

# Massey University Email – Connect Samsung Galaxy Mini /Mini 2/YPro to Exchange Email

## Samsung Galaxy Mini/Mini2/YPro – Connect to exchange email

### Prior Requirements

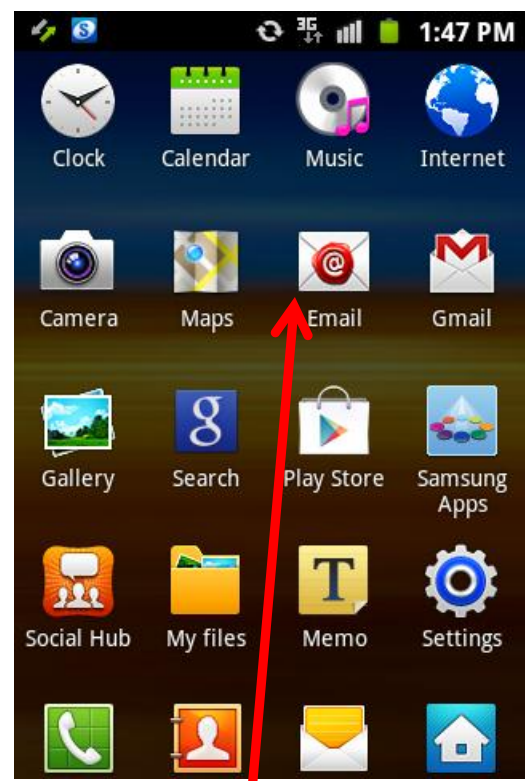
You must have an active Massey network account, i.e. you should already be able to log onto the wired Massey network (for example the computer labs) for Staff with your Massey username and password and Students with your Student ID number and PIN.

You must be an exchange email user.

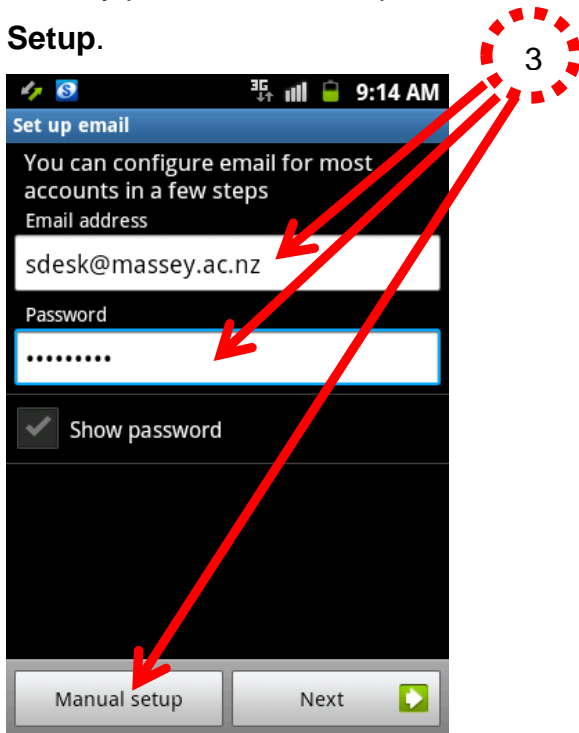
#### 1. Tap the Applications icon.



