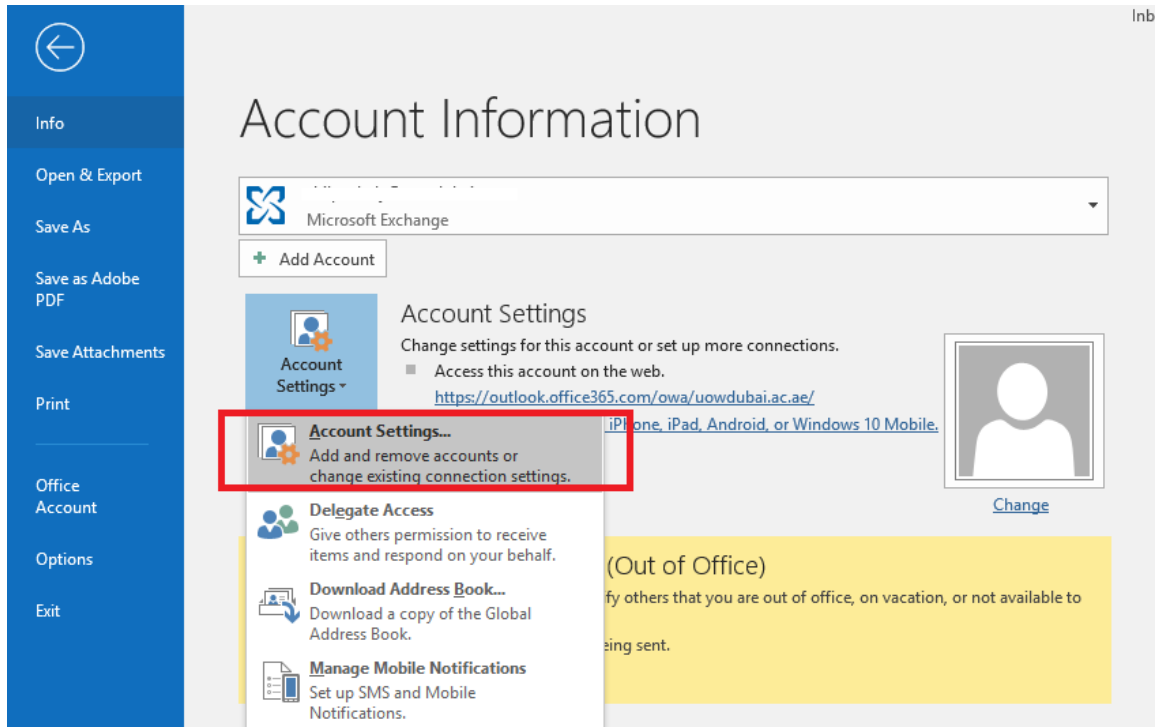
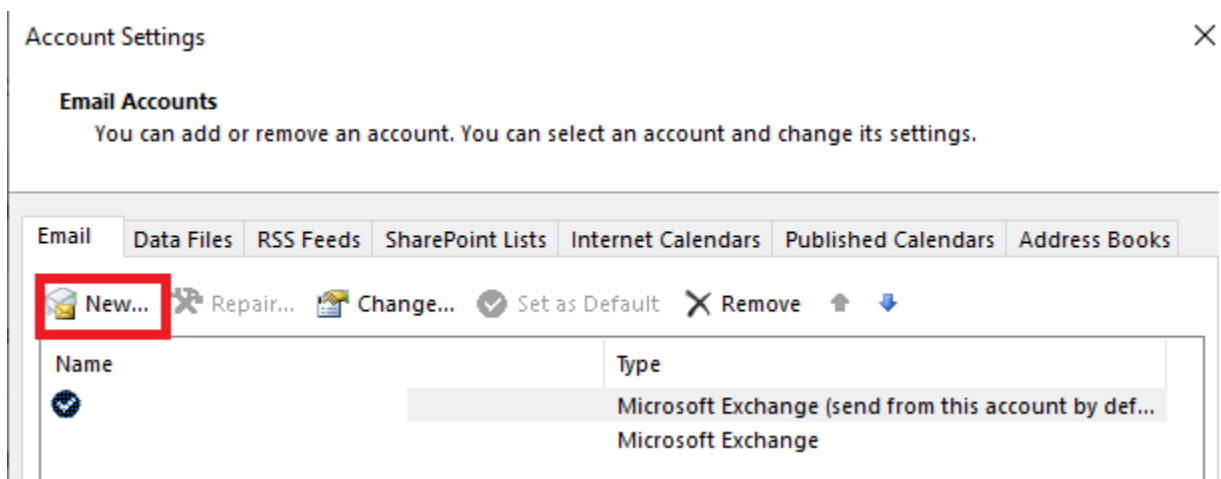


How To: Add Your Australian UOW Email Account to Outlook

1. Open Outlook and from the top menu, click on the **File** tab.
2. On the **Account Information** view, click on the **Account Settings** button. Click on **Account Settings...** from the dropdown menu.



3. On the **Account Settings** window, in the **Email** tab, click on **New...**



4. A **Welcome to Outlook** pop-up window will appear. Type your full UOW email address, i.e. *yourname@uow.edu.au*

Welcome to Outlook

Enter an email address to add your account.

Advanced options ▾

Connect

5. On the **Choose account type** window, select **Exchange**.

Choose account type



6. On the **Account setup is complete** window, click **OK**.

Account setup is complete

OK

Set up Outlook Mobile on my phone, too

In your **Outlook mail** view, you will now see both of your *@uowd.ac.ae* and *@uow.edu.au* mail as separate inboxes on the left-hand panel.