

The following instructions will walk you through the process for setting up your UNSW Email on a Samsung Android Device.

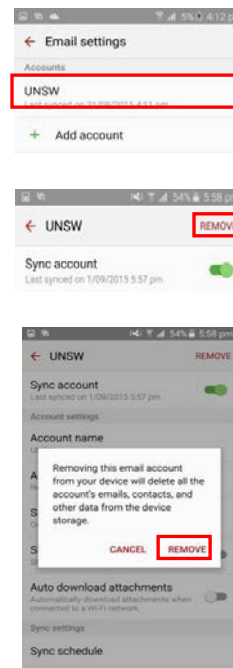
Note: This guide is applicable for Samsung devices running Android OS 5.0.0 or later. Android devices come from different manufacturers and their interfaces and features can vary. These steps may differ slightly between different devices and versions of Android. Differences may also exist between campus and personal devices. For more information please refer to the Frequent Asked Questions, Mobile Services section.

Step 1 – Delete Previous UNSW Account

If you had a previous UNSW account configured, we recommend that you delete the account prior to the new setup.

To delete, tap **Settings > Applications > Email**

Select previous UNSW Account, click on **Remove** and follow the prompts

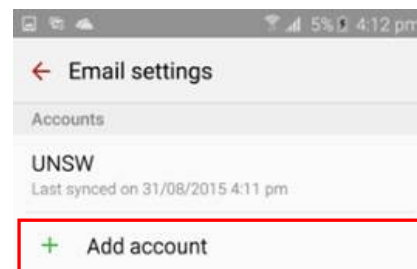
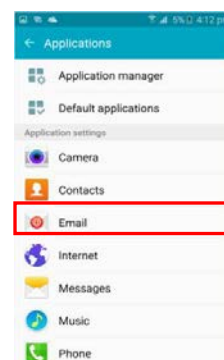


Step 2 – Add an Account

Tap **Settings > Applications > Email**

Select **Add account**

Note: If you do not have any email accounts you will be automatically redirected to Step 3

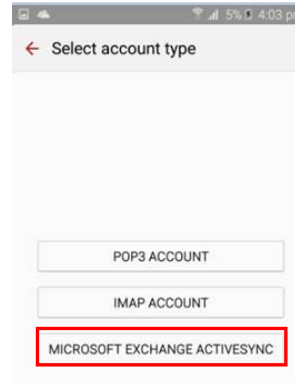
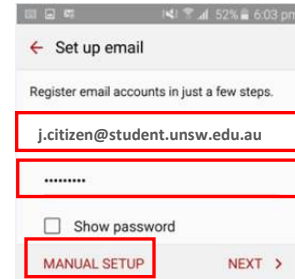




Step 3 – Enter Account Details

Enter your **UNSW Email address** and **zPass** and select **Manual Setup**

Select **Microsoft Exchange ActiveSync** for the account type



Step 5 – Enter Additional Details

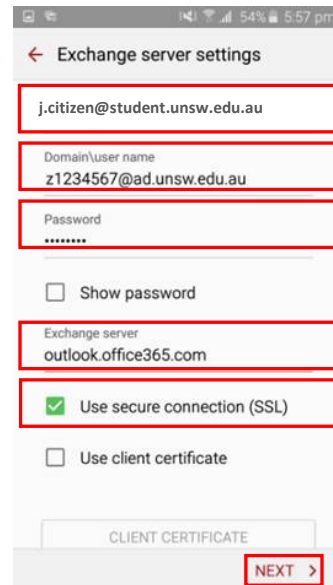
Email address	Your UNSW email address
Domain\user name	zID@ad.unsw.edu.au
Password	zPass
Exchange server	outlook.office365.com

Tick **Use secure connection (SSL)** then **Next**

If you receive an activation request, tap **OK**

Change or accept the default sync settings and select **Next**.

Give the account a name, and tap **Next** to complete setup



If you require any additional assistance please contact the **IT Service Centre** - Tel: **9385 1333**

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