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

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 iOS device.

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

Step1/1 - Setting Up Your iOS Device

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

The example pictures on the following pages have been taken from a device running iOS 7.0.3, other versions of iOS will be similar, but may differ slightly.
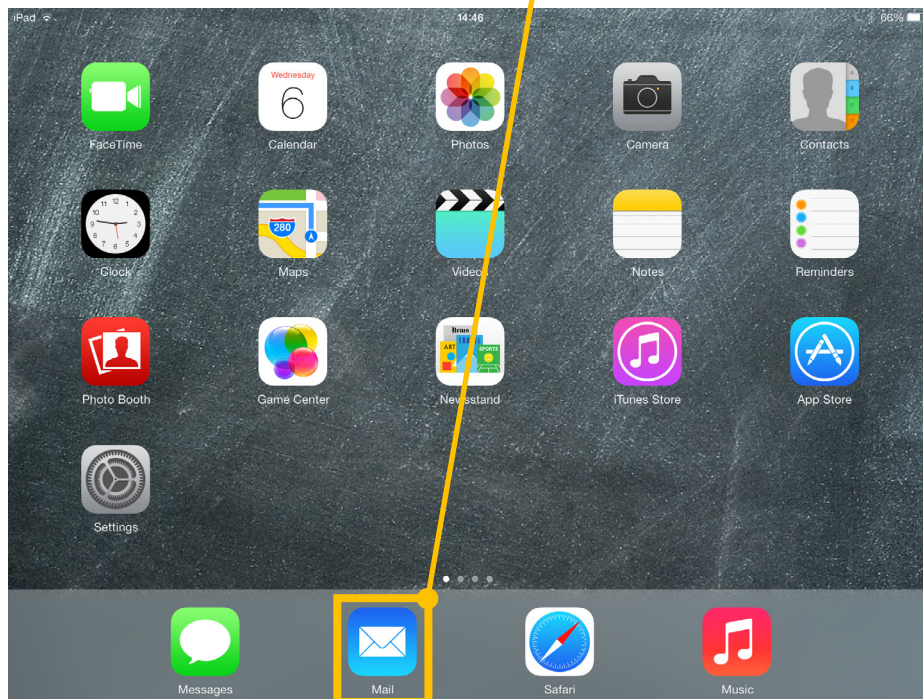
Hint

It is your responsibility to get your iOS 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 iOS device connected.
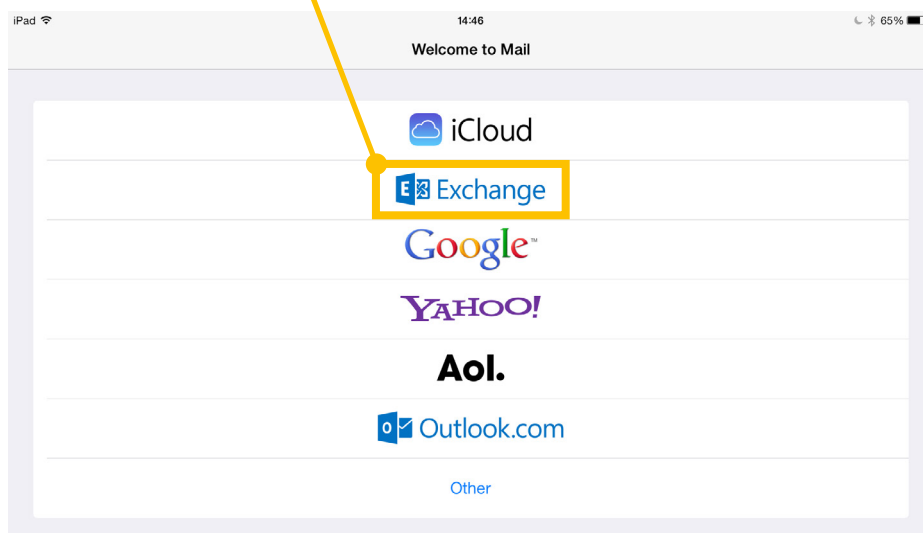
We have produced a number of How to... guides showing you how to connect your iOS device to the Eduroam wireless network, guides are available at the following weblink.