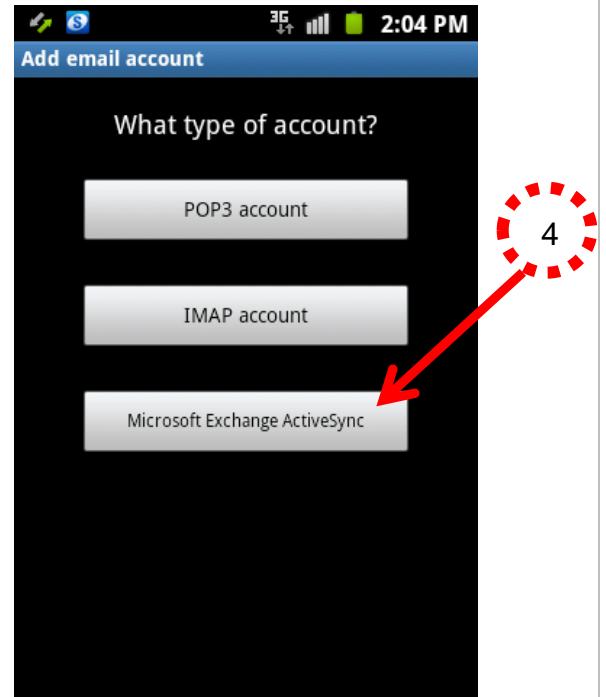
#### 2. Tap the Email icon



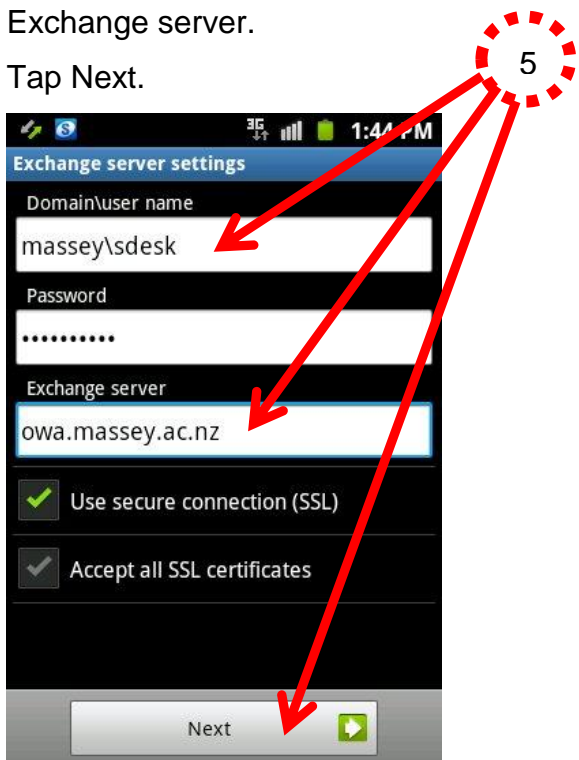
3. Enter your Massey usercode followed by @massey.ac.nz then enter your Massey password, then tap **Manual Setup**.



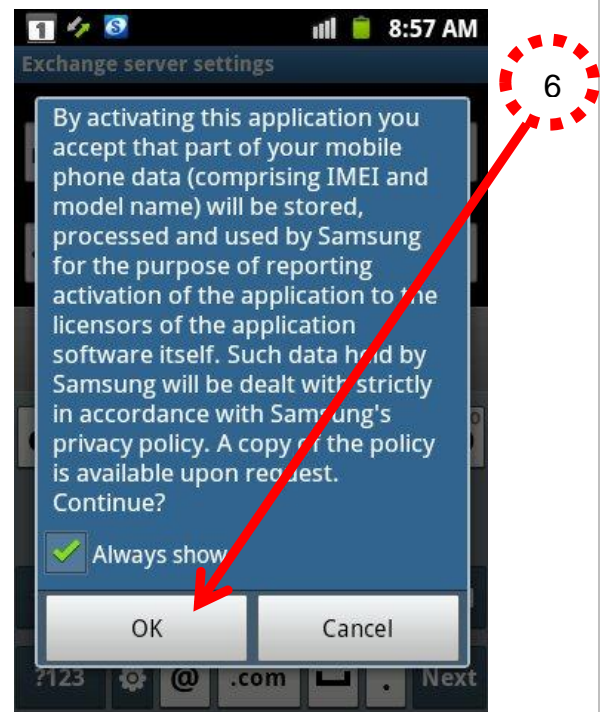
4. Tap Microsoft Exchange ActiveSync



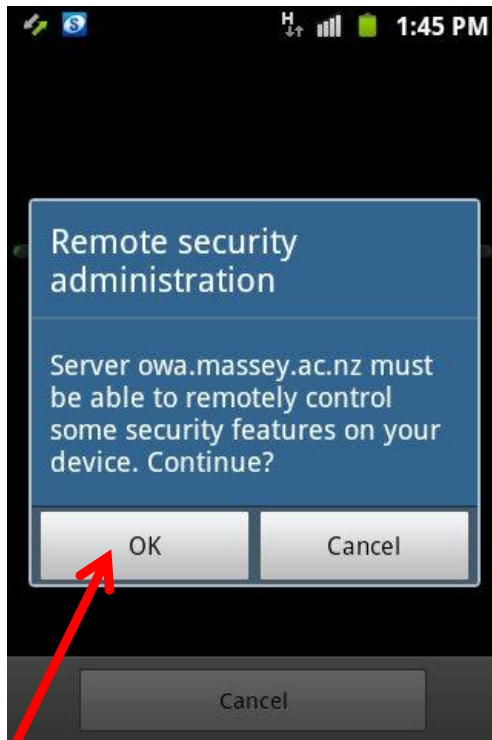
5. Enter the domain massey\ followed by your massey usercode.  
Enter owa.massey.ac.nz for the Exchange server.  
Tap Next.



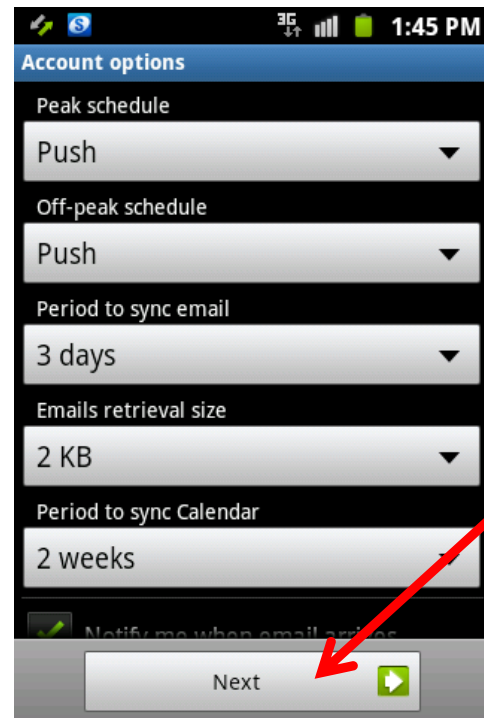
6. You must agree to the activation message, tap OK.



