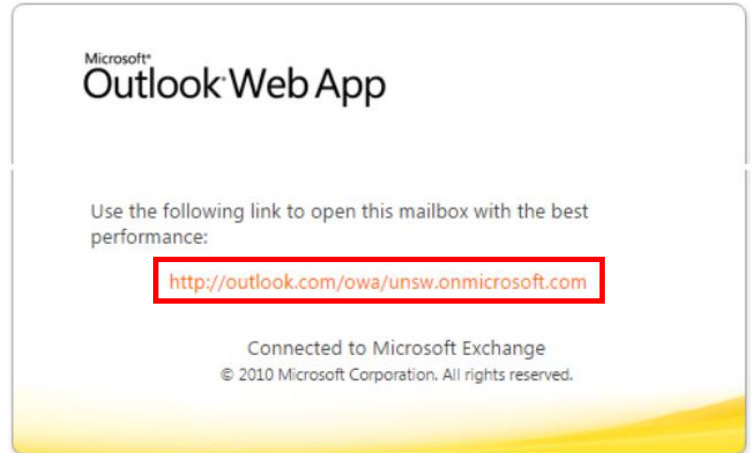


This guide explains how to access your UNSW Email using the Outlook Web App on your device.

Step 1 – Access your Email

Access Email via UNSW Outlook Web App

Staff who are logging in to the existing portal will be redirected to the new web link for Outlook Web App (OWA)



Step 2 – Log In

- Click on the provided URL
<http://outlook.com/owa/unsw.onmicrosoft.com>

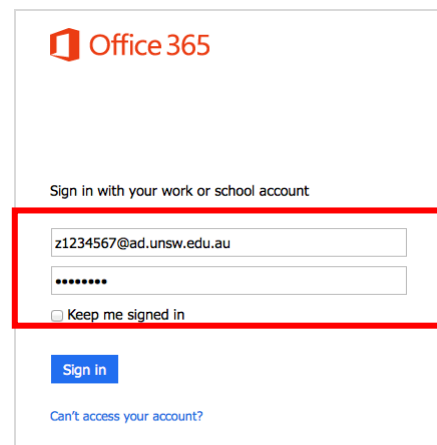
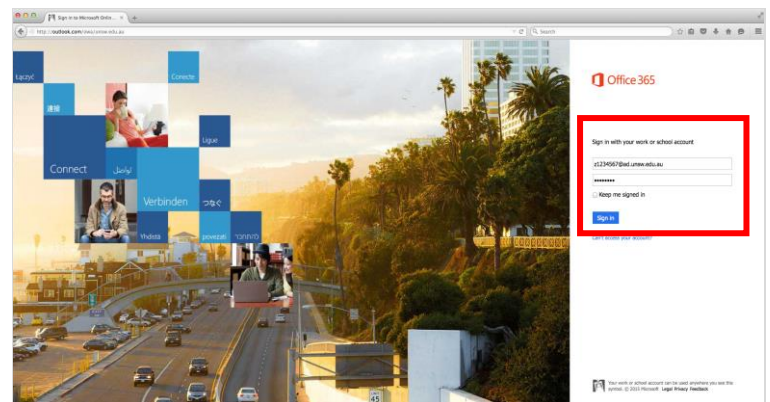
- You should now continue to use this new link for access to your UNSW email account via a web browser

- Log-in to your email account using the following credentials

Username: **z1234567@ad.unsw.edu.au**

Password: **zPass**

- NB: Update your bookmarks, so next time you can easily navigate to the new URL.



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