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

On your iOS device, locate and load the 'Mail' application.

You will now be prompted select what type of mail service you wish to configure, please select 'Exchange'.

Hint : What if I already have email accounts on my device ?

If you already have an email account on your device, go to 'Settings', then 'Mail, Contacts, Calenders' , then 'Add account'.

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You will now be prompted to enter your email address and password, along with a description of the account.

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.

Finally, enter a description for the account, in our example we have called our account 'University Of South Wales - Email', this will make it easy to identify the account if you have multiple email accounts on the device.

Cancel	Exchange	Next
Email	firstname.lastname@southwales.ac.uk	
Password	••••••••	
Description	University Of South Wales - Email	

Upon completion - please press the 'Next' button.

Hint

Please enter your email address in the format of firstname.lastname@ southwales.ac.uk   i.e: john.smith@southwales.ac.uk

The device will now check the server for automatic setup information, the setup procedure will now request that you enter some mail server information.

Cancel		Next
Email	firstname.lastname@southwales.ac.uk	
Server	mailfe.isd.glam.ac.uk	
Domain	uni	
Username	username	
Password	••••••••••	
Description	USW Staff Email	

Press 'Next' to continue.

Email : firstname.lastname@southwales.ac.uk
Server : mailfe.isd.glam.ac.uk   **Domain** : uni
Username : Staff username (i.e : another) **Password** : Current University password
**Description** : USW Staff Email or similar

The device will now display an account options screen, allowing you to configure your mailbox settings, please set them as follows, after you have made your selections, press the 'Save' button to continue.

Cancel   **Exchange**   **Save**

Mail

Contacts

Calendars
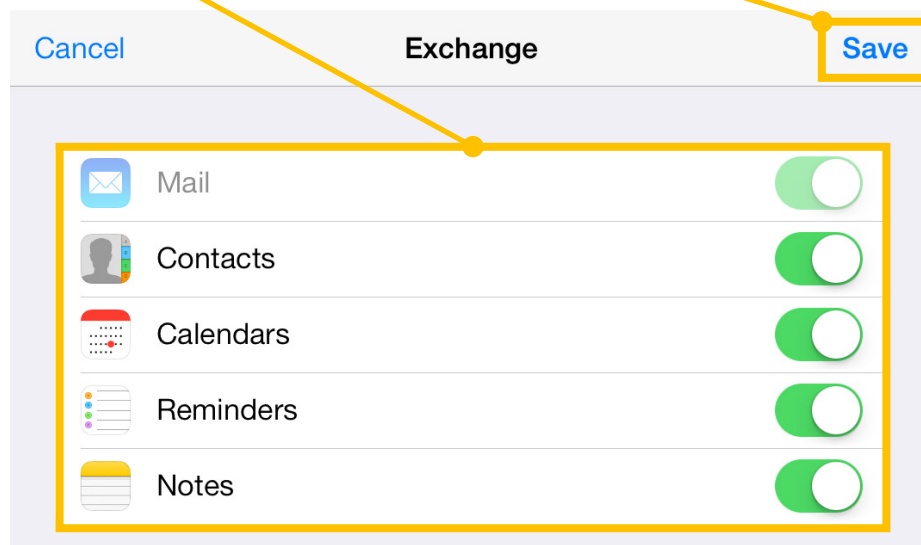
Reminders

Notes

Mail :   On (or change to your preference)
Contacts :   On (or change to your preference)
Calendars :   On (or change to your preference)
Reminders :   On (or change to your preference)
Notes :   On (or change to your preference)

The device will now advise you that it is adding the account.