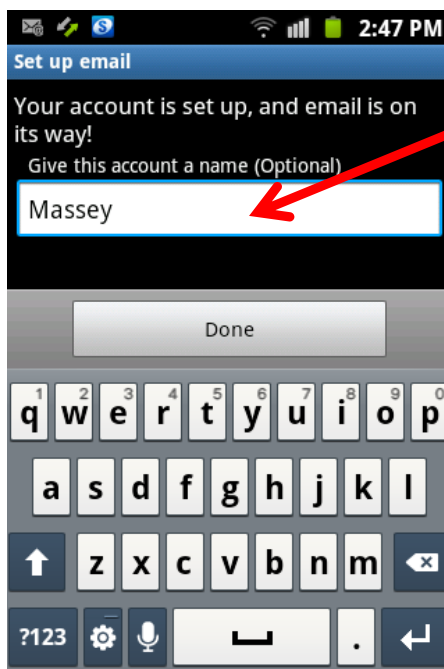
7. After a short delay, a security prompt will display. Tap OK.



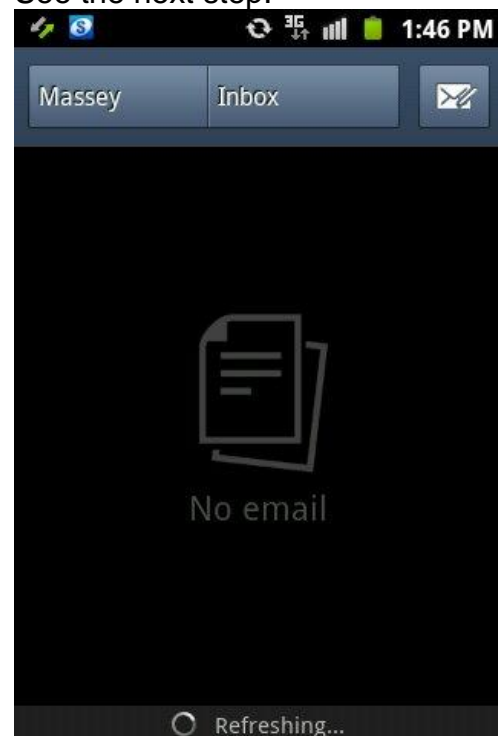
8. Customise your synchronisation settings, these can also be changed later. Tap Next.



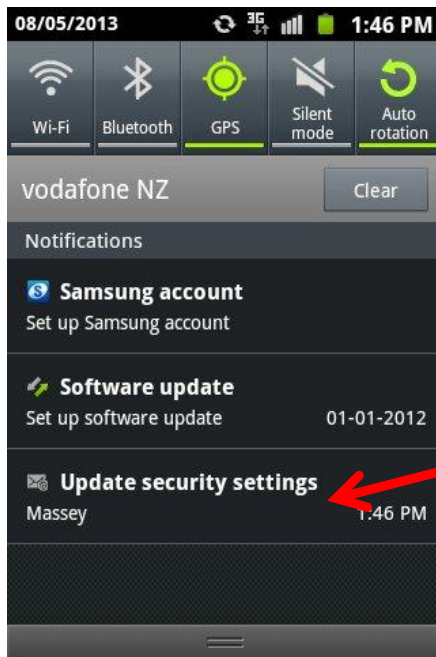
9. Give the account a name, this helps if you have multiple email accounts on the device.



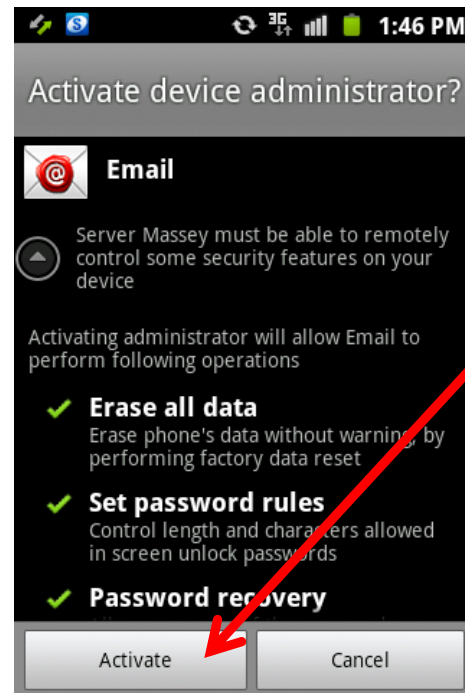
10. You should now see an empty inbox, If your email does not arrive soon, you may need to accept a security prompt. See the next step.



11. Drag down the menu from the top of the phone's display. Tap 'Update Security Settings'. Drag the menu away.



12. Activate device administrator by tapping the activate button. Your emails should now synchronise.



If you have problems please contact Information Technology Services. You can find our contact details on <http://its.massey.ac.nz> , you can also phone the ITS Service Desk on 82111.