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 znumber, 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\znumber”: 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.
Auto-configuring Outlook 2010 for UNSW Exchange system.

Client set up.

1. Start Microsoft Outlook 2010
If starting Outlook for the first time on an SOE workstation, configuration should be automatic, otherwise the Outlook 2010 start-up wizard may appear

Click Next

2. If requested, Select Yes and click Next:
Auto-configuring Outlook 2010 for UNSW Exchange system.

3. Autodiscover – should automatically configure account –

   click Next

4. If requested, enter user mailbox credentials e.g. ADUNSW\'z number' & zpass

   Click the OK button
Auto-configuring Outlook 2010 for UNSW Exchange system.

5. Wait until configured and click Finish:

6. If Autodiscover is successful, click Finish

*If Autodiscover is unsuccessful, try to configure Outlook by following the steps shown in the document Manual-Configuring Outlook 2010 for UNSW Exchange System*
Auto-configuring Outlook 2010 for UNSW Exchange system.

Configuring Outlook 2010 Options

1.1 Introduction
The following details options are recommended once Outlook 2010 has been configured to connect to a user’s mailbox.

1.2 Configuration

1. Ensure **No Automatic Filtering** option is selected.

   To do this:
   On the main page, select the ‘home’ tab on the menu bar, click on ‘Junk’ pull down arrow, then select ‘Junk e-mail options’.

   This will bring up the “Junk E-mail options panel as shown. 
   Select the No Automatic Filtering radio button.

2. Ensure the Message format is set to **HTML**.

   To do this:
   Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Mail’ in the left hand panel as shown.

   Use the pull down arrow to select HTML, as shown.
Auto-configuring Outlook 2010 for UNSW Exchange system.

3. Create **User’s email signatures**.
   To do this:
   Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Mail’ in the left hand panel as shown.
   Click on the Signatures button in the right hand panel.

   ![Signatures and Stationery panel](image)

   This will bring up the ‘Signatures and Stationary’ panel where you can enter your details.

4. Enable **Always check spelling before sending**.
   To do this:
   Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel.
   Select ‘Mail’ in the left hand panel as shown.

   ![Options panel](image)

   Make sure the boxes are ticked as shown.
5 - To configure alternate/additional dictionary languages.
To do this:
Open Outlook 2010 and click on the “File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Language’ in the left hand panel as shown. Select ‘Language’ in the left hand panel as shown; in the right hand panel use the pull down arrow to select additional languages.

6 - Uncheck **Empty Deleted Items on Exit**.

To do this:
Open Outlook 2010 and click on the “File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Advanced’ in the left hand panel as shown. Un-tick the “Empty Deleted ----” box.
7 - Disable **AutoArchive**.

To do this:
Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Advanced’ in the left hand panel as shown.

Now click on the “Autoarchive Settings” button.

On the AutoArchive details panel, un-tick the “Run AutoArchive” box as shown.
8.- Download headers/full items.

To do this:
Open Outlook 2010 and click on the ‘Send/Receive” tab at the top of the main page, select “Download Preferences” and select, ‘Full items’ or ‘Download Headers and then Full Items’, etc

Downloading initially only part of the message is faster to access your mailbox but when you open the individual mail item it will then download the body of the message, (use this option if you get a lot of mail you never open and you are always on line). Downloading the full message initially takes longer but when opened appears on the screen quicker, (use this option if you read the majority of your email and you want to work off line).