This guide explains how to access your UNSW Canberra Email using the Outlook Web App on your device.

**Step 1 – Access your Email**
Access Email via UNSW Canberra Outlook Web App
Staff who are logging in to the existing portal will be redirected to the new web link for Outlook Web App (OWA)

![Outlook Web App](image)

**Step 2 – Log In**
- Click on the provided URL
  [http://outlook.com/owa/unsw.onmicrosoft.com](http://outlook.com/owa/unsw.onmicrosoft.com)
- You should now continue to use this new link for access to your UNSW Canberra email account via a web browser
- Log-in to your email account using the following credentials

  Username: z1234567@ad.unsw.edu.au
  Password: zPass

- NB: Update your bookmarks, so next time you can easily navigate to the new URL.

![Log-in](image)

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