This guide explains how to access your UNSW Canberra mail using Outlook on your Non SoE Mac.

**Step 1 – Setting Preferences**

Open Outlook

Click **Outlook > Preferences**

**Step 2 – Accounts**

Click **Accounts**

**Step 3 – Account Settings**

Update your previous UNSW Canberra email account with the following settings

- **Full name**: Your Name
- **E-mail Address**: e.g. j.citizen@adfa.edu.au
- **Method**: User name and Password
- **User name**: z1234567@ad.unsw.edu.au
- **Password**: Your zPass

Note: If you experiencing any issues please delete the previous account and create a new one.
Step 4 – Allow Redirect

If the following prompt appears, please select “Always use my response for this server” checkbox, and click Allow.

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