This guide provides instructions on how to migrate your UNSW mail with Outlook using a Non SoE Windows 7 device running Outlook 2010.

**Step 1 – Add New Mail Profile**

- Open Control Panel
- Select All Control Panel Items
- Click Mail (32-bit)
- Click Show Profiles
- Click Add
- Enter Profile Name
- Click OK
Step 2 – Account Set Up
- Choose Email Account
- Enter the following details
  Your Name
  Email Address
- If prompted also enter
  Password - zpass
  Retype Password

Step 3 – Search Server Settings
Outlook will search for your email server settings
- Click Next

Step 4 – Windows Security
In the Window Security Window
- Click on Use another account
- Click OK
Step 5 – Enter Credentials

Enter your credentials as shown on the right hand side.

If a second pop up window appears, ensure your credentials are entered and click OK to continue.

Step 6 – Complete account setup

Outlook will complete the set-up of your account.
- Click Finish

Step 7 – Set Default profile
- Select **always use this profile**
- Select **profile name** in dropdown menu

### Step 8 – Open Outlook

If you require any additional assistance please contact the **IT Service Centre** - Tel: 9385 1333
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