

How to... Access your University staff email on your Android device

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University Email - Android

Introduction

The University of South Wales offers members of staff the use of an e-mail account which traditionally has only been available via Outlook on desktop computers, or via the Outlook web interface (<https://unimail.glam.ac.uk/exchange>), but can now be accessed using your Android device.

Your e-mail account includes a calendar, contacts, tasks and provides 2Gb of storage space.

Step1/1 - Setting Up Your Android Device

To view your University staff email on your mobile device, your device needs to be configured to connect to the University email servers.

The example pictures on the following pages have been taken from a device running Android 5.1.1, other versions of Android will be similar, but may differ slightly.

Hint

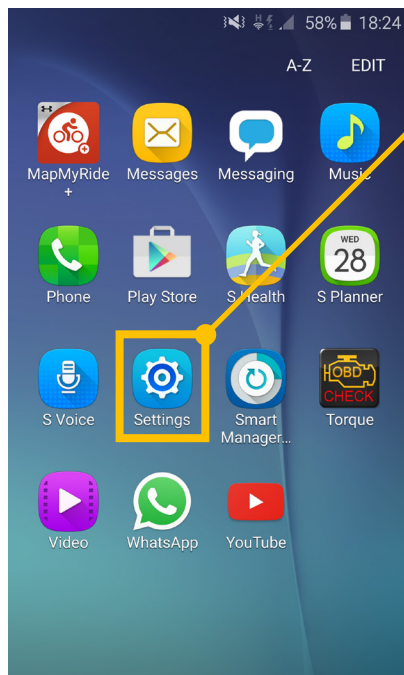
It is your responsibility to get your Android device connected to your mobile data network.

If you are experiencing difficulties, your service provider website or support service will be able to assist in getting your Android device connected.

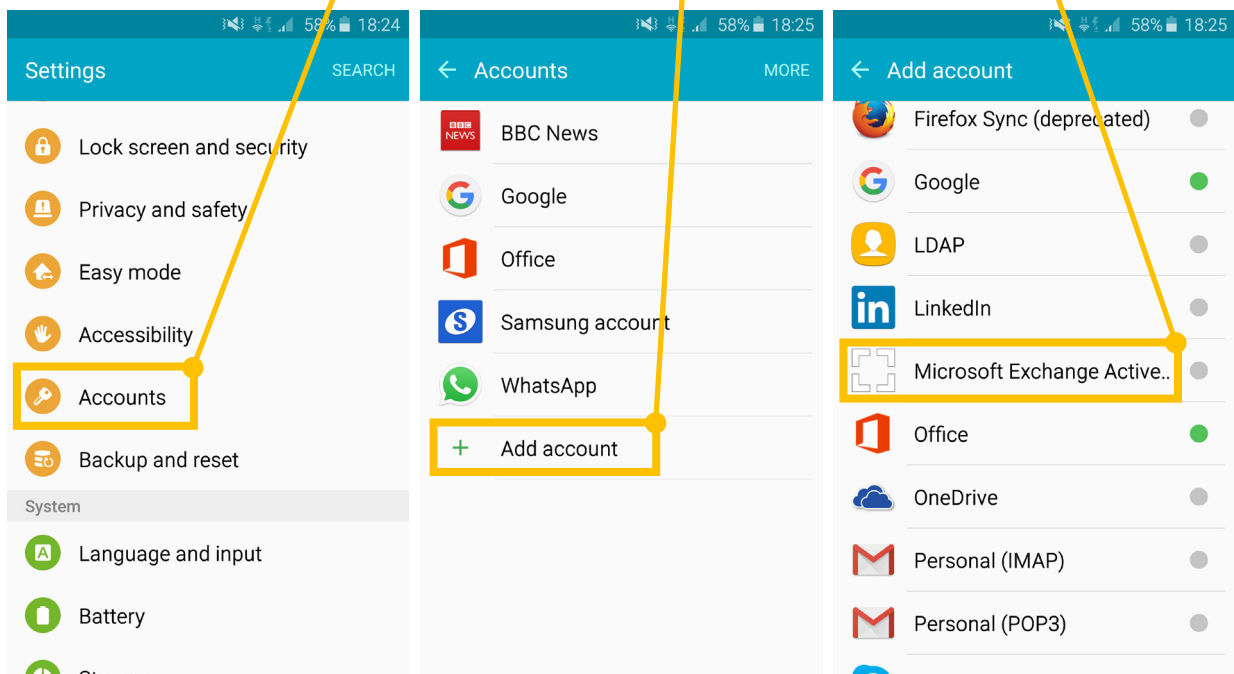
We have produced a number of How to... guides showing you how to connect your Android device to the Eduroam wireless network, guides are available at the following weblink.

<http://its.southwales.ac.uk/eduroam-guide/>

On your Android device, locate and load the 'Settings' application.



Click on the 'Accounts' button, then click on 'Add account', then 'Microsoft Exchange Activesync'



You will now be prompted to enter your email address and password.
Please enter your full University email address, i.e: firstname.lastname@southwales.ac.uk in the email box, and your current University password in the password box.

Hint

Please enter your email address in the format of
firstname.lastname@southwales.ac.uk

i.e: john.smith@southwales.ac.uk

Click on 'Manual Setup'.

Do NOT click on 'Next', this will cause the setup to fail.

Enter the following information.

Domain\username: uni\username
i.e: uni\jsmith

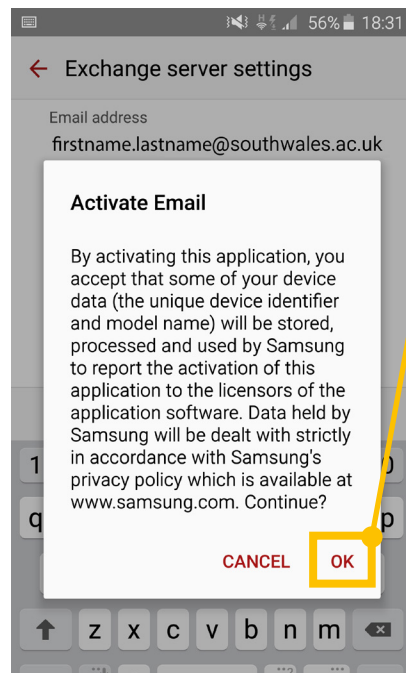
(Username is the University staff username which you would use to log into a University PC.)

Exchange server: unimail.glam.ac.uk

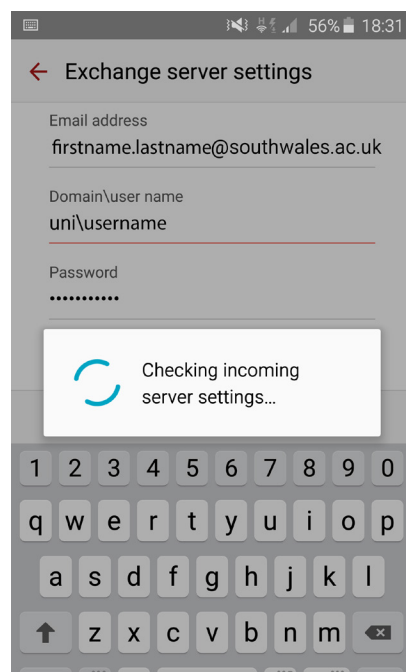
Use secure connection (SSL): Tick

Click 'Next' to continue.

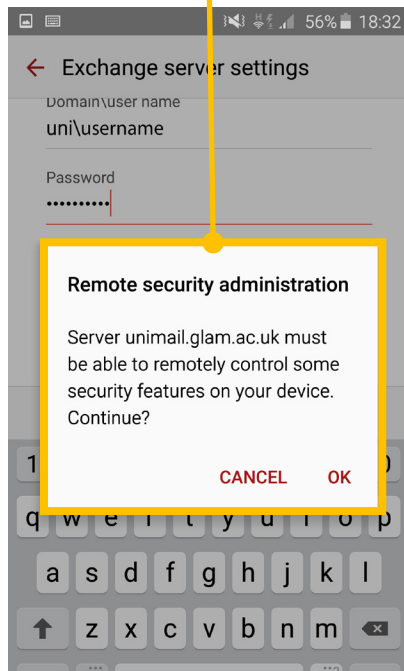
Click 'OK' to activate the email account.



The device will now check incoming server settings, this may take a few moments to complete.



The device will now display a remote security administration warning, please click on 'OK' to continue.



IMPORTANT NOTICE - Mobile Device Policy

For full details of the University Mobile Device Policy, please visit

<http://its.southwales.ac.uk/documents/download/90/>

The device will now display an account options screen, allowing you to configure your mailbox settings, please set them as follows.

← Sync settings

Period to sync Email
3 days ▼

Sync schedule
Auto (when received) ▼

Emails retrieval size
No limit ▼

Period to sync Calendar
2 weeks ▼

☒ Notify me when email arrives

☒ Sync Contacts

☒ Sync Calendar

☒ Sync Task

☐ Sync Messages

NEXT >

Period to sync Email : 3 days (or change to your preference)

Sync schedule : Auto (when received)

Emails retrieval size : No limit (or change to your preference)

Period to sync Calendar : 2 weeks (or change to your preference)

Notify me when email arrives : Tick (or change to your preference)

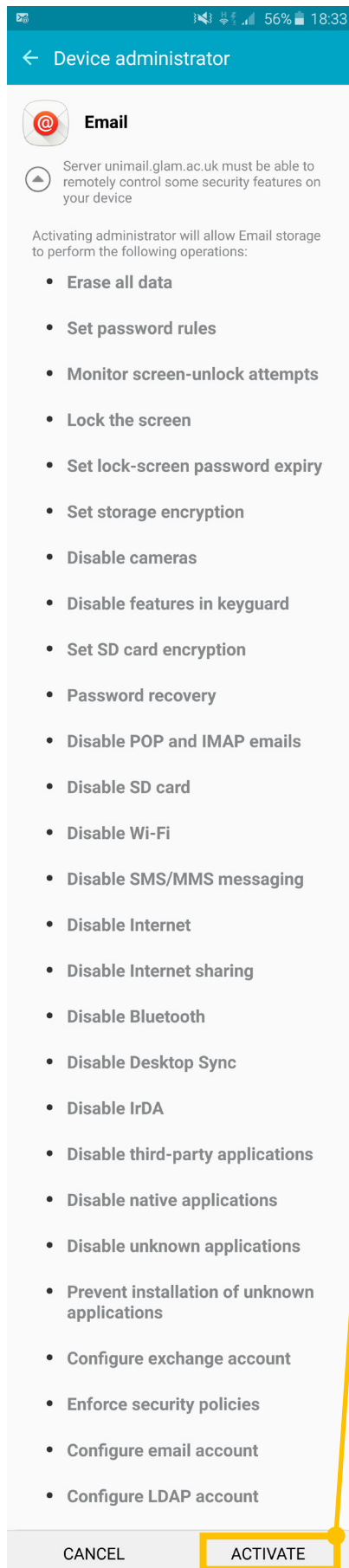
Sync Contacts : Tick (or change to your preference)

Sync Calendar : Tick (or change to your preference)

Sync Task : Tick (or change to your preference)

Sync Messages : Untick (or change to your preference)

Click on 'Next' to continue.



Your device will now request remote administration privileges, please click on 'Activate' to continue.

IMPORTANT NOTICE

For full details of the University Mobile Device Policy, please visit

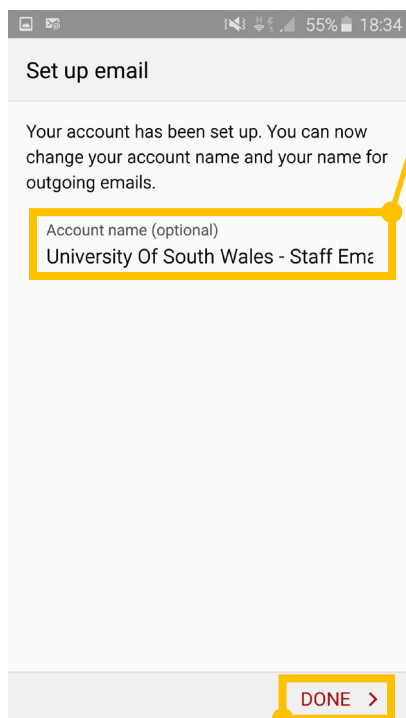
<http://its.southwales.ac.uk/documents/download/90/>

As part of the University's Mobile Device Security Policy, your device must have either a pin number or password security in order to gain access to the device, if your device doesn't have pin or password security enabled, your device will now prompt you to enable it.

