Quick Reference Guide

Access your UNSW Mail
With Samsung Android Phone or Tablet

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.

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**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

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**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
Email: ITServiceCentre@unsw.edu.au