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
Quick Reference Guide

Step 4 – Change User Name
Type the new User Name settings:
z1234567@ad.unsw.edu.au

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