The following instructions will walk you through the process for setting up your UNSW Canberra Email on the Apple Mail application for Mac OS X 10.8 and above.

**Step 1 – Delete Previous UNSW Account**

If you had a previous UNSW Canberra account configured, you will need to delete the account prior to the new setup.

To delete, open your Mac's **System Preferences**. This is done by navigating to the 🏛️ at the top of your screen.

Once the **System Preferences** window has opened, click on the **Internet Accounts** icon.

Select the account under **Internet Accounts** and then click the - icon followed by **OK**.
Quick Reference Guide

Access your UNSW Canberra Mail with Apple Mail for Mac OS X

Step 2 - Add an Account
Choose Exchange as the type of account and then select Continue.

Step 3 - Enter Account Details
Enter the following credentials
Name: Your Name
Email Address: Your UNSW Canberra email address
Password: zPass

Select Continue.

When you receive the following message, select Continue.
Quick Reference Guide

Step 4 - Enter Additional Details

Enter the following additional Account Settings

**Description:** e.g. UNSW  
**User Name:** zID@ad.unsw.edu.au  
**Password:** zPass  
**Server Address:** outlook.office365.com

Select **Continue**

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Step 5 – Complete Setup

Your UNSW Canberra email account should now be successfully configured on the Apple Mail client.

Select **Continue**

Select the apps you wish to use with your email account and then tap **Done** to finish the setup

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If you require any additional assistance please contact the **Help Desk** - Tel: + 61 (02) 6268 8140  
Email: [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)