Introduction

This document has been written for those users who have both a UNSW Exchange account* because they are either a: Staff member, Research student etc, and a zMail account** because they are a student or UNSW Alumni member etc.

It is also assumed that your primary connection is to your UNSW Exchange account and has been configured for your MS Outlook client as per the instructions found at:

https://www.it.unsw.edu.au/staff/email/exchange/clients.html

Purpose.

This document shows how to add an additional connection on your MS Outlook client to your zMail account; you will then be able to easily move mail from one location to another.

This can be particularly useful if you want save some E-mails to your zMail account as your employment conditions are about to change and you will shortly no longer qualify for a UNSW Exchange account.

*This is a mail box contained on one of the Exchange Servers located on UNSW property and administered by UNSW IT Services.

**This is a mailbox contained on one of the Exchange Servers located in the cloud and administered by Microsoft in conjunction with UNSW IT Services.
Configuring instructions.

Open your Outlook client:

On the Tool bar select ‘Tools/Account’ settings.

This will bring up the following ‘E-mail Accounts’ screen:

Note:
This shows that you have at least one connection from your client to a messaging server. (This is your connection to the UNSW Exchange system).

Next we will add a new connection for our zMail account, so click on the “New” icon as highlighted above.
This brings up the “Choose the E-mail Service” screen as shown below:

Make sure the radio button shown is selected.

Click on the “Next” button to continue.

This brings up the “Auto Account Setup,” page as shown:

Tick the “Manually Configure ....” tick box and click the ‘Next’ button
This will bring up the “Choose E-mail Service” panel again.

Select the ‘Internet’ radio button as shown.

Click on the ‘Next’ button.

This will bring up the “Internet E-mail Settings” panel as shown below:

(Fill in the information as shown, to suit your account.)

Note:
‘Account Type’ must be set to IMAP.

Password: Enter your “live@edu” password.***
(This may be different from your zPass).

Click on the “More Settings” button.

*** Information regarding your live@edu password can be obtained from
https://www.it.unsw.edu.au/students/zmail/faq.html#UsingOtherE-mailClientswithzMail

On the “More Settings” panel; click on the “Advanced Tab”
Connecting to UNSW Exchange & zMail using MS Outlook 2007

Enter the Port and Encryption information as shown in the panel.

Click the "OK" button

Click on the “Next” button on the panels which appear, until you are returned to your E-mail accounts page as shown below:

Notice that we now have two separate connections for the client, one to the UNSW Exchange Server and the other an IMAP connection to the zMail Server.

Click on the ‘Close’ Button.

Outlook Client differences.
When you open your Outlook client:

You will see that an addition has been made to the list of folders you have access to.

This will be your connection to zMail.

When sending an email;

You will see a new button called “Account”; by clicking on this button you can select from which account mail is sent i.e. UNSW Exchange account or zMail account.

One minor point to note; when set up this way your client may take a minute or two longer to come on line. This is because when you open your client it has to log onto two different email servers.

For more information regarding the use of zMail & other methods of connection to the service, please refer to:

https://www.it.unsw.edu.au/students/zmail/faq.html