### Introduction

**Prerequisites**

1. You must have a valid UNSW “znumber” account and its associated password. 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 Logon ID, and your zPass and Log On.

   ![Image of Office Outlook Web Access](image)

   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 zPass Username>”**: contact the service Desk.

   (Note: it sometimes takes up to 4 hours for your mailbox to become activated after you have activated your z account).
3. You are connected to the UNSW Exchange network either directly or via a suitable VPN connection from outside UNSW

Client set up.

1. Start Microsoft Outlook 2007
   If starting Outlook for the first time on an SOE workstation, configuration should be automatic, otherwise the Outlook 2007 start-up wizard may appear
   Click Next
2. If requested, Select Yes and click Next:

3. Autodiscover – should automatically configure account – click **Next**

4. If requested, enter user mailbox credentials e.g. **ADUNSW\'z number**
5. Wait until configured and click Finish:

6. If Autodiscover is successful, click Finish.
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
Configuring Outlook (SOE) for UNSW Exchange system.
8. Disable AutoArchive. Tools | Options | Other | AutoArchive button | Make sure Run AutoArchive is not checked

Select **Download Headers and then Full Items**, as below: