This guide explains how to set up the hospital proxy, set up Outlook 365 and access Outlook 365 via OWA

*TIP:* Ignore Step 1 - Proxy set up if your proxy is already set up

**Step 1 – Hospital proxy setup**

- Click *Windows Start* and open *Control Panel*

  ![Control Panel](image)

- From *Control Panel* choose *Internet Options*

  ![Internet Options](image)

- Choose *LAN settings* from the *Connections Tab*

  ![LAN settings](image)
Insure that **Use automatic configuration script** is selected and the address box has the following url: [http://autoproxy/auto/unsw.pac](http://autoproxy/auto/unsw.pac) and click **OK**

Use your: **zID** or **sID** with **Unipass** to authenticate to hospital proxy and select **Remember my credentials**.
Step 2- Microsoft Outlook setup with Outlook 365

► Click **Windows Start and open Control Panel**

► From **Control Panel** choose **Mail /Mail (32-bit)**

► Click **Show Profiles**

► **Add new profile by clicking Add and click OK**
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Type desired name for the Outlook profile and click <strong>OK</strong></td>
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<tr>
<td>2.</td>
<td>Under E-mail account type; <strong>Your Name</strong>, UNSW e-mail address, <strong>zPass password</strong> twice and go <strong>Next</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Click <strong>Allow</strong> to let the website configure</td>
</tr>
<tr>
<td>4.</td>
<td>Choose <strong>Use another account</strong> and click <strong>OK</strong></td>
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</table>
- Type your user name as: **zid@ad.unw.edu.au** and password is your **zPass** and click **OK**

- You have successfully added your account to Outlook, click **Finish**

- Launch **Microsoft Outlook** (If prompted for credentials, provide zPass password.)
### Step 3- Outlook Web Access with Outlook 365

- Open a web-browser of your choice
- Type your user name as zID@ad.unsw.edu.au and password as zPass

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