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)

**Step 1 – Delete Previous UNSW 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 > Mail, Contacts, Calendars**

Select the previous UNSW Account, click on **Delete Account** and follow the prompts

**Step 2 – Add an Account**

Tap **Settings > Mail, Contacts, Calendars**

Select **Add Account**

Select **Exchange** as the type of account
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