Introduction

Prerequisites

1. You must have a valid UNSW Login ID account and its associated zPass. If you are unsure about this: please call the Service Desk.

2. Your email account on the UNSW IT Services Exchange Server must have been set up; you can test this by opening your web browser to:

https://mail.unsw.edu.au/owa

Enter your UNSW Logon ID, and your zPass and Log On.

You should now see your email appear, similar to the panel shown.

If your mailbox does not appear, or you receive the message, “Outlook Web Access could not find a mailbox for ADUNSW<your UNSW Login ID>”: contact the service Desk.

(Note: it may take up to 4 hours for your mailbox to be provisioned after you have activated your z account).
1. Start Microsoft Outlook

2. If manually configuring a new mail profile through the Mail Control Panel, the default profile name is **Default Outlook Profile**.

3. If you have not run Outlook 2007 before, the Outlook 2007 setup wizard may appear. Click **Next**.

4. Select **Yes** then click **Next**.
5. Select **Manually configure server settings or additional server types**, then click **Next**.

6. Select **Microsoft Exchange**, then click **Next**.
7. Enter the Microsoft Exchange Server name

INFPWEC001.ad.unsw.edu.au and your ‘z number’. Click Check Name

8. Enter adunsw\"z number\" and zPass, enable Remember my Password, then click OK

Important: Users must be informed that ADUNSW\ must prefix the ‘z number’
9. Once the account has been authenticated, the Microsoft Exchange Server and username should resolve, indicated but the entries being underlined. Ensure that **Use Cached Exchange Mode** is enabled.

![Image of Microsoft Exchange Settings](image1)

10. Click **Finish**

![Image of Congratulations](image2)

11. You may be prompted again for username and password. Enter credentials, enable **Remember my password**, then click **OK**

**Important:** Users must be informed that **ADUNSW\** must prefix the `z number`.
12. If this is the first time any office application has been launched under the current profile, you may get the following dialog box. Click Next or OK.

13. Synchronise RSS feeds in Outlook with Common Feed List – select No:

14. Do not Install Windows Desktop Search (except Vista where it is already installed). Select No.
15. Email should then begin to download and appear in the mailbox.
Configuring Outlook Options

1.1 Introduction
If not using the UNSW SOE, the following details options are recommended once Outlook 2007 has been configured to connect to a user’s mailbox.

1.2 Configuration

1. Ensure **No Automatic Filtering** option is selected. Tools | Options | Preferences | Junk Email

2. Ensure the Message format is set to **HTML**. Tools | Options | Preferences | Mail Format
3. Create User’s email signatures.  
Tools | Options | Mail Format | Signatures  
**Important:** Users are to be informed that signatures are not migrated. User’s should be shown how to create a new signature.

4. Enable **Always check spelling before sending.**  
Tools | Options | Spelling

To configure alternate dictionary languages, click **Spelling and AutoCorrection**

5. Select **Popular** in the left window Pane, Then click **Language Settings**
6. Select the desired language from the Available editing languages, in the left window list, then click Add. The language should then appear in the list of Enabled editing languages.

7. Uncheck Empty Deleted Items on Exit. Tools | Options | Other
8. Disable AutoArchive. Tools | Options | Other | AutoArchive button | Make sure Run AutoArchive is not checked

9. Select Download Headers an then Full Items, as below: