



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

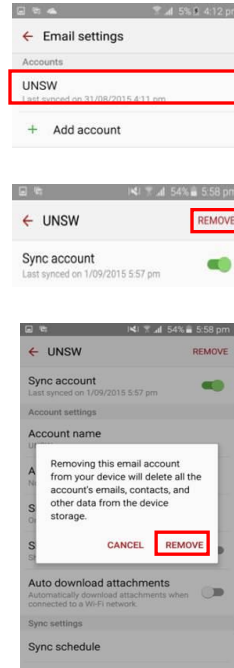
Note: This guide is applicable for Samsung devices running Android OS 5.0.0 or later

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

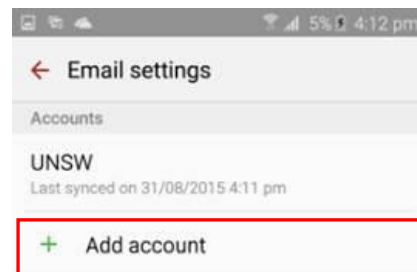
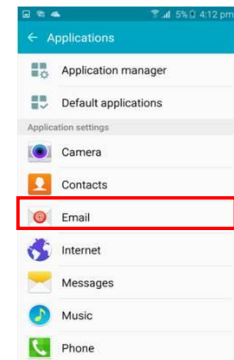


Step 2 – Add an Account

Tap **Settings > Applications > Email**

Select **Add account**

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

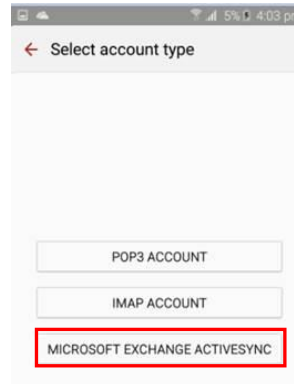
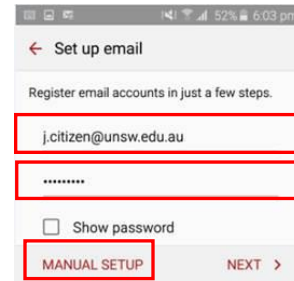




Step 3 – Enter Account Details

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

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



Step 5 – Enter Additional Details

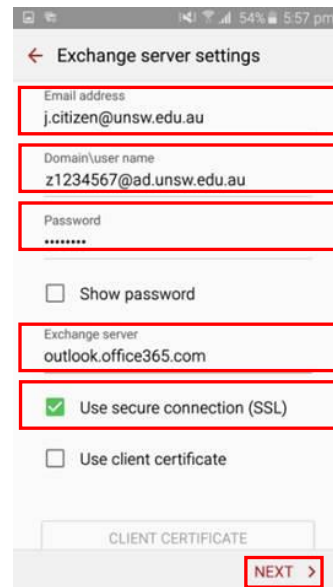
Email address Your UNSW email address
 Domain\user name zID@ad.unsw.edu.au
 Password zPass
 Exchange server outlook.office365.com

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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