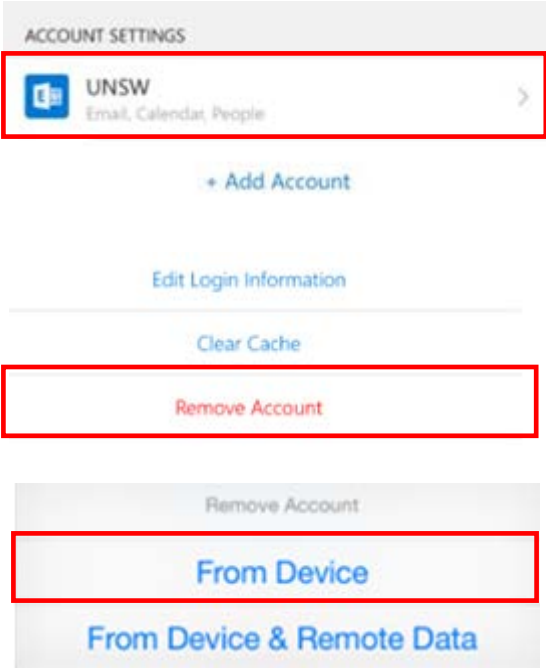This guide provides instructions on how to access your UNSW Mail using Microsoft Outlook App on your device

Step 1 – Go to Settings and Delete Previous Account Open up the Outlook app and navigate to the settings menu. If you had a previous UNSW account configured you will need to delete the account prior to the new set-up. To delete, select previous account from the Account Settings menu-> tap **Remove Account** -> select **From Device**	
Step 2- Add an Account In the Add an Account page: Select **Office 365**	

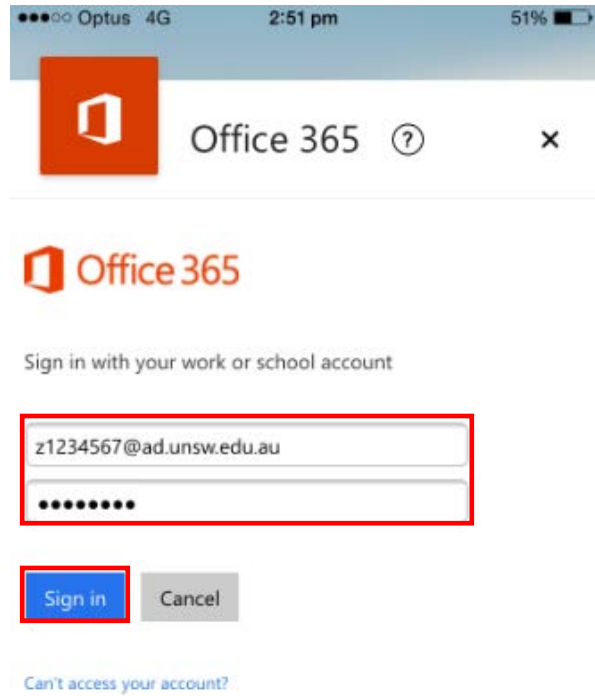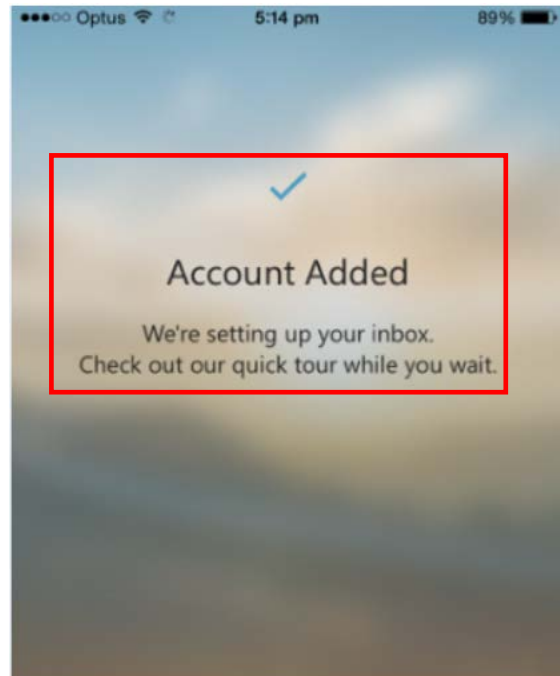|	
Step 3 – Enter Details Enter the following details: **Username:** zID@ad.unsw.edu.au **Password:** zPass Click **Sign In**	
Step 4 – Account Added Your UNSW Email account should now be successfully configured on your Outlook App.	

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

Email: ITServiceCentre@unsw.edu.au