Setting up your UNSW email account "Zmail"

Follow the following 4 steps to set up and read your UNSW email

*you may have already completed some of these steps when you enrolled - if so congratulations and you may skip them this time*

1. **Create your UniPass**


   Enter the required details then click on submit. *The password you create in this form is your UniPass.*

2. **Create your zPass**

   Follow the instructions at
   [https://www.it.unsw.edu.au/students/zpass/create_zpass.html](https://www.it.unsw.edu.au/students/zpass/create_zpass.html)

   *Your zPass is the password which enables secure log-in to Email, Student Learning Systems, and other resources including myUNSW.*

3. **Create/reset your Microsoft Zmail password**

   [https://password.zmail.unsw.edu.au/PasswordReset](https://password.zmail.unsw.edu.au/PasswordReset)

   you will first need to authenticate yourself:

   your *Username* is z2345678 where 234567 is your student id

   for *Password* enter your zPass

4. **Log into mail** (phew!)

   You can now read UNSW email in your web browser

   log in using your zmail address (e.g. *z2345678@zmail.unsw.edu.au* except use your own student id instead of 2345678 ...) and your Zmail password at the below address:

   [https://login.microsoftonline.com](https://login.microsoftonline.com)
More Info?

If you want more info - full instructions are given here:
https://www.it.unsw.edu.au/students/getting_started/index.html