Adding Account

Mail

Contacts

Calendars

Reminders

Notes
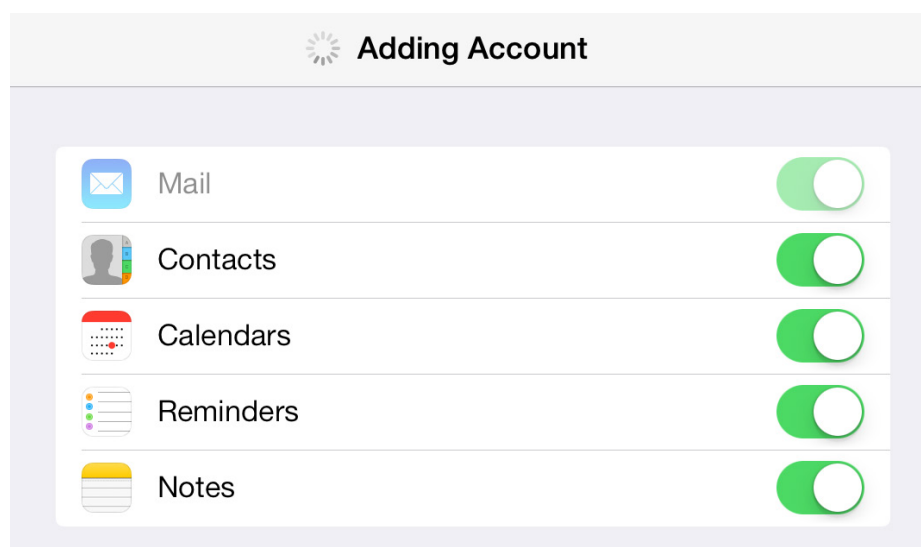
If your device has pin code access already configured the device will now synchronise and retreive your email from the server.
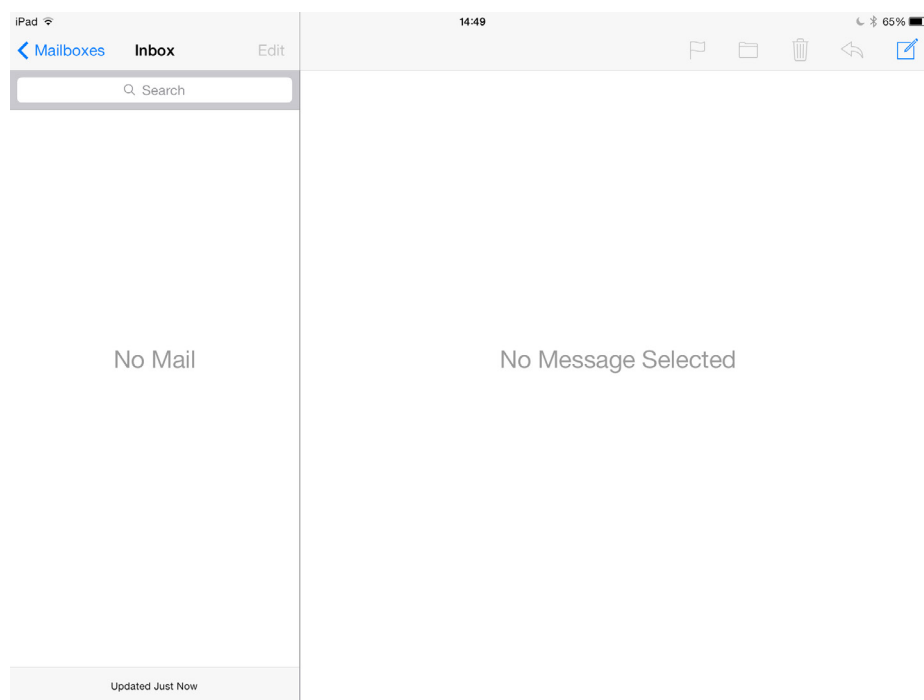
## IMPORTANT NOTICE - Mobile Device Policy

