This guide explains how to configure your UNSW mail using Outlook for Mac.

**Automatic Reconfiguration**

After you have migrated to UNSW Cloud Email, Outlook will display an error ‘Mail could not be received at this time’.

Click Yes.

You will need to change your username to <Your zID>@ad.unsw.edu.au. Your password will remain the same.

Make sure **Remember this password in my keychain** is ticked.

Click OK.

A notification appears that Outlook was redirected to the server autodiscover-s.outlook.com…

Tick **Always use my response for this server** and click Allow.

UNSW Cloud Email should now be configured correctly.

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