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**.
**Quick Reference Guide**

**Step 2 - Add an Account**
Choose **Exchange** as the type of account and then select **Continue**

![Choose a mail account to add...](image1)

**Step 3 - Enter Account Details**
Enter the following credentials

**Name:** Your Name  
**Email Address:** Your UNSW email Address  
**Password:** zPass

Select **Continue**

![Exchange](image2)

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

![Message](image3)
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