


## Quick Reference Guide

The following instructions will walk you through the process for setting up your UNSW Email on the Apple Mail application for Mac OS X 10.8 and above.

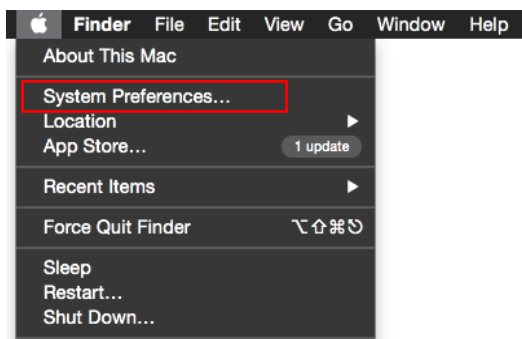
### Step 1 – Delete Previous UNSW Account

If you had a previous UNSW account configured, you will need to delete the account prior to the new setup.

To delete, open your Macs **System Preferences**. This is done by navigating to the  at the top of your screen.

Once the **System Preferences** window has opened, click on the **Internet Accounts** icon.

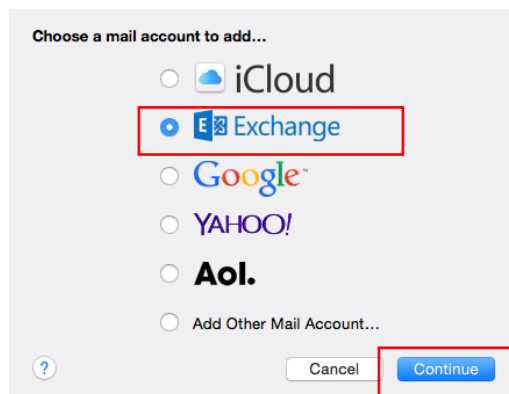
Select the account under Internet Accounts and then click the - icon followed by **OK**



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### Step 2- Add an Account

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



### Step 3 - Enter Account Details

Enter the following credentials

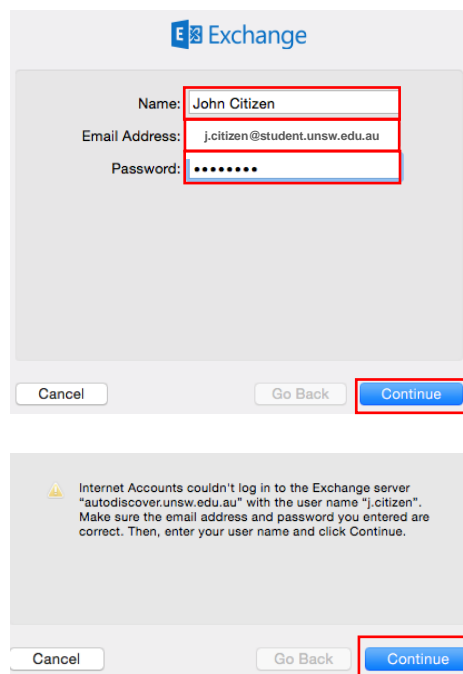
**Name:** Your Name

**Email Address:** Your UNSW email Address

**Password:** zPass

Select **Continue**

When you receive the following message, please select **Continue**

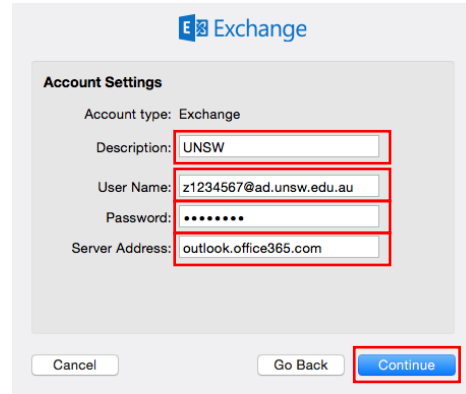


**Step 4 - Enter Additional Details**

Enter the following additional Account Settings

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

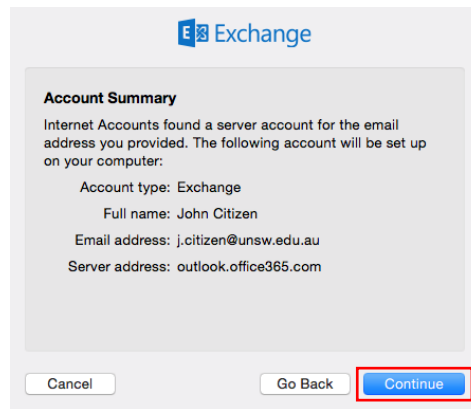
Select **Continue**



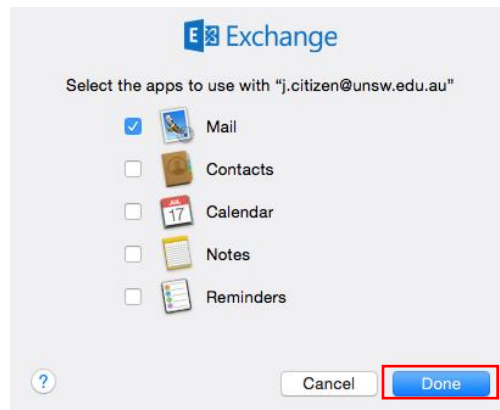
**Step 5 – Complete Setup**

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](mailto:ITServiceCentre@unsw.edu.au)