NOTE

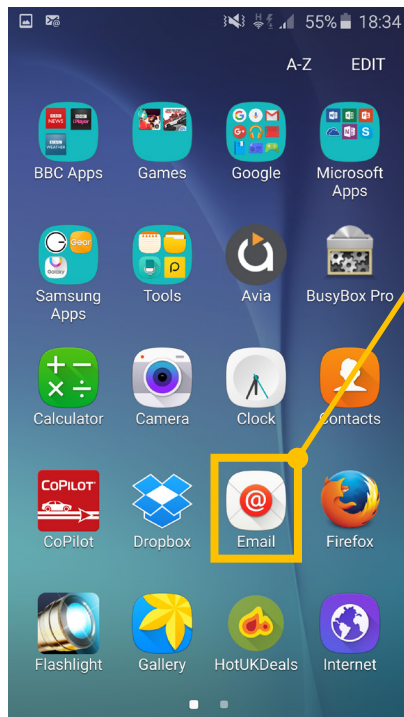
If your device has pin or password security enabled, your device will skip this step.

Please enter an account name, in our example we have called our account 'University Of South Wales - Staff Email'.

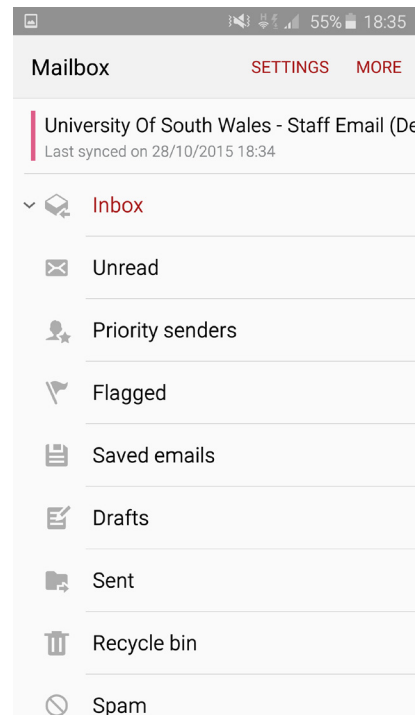
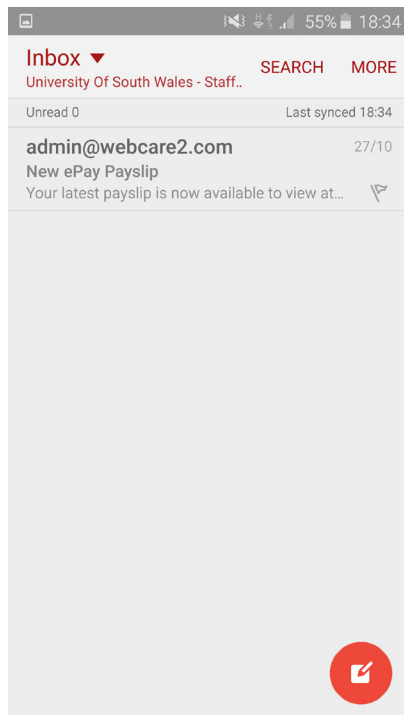


Click on 'Done' to complete the setup.

To view your University email, locate and run the 'Email' application.



Your University email is now configured on your Android device, within a few minutes the device will synchronise and retrieve your University email from the server.



You can now send / receive your University email on your mobile device.

For users who prefer not to use Microsoft Exchange ActiveSync, the University email IMAP settings are as follows.

Incoming

Server address : unimail.glam.ac.uk
Port : 993
Security type : SSL/TLS

Outgoing

Server address : unimail.glam.ac.uk
Port : 587
Security type : STARTTLS

Other University staff email guides available.

- Mac Mail
- Macintosh Outlook