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

TIP: If you have internet access via Health Services setup, you can follow this guide, if it doesn’t work please configure hospital proxy and refer to the Proxy and Outlook Setup for Hospitals (365).

**Step 1 – Setting Preferences**

Open Outlook

Click Outlook > Preferences

**Step 2 – Account Settings**

Click Accounts

**Step 3 – Account Settings**

Outlook will show your previous settings for on-site email – the only thing you need to change here is your User Name settings.

Onsite email uses adunsw\z1234567
Quick Reference Guide

Updating your UNSW Mail With Outlook for Mac 2011
For Hospitals

Step 4 – Change User Name
Type the new User Name settings:
z1234567@ad.unsw.edu.au
Tick Configure Automatically then Add Account.

Step 5 – Allow Redirect
Outlook will ask if it can redirect to the new server, tick the "Always use my response for this server" checkbox, and click Allow.

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