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

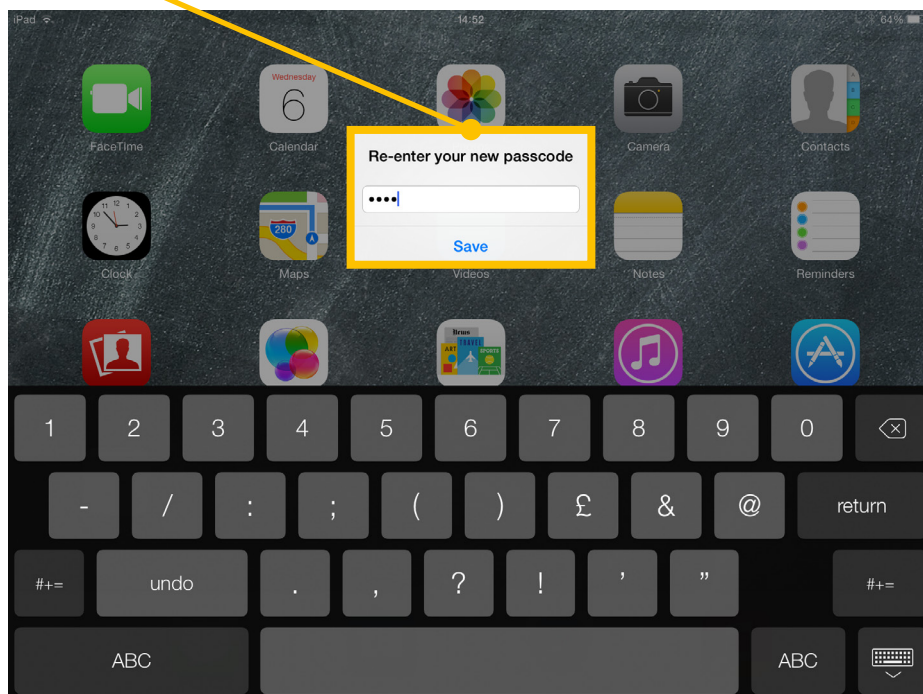http://its.southwales.ac.uk/documents/download/90/

