This document provides instructions for setting up a Samsung Galaxy SIII phone to access your UWS email via the University’s Exchange server. You should read and understand the quick start guide supplied with your new handset before starting this process. For a range of useful tips and instructions, we strongly recommend that you download the full user manual from Samsung:


Summary:
1. Charge the Samsung
2. Install the Micro SIM card
3. Set up your email account on the Samsung SIII

Preparation
You will need to know your staff number and MyUWSAccount password to setup your email.

Install the SIM card
• Follow the instructions in the Samsung SIII quick start guide.

Charge your phone
• Although the battery supplied with your new phone has a nominal charge, it is good practice to fully charge mobile devices before use.

Connect to a network
• If you are not connected to a network, email setup will not be able to connect with the University email server. Connect to either Telstra’s mobile data network or a wireless network before attempting setup.

For space and copyright reasons, personal music/media libraries must not be stored on any UWS computers or servers.
Setup

1. After installing the SIM card and charging the phone, go to the home screen. Use the left hand soft button [ ] to open the home screen’s menu.

   Tap Settings, then scroll down to the Personal section and tap Accounts and sync.

2. Tap Add account.

3. Tap Microsoft Exchange ActiveSync.
4. Enter your **staff number** (MyUWSAccount), followed by @uws.edu.au (eg, 12345678@uws.edu.au – NOT your regular email address) in the first box, then tap the **Password** box and enter your **MyUWSAccount password**. If you need to see what you are typing, tick Show password. For your security, do not display your password if others might see it, and remove the tick once you have correctly entered your password.

Tap **Next**. Next is not available if you didn’t enter @uws.edu.au after your staff number. Your phone attempts to retrieve account information to complete setup, but will require additional input from you.

5. The screen will change to Exchange server settings. Enter **UWS** in the Domain box and tap **Next** on the keyboard to move through the boxes you have already completed. Leave Accept all SSL certificates ticked. Tap **Next**.

6. If the Activation message is displayed, read it, untick **Always show**, and tap **OK** to continue.
7. The **Account options** screen allows you to set a range of options. Options can also be adjusted after setup:

- **Peak schedule**: Choose how often your device will receive new emails during business hours. Tap the **arrow** to the right of Push to choose a suitable setting. Most users do not need to choose the default Push (instantaneous delivery), and battery life is extended by choosing a more relaxed schedule.

- **Off-peak schedule**: Choose how often your device will receive new emails outside of business hours. Tap the **arrow** to the right of Push to choose a suitable setting. Battery life is extended by choosing a more relaxed schedule.

- **Period to sync Email**: Choose the period that your phone should keep in sync. Messages older than the set period are not stored on the phone.

- **Emails retrieval size**: Your phone only downloads the headers when emails exceed the set limit. The whole message is not downloaded until you open it, saving unnecessary downloads.

- **Period to sync Calendar**: Choose the period that your phone should keep in sync.

- **Notify me when email arrives**: Tick to have your device notify you that you have new email messages. If you receive lots of email, notifications may become annoying.

- **Sync Email**: Tick to synchronise your email with the device.

- **Sync contacts**: Tick to synchronise your contacts to your device.

- **Sync calendar**: Tick to synchronise your calendar to your device.

- **Sync Task**: Tick to synchronise your tasks to your device.

- **Sync SMS**: Tick to synchronise your SMS messages with Outlook.

- **Automatically download attachments when connected to Wi-Fi**: Tick to automatically download attachments when you are connected to Wi-Fi.
8. Scroll down and tap Next.

9. Enter a name for the account. This helps identify this account if you add additional email accounts. Tap Done.

10. You may see this security update message, or you may receive a message notification about updating your security settings to use this account. Tap OK.
11. You will then be asked if you want to Activate device administrator. Read through the list of potential actions to understand what this means. Broadly, activating authorises UWS to completely wipe the phone in the event that it is lost/stolen, or you leave UWS. If you do not activate, you will be unable to use your phone for UWS email. Tap **Activate**.

Your UWS email should now be setup, and email will start downloading within a few minutes.

Repeat the above process to add additional UWS email accounts, if required.

Ignore any email from Microsoft Outlook about sending text messages directly from Outlook. UWS does not provide or support this function.

### Email settings

Sometimes, setup doesn’t go as planned. Although you can contact the IT Service Desk for advice, the following settings may help you manually set up your email.

<table>
<thead>
<tr>
<th>Account:</th>
<th><a href="mailto:yourstaffnumber@uws.edu.au">yourstaffnumber@uws.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Your MyUWSAccount password</td>
</tr>
<tr>
<td>Domain:</td>
<td>UWS</td>
</tr>
<tr>
<td>Email server:</td>
<td>email.uws.edu.au</td>
</tr>
<tr>
<td>Email protocol:</td>
<td>IMAP</td>
</tr>
</tbody>
</table>
Edit email account settings

1. Tap Applications 📱, then Email 📧.

2. Tap the Menu soft key 📚, then Settings.

   You may need to scroll the menu to see Settings.

3. Choose and tap the account you want to edit.

   Now you can edit your email options, including adding a signature for emails sent from this device (recommended), out of office replies, choosing what gets synchronised, and more.