This guide explains how to access your UNSW mail using Outlook on your Non SoE Mac.

**Step 1 – Setting Preferences**

Open Outlook

Click Outlook > Preferences

**Step 2 – Account Settings**

Click Accounts

**Step 3 – Account Settings**

Outlook will show your previous settings for on-site email – the only thing you need to change here is your User Name settings.

Onsite email uses adunsw\z1234567
Step 4 – Change User Name

Type the new User Name settings:
z1234567@ad.unsw.edu.au

Tick Configure Automatically then Add Account.

Step 5 – Allow Redirect

Outlook will ask if it can redirect to the new server, tick the “Always use my response for this server” checkbox, and click Allow.

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