If you know that your device does not have pin code access configured, or that you find that your emails are not being synchronised after a few minutes, please exit the mail application. As part of the University's Mobile Device Security Policy, your device must have pin code access configured in order to gain access to it. Your device will now prompt you to enable pin code access, press 'Continue' to start the process.
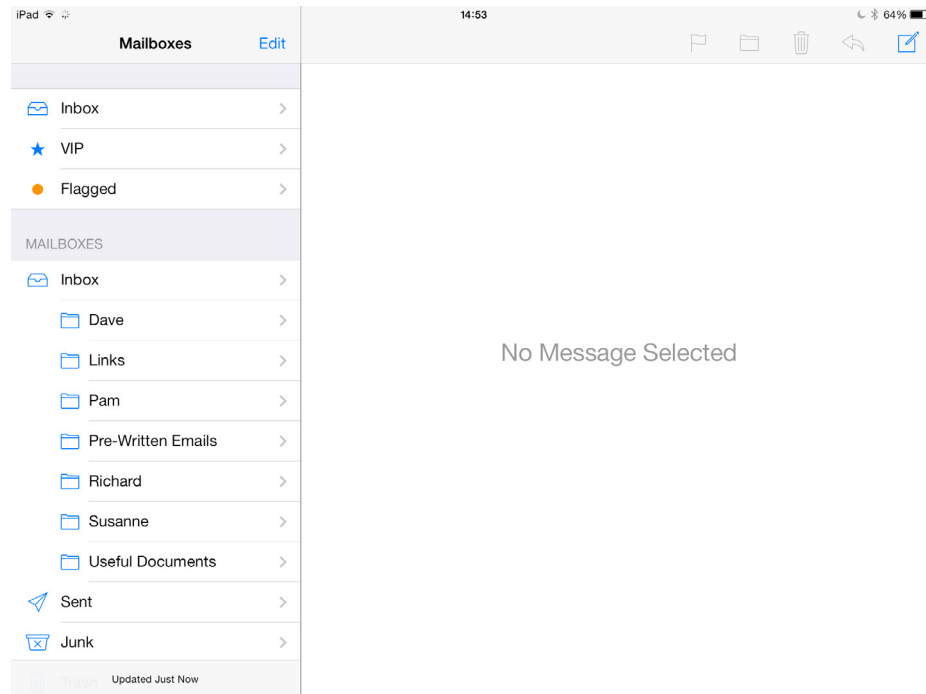
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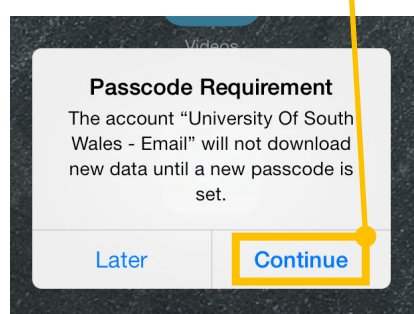
The device will now prompt you to enter a 4 digit pin code Please enter
your pin code twice, pressing on 'Continue' initially.
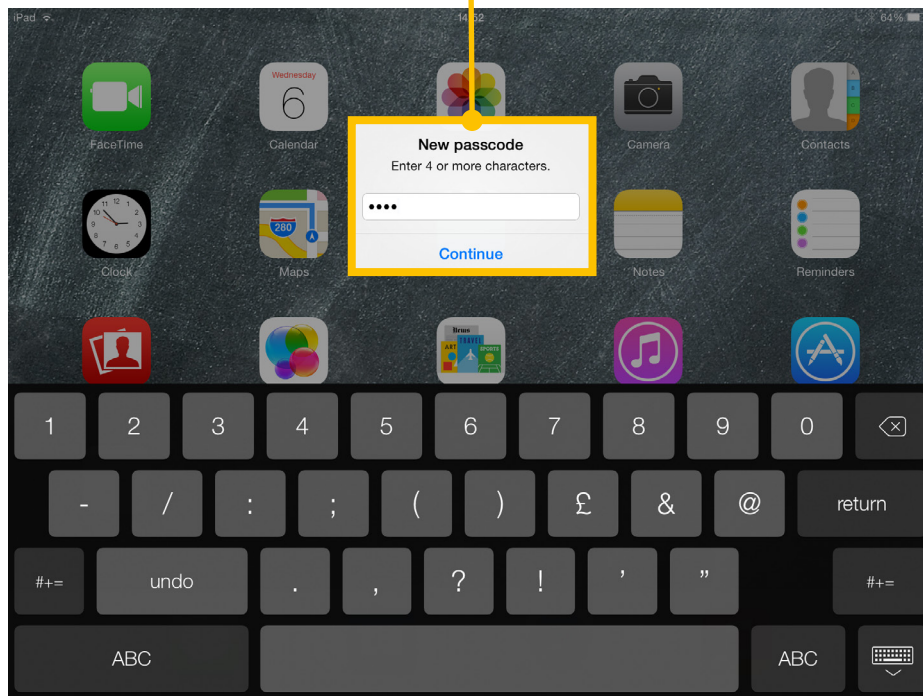
Then 'Save' after entering it again to confirm.

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How to... Use staff email on your iOS device

All Staff

Your University email is now configured on your iOS device, and will now synchronise and retreive your email from the server.

Your can now send / receive your University email on your iOS device.

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

Incoming	Outgoing
Server address : unimail.glam.ac.uk Port : 993 Security type : SSL/TLS	Server address : unimail.glam.ac.uk Port : 587 Security type : STARTTLS

Other University staff email guides available.

- Android
- Mac Mail
- Macintosh Outlook