Welcome to UNify. Microsoft Outlook 2011 is now installed on your computer, and GroupWise has been removed.

PART 1: LOGIN TO UNIFY

Follow the steps below to get started and logged in to your UNify account.

1. Start Outlook 2011
   Open the following:
   ➔ Applications
   ➔ Microsoft Outlook 2011
   ➔ Microsoft Outlook

2. Click on Add Account
3. Click **Exchange Account**

![Exchange Account](image)

4. If required choose **Method: User Name and Password** then enter the following in the fields shown below.

   Click the **Add Account** button when complete.

   ![Add Account](image)

   **Note:** your user name is your uniID followed by @newcastle.edu.au

5. If this window appears, tick the checkbox ‘Always use my response for this server’
   
   Click ** Allow**

![Allow](image)

6. Once the account has been added make sure the account description and full name fields are correct and close the accounts window.

   ![Outlook](image)

   Outlook will connect to the server, configure your account and copy your data to your computer. This may take some time, but this delay will only happen the first time you login on your computer.

   Outlook will automatically open for you and display your most recent email at the top of the screen.
PART 2: SET UP YOUR ACCOUNT

Before you send your first email or appointment, you should set up your University of Newcastle signature block.

**ADDING YOUR UON SIGNATURE (MACOS)** (PDF)

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**IMPORTANT INFORMATION ABOUT YOUR ACCOUNT**

When you log into your UNify account your username is

abc123@newcastle.edu.au (you must enter the whole address)

Type the password you use for your Internet access

Your email address will remain as

Firstname.Lastname@newcastle.edu.au

ie. this is the address seen by email recipients

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**NEED HELP?**

If you need help to open or login to your UNify account:

1. Rovers, wearing orange and white striped shirts, are available in your area to get you started on Day 1.
2. Check with your Champion.
3. The 17triplezero IT Service Desk can also guide you through the process if you can’t find a Rover.
   - Call extension 17000.

If you have successfully logged in and need some help using UNify:

1. Outlook’s online help is an excellent source of ‘how to’ information.
   - Click on the blue question mark in the top right of your screen or press F1 on your keyboard.
2. Read through the UNify FAQs.
3. Check with your Champion.
4. Call 17000.