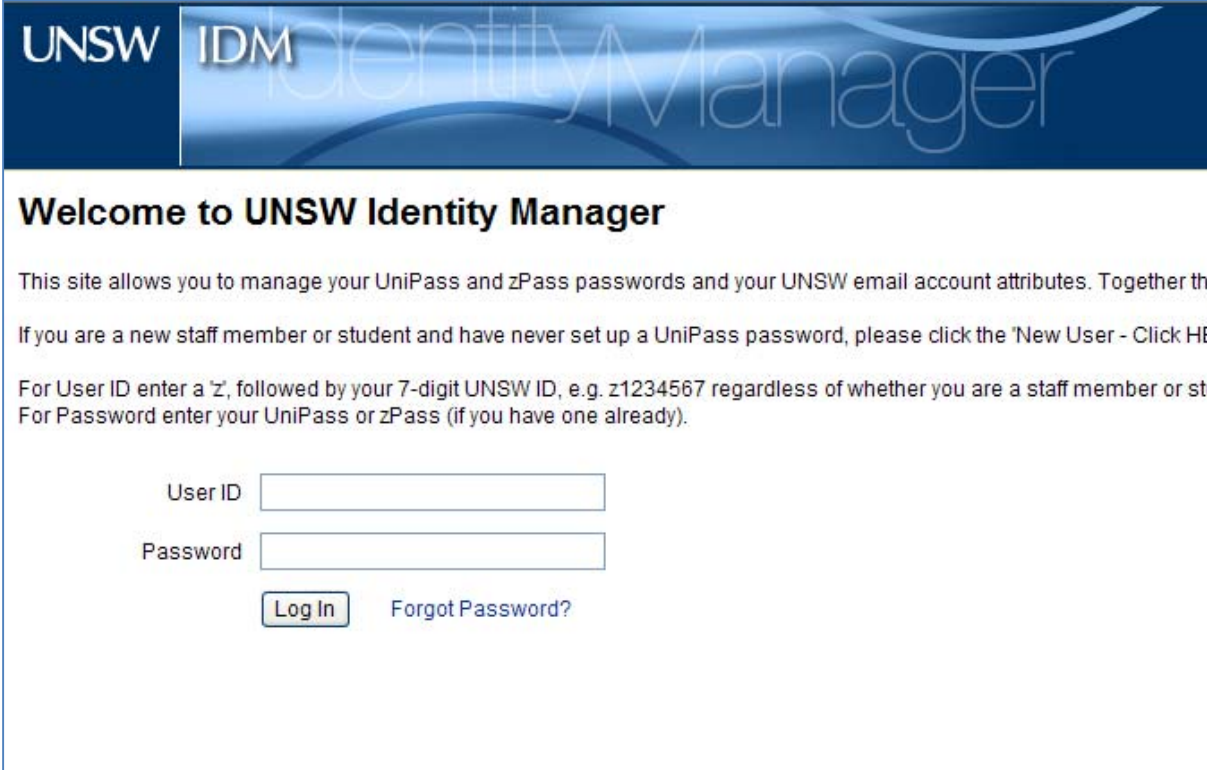


How to forward your UNSW Email address

Go to www.idm.unsw.edu.au

You will see a screen like this:



The screenshot shows the UNSW Identity Manager login page. At the top, there is a blue header with the UNSW logo and the text 'IDM Identity Manager'. Below the header, the main content area has a white background with a blue border. The heading 'Welcome to UNSW Identity Manager' is displayed in bold. Below the heading, there is a paragraph of text: 'This site allows you to manage your UniPass and zPass passwords and your UNSW email account attributes. Together th'. This is followed by another paragraph: 'If you are a new staff member or student and have never set up a UniPass password, please click the 'New User - Click HE'. Below this, there are two lines of text: 'For User ID enter a 'z', followed by your 7-digit UNSW ID, e.g. z1234567 regardless of whether you are a staff member or st' and 'For Password enter your UniPass or zPass (if you have one already)'. The login form consists of two input fields: 'User ID' and 'Password'. Below the 'User ID' field is a 'Log In' button and a 'Forgot Password?' link.

- Type in your username (which is your ZID provided by HR) and your Z Pass, click Log In.

You will see a window like this:

UNSW IDM Identity Manager

Welcome to UNSW Identity Manager Self-Service

Hello Jennifer,

Below are your key UNSW identity attributes for using online services at UNSW. Click on the appropriate button to update your information.

USER ACCOUNT PASSWORDS

UniPass Enables you to login to the majority of online services at UNSW, including this self-service application. Click on the 'Change UniPass' button to update your UniPass password.

LOGIN ID:	z3399296	Change UniPass
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zPASS This is a new account and password system for new services such as an zMail and UNSW Exchange Email, and some new desktop applications. Click on the 'Change ZPass' button to update your zPass password.

LOGIN ID:	z3399296	Change ZPass
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UNSW EMAIL

The following are your current UNSW email details and options, which you can update by clicking on the appropriate button.

Your official UNSW email address contains your student number or staff number. If you have not done so already, you can choose an additional email address. Please contact the IT Service Centre on (02) 9385 1333 or email servicedesk@unsw.edu.au to request an alternative alias if none of those listed.

PLEASE NOTE: To ensure the integrity of internal mail system, the option to change your 'Additional Email Addresses' is only available when you have an official UNSW email address and you want to update your UNSW email addresses, click the 'Update Delivery' button, set the option to 'UNSW Mail Server', make the necessary changes and click the 'Update Delivery' button.

UNSW Email Domain - @UNSW.EDU.AU

Account ID:	z3399296	
Official Email Address:	z3399296@unsw.edu.au	
Additional Email Addresses:	j.robinson@unsw.edu.au	Update Alias
Emails to this account are currently being delivered to:	*UNSW Mail Server*	Update Delivery
Current Reply Address:	j.robinson@unsw.edu.au	Update Reply

UNSW Identity Manager is a system that enables you to change your ZPass and also alter the delivery of your emails to an external email if required.

- Click on the Update Delivery button, which will take you to the following screen:

Update Email Attributes

Please contact the IT Service Centre if you experience any problems with this form.

Change Email Destination

Your email destination determines the location (email server) where your email is delivered and stored.

Your delivery location can be on the UNSW Mail Server (i.e. zMail or UNSW Exchange Email or UniMail) or an alternative email service you are currently using.

To use the UNSW Mail Server (i.e. zMail or UNSW Exchange Email or UniMail), check the 'UNSW Mail Server' button below, then click 'Save Change'.

To forward your email to another email system instead, check the 'Other Alternative Mail System' button, and enter your email address on that system in the 'Forward to' field, and the 'Reply Address' fields for this email account.

Please note that it can take up to 15 minutes for Change Email Destination to come into effect.

Account ID:

z3399296

Mail Destination

Forward to:

UNSW Mail Server Other Alternative Mail System

Save Change

Cancel

- Click on the radio button 'Other Alternative Mail System', and in the space provided, enter your alternative email address that you wish your UNSW email address to be forwarded to.
- Click Save Change button.
- Click Log Out button.

Perhaps wise to test it out, to ensure it works!