
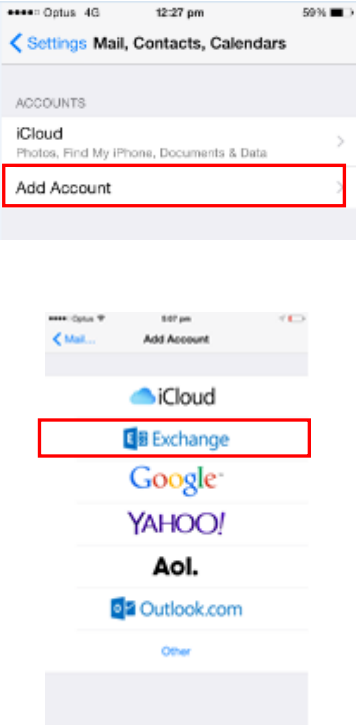


The following instructions will walk you through the process for setting up your UNSW Email on an iOS device (e.g. iPhone, iPad or iPod Touch)

<p>Step 1 – Delete Previous UNSW Account</p> <p>If you had a previous UNSW account configured, we recommend that you delete the account prior to the new setup.</p> <p>To delete, tap Settings > Mail, Contacts, Calendars</p> <p>Select the previous UNSW Account, click on Delete Account and follow the prompts</p>	
<p>Step 2 – Add an Account</p> <p>Tap Settings > Mail, Contacts, Calendars</p> <p>Select Add Account</p> <p>Select Exchange as the type of account</p>	

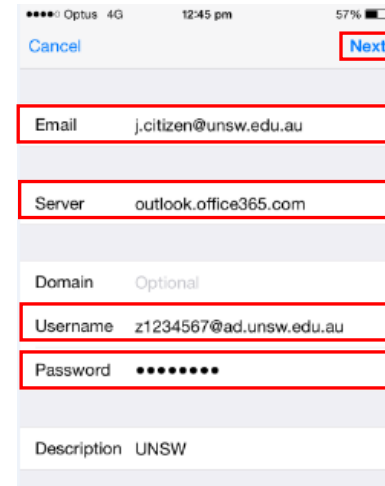
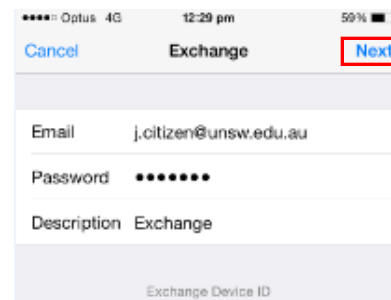
Step 3 – Enter Account Details

Enter the initial details for the account and then select **Next** to view the full account settings

Enter the additional details for the account as per below:

Email Your UNSW email address
Server outlook.office365.com
Domain leave blank
Username zID@ad.unsw.edu.au
Password zPass

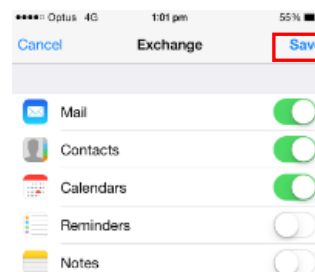
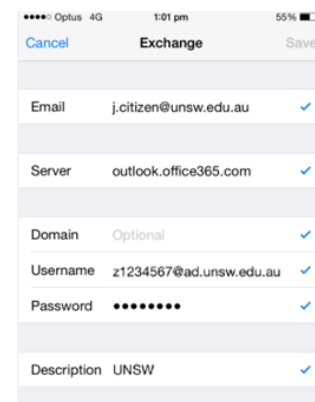
Tap **Next** to continue



Step 4 – Complete Setup

Your UNSW email should now be successfully configured on your iOS device

Select the items you wish to sync and then tap **Save** to complete setup



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

Email: ITServiceCentre@unsw.edu.au