Configuring Rutgers Email on Samsung Galaxy S4

By

IT @ NJMS
Android Version 4.3
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**DISCLAIMER: The following process requires that you Accept University Policy, Password Protect Phone, Assume Responsibility for Phone Data Backup as well as accepting University mandated phone encryption.**
REGISTERING PHONE FOR MOBILE EMAIL ACCESS

Mobile Email Access on Phones:

For all Rutgers Purchased Phones, register at the following website:

https://mobileaccess.core.umdnj.edu/support/ (access is only available while on campus)

For all Personal Phones, register at the following website:

https://istreg.core.umdnj.edu/index.aspx (access is only available while on campus)

- Scroll Down and select “Mobile Messaging Access”. Follow the next prompts
- Once registration has been completed, you will receive an email confirmation.

VERIFY

- Before starting this process, please note that your device must be plugged into a power source and battery life must be over 80%.

- Verify that Phone Backup Options are selected prior to configuring email. From the Home Screen, go to Apps, Settings, and Accounts. Touch Backup and reset. Verify the following boxes are checked:
- Touch the **Email** icon on the **Home Screen**.

- If **Email** icon does not appear on the **Home Screen**, touch **Apps**.

- Locate and Touch the **Email** icon and next, Touch **Corporate** Icon.
Enter your email address: netid@njms.rutgers.edu
Enter email Password

Once you entered the information above, continue by clicking Manual Setup.

Fill in the following information:

Enter Exchange Email Server Address: Exchange.umdnj.edu

Confirm that the Use secure connections (SSL) option is checked.

Confirm that your email address is correct.

The Domain\User Box should read: core\ your username

Confirm that your password is correct.

Enter Exchange Email Server Address: exchange.umdnj.edu

Confirm that the Use secure connections (SSL) option is checked.
- Press Next.

- Touch OK at Activation.

- Touch OK at Remote security administration.

- Accept all default options at Account options including the check boxes below. Touch Next.

  - Notify me when email arrives.
  - Sync Email
  - Sync Contacts
  - Sync Calendar
  - Sync Task
  - Automatically download attachments when connected to Wi-Fi

- Enter Rutgers Email at Give this account a name (Optional).

- Touch Done with accounts and OK at Security update required.

- Touch Activate at Activate device administrator?

- Touch Password High Security.

- Create and Confirm screen lock security password: (Password must include at least 6 or more alpha-numeric characters.)

- Touch Encrypt device.

- The phone will reboot and Encrypt.
IT Resources: Phone Documentation

IT @ NJMS Website: http://it.njms.rutgers.edu/

TECHNICAL HELP

Rutgers OIT Help Desk: External Calls 732-xxx-3200; Internal Calls 3:3200

CONTACT VIA EMAIL IT @ NJMS

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