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

**Step 1 - Delete Previous Account**

If you had a previous UNSW 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 Account until the **sync/delete** options are available and then delete.

**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.

**Step 3 - Enter Account Details**

- **Email address**: Your UNSW email address
- **Password**: zPass
- **User name**: zID@ad.unsw.edu.au
- **Domain**: leave blank
- **Server**: outlook.office365.com

Tap **Sign in**

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

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)