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**
Quick Reference Guide

Step 3 – Enter Details

Enter the following details:

**Username:** zID@ad.unsw.edu.au

**Password:** zPass

Click **Sign In**

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Step 4 – Account Added

Your UNSW Email account should now be successfully configured on your Outlook App.

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

Email: [ITServiceCentre@unsw.edu.au](mailto:ITServiceCentre@unsw.edu.au)