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

**Step 1 – Setting Preferences**

Open Outlook

Click Outlook > Preferences

![Screenshot of Outlook preferences settings](image)

**Step 2 – Account Settings**

Click Accounts

![Screenshot of Outlook accounts settings](image)

**Step 3 – Account Settings**

Click the + button in the bottom left corner of the Accounts window.

Select Exchange for the account type

![Screenshot of adding a new Exchange account](image)
Step 4 – Exchange Server Settings

Type in Exchange Server Settings

<table>
<thead>
<tr>
<th>Email address</th>
<th>Your UNSW email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td><a href="mailto:z1234567@ad.unsw.edu.au">z1234567@ad.unsw.edu.au</a></td>
</tr>
<tr>
<td>Password</td>
<td>zpass</td>
</tr>
</tbody>
</table>

Tick Configure Automatically then Add Account.

Step 5 – Account Description

Enter UNSW in the Account Description field.

Close the Accounts screen by clicking the X button in the top left corner of the screen.

Step 6 – Delete Old Account

Delete the old account

Select the account to delete.

Tap the - button in the bottom left corner.

In the confirmation window, click Delete

If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333
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