The following instructions will walk you through the process for setting up your UNSW Canberra email on a Blackberry device

**Step 1 – Settings**
Set up your email using Microsoft Exchange ActiveSync

On the Home screen, select **Settings**.

**Step 2 – Account Settings**
On the **System Settings** page, select **Accounts**. If you haven't yet created any accounts, select **Add Account**.

**Step 3 – Add Account**
On the **Add Account** page, select **Email, Calendar, and Contacts**.

**Step 4 – Add Account**
Type your UNSW Canberra email address and select **Next**.

**Step 5 – Add Account**
Type your password and select **Next**. The **Looking up connection information** message displays. Your device tries to set up your email account automatically.
Quick Reference Guide

Access your UNSW Canberra Mail with Blackberry 10 Device

Step 6 – Advanced Set Up Information
If it cannot find your account information
You'll see a message recommending that you use advanced setup steps.

To get to advanced setup, on the Add Account page, select Email, Calendar, and Contacts. Then, select the menu icon beneath the Email Address box to access advanced setup options.

On the Advanced Setup page, select Microsoft Exchange ActiveSync.

Step 7 – Account Information
Enter the settings for your account as follows. If you had just tried the previous procedure, some of these settings may already be entered for you.

- In Description give your account a name
- Leave the Domain field blank.
- In Username z1234567@ad.unsw.edu.au
- In Password zpass
- In Server address type outlook.office365.com
- In Email Address your UNSW Canberra email address

Select Next. The Checking for supported services and policy information message displays

Specify the information you want to sync, and then select Done. The Save and Verify your settings message displays.

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