The following instructions will walk you through the process for setting up your UNSW Canberra Email on a Windows Mobile device.

**Step 1 - Delete Previous Account**

If you had a previous UNSW Canberra account configured, we recommend that you delete the account prior to the new setup.

To delete, tap **Settings > Email + Accounts**

Select and Hold the current UNSW Canberra Account until the sync/delete options are available and then delete.

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**Step 2 – Add an Account**

In the App list tap **Settings > Email + Accounts**

Do one of the following:
- For Windows 8 or 8.1 tap **Add an Account** > **Exchange**
- For Windows 7 or 7.5 tap **Add an Account** > **Outlook**

Select **Exchange** as the type of account.

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**Step 3 - Enter Account Details**

<table>
<thead>
<tr>
<th>Email address</th>
<th>Your UNSW Canberra email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>zPass</td>
</tr>
<tr>
<td>User name</td>
<td><a href="mailto:zID@ad.unsw.edu.au">zID@ad.unsw.edu.au</a></td>
</tr>
<tr>
<td>Domain</td>
<td>leave blank</td>
</tr>
<tr>
<td>Server</td>
<td>outlook.office365.com</td>
</tr>
</tbody>
</table>

Tap **Sign in**

If the phone finds your account settings, your email, calendar, and contacts will be synced to your phone.

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If required, contact the **Help Desk** - Tel: +61 (02) 6268 8140

Email: helpdesk@adfa.edu.au