details

Enter the following additional Account Settings

**Description:** e.g. UNSW
**User Name:** zID@ad.unsw.edu.au
**Password:** zPass
**Server Address:** outlook.office365.com

Select Continue

Step 5 – Complete Setup

Your UNSW email account should now be successfully configured on the Apple Mail client.

Select Continue

Select the apps you wish to use with your email account and then tap **Done** to finish the setup.

If you require any additional assistance please contact the **IT Service Centre** - Tel: 9385 1333
Email: **ITServiceCentre@unsw.edu.au**