Instructions for FULL-TIME STAFF Transitioning to UF Active Directory – Division of Student Affairs

Please follow these steps on the **Monday following your transition day.**

Step 1 - LOGIN

Make sure **Log On To** says *UFAD*
Login with your **Gatorlink username and password**

Step 2 - EMAIL

Open **Outlook, c**lick **Next** through any prompts to setup.
Verify **access to shared mailboxes/calendars**. Report names of missing items to IT staff on-site or by calling IT Help.

Accessing UFSA Webmail https://mail.ufsa.ufl.edu
Make sure to enter your username as **UFAD\gatorlink**
This will login to your main email inbox.

Step 3 – ACCESS TO DRIVES/PRINTERS

Verify you have access to all your **shared drives**
Verify you have access to all your **printers**
Verify you have all **desktop icons** and **background image**

Step 4 - MAILMETER

Open MailMeter
(dsamailmeter.housing.ufl.edu/isr/login.aspx)
Enter your **Division email address** in Email ID field
Click **Get New Password** in bottom right of screen

Step 5 – SKYPE FOR BUSINESS (LYNC)

If Skype for Business is not running, please start app.
Click **Arrow** next to Gear icon, select **File** then **Sign Out**
Change Sign-in Address to **your Division email address**
Enter Division password, choose **Save password** then **Sign-In**
Enter Username as old Division username **GLOBAL\username**

Step 6 – VERIFY VPN ACCESS (approved staff only)

Open **Cisco AnyConnect VPN client**
In white box, type *VPN.ufsa.ufl.edu*, press Connect
Select **UFAD** from drop-down menu
Enter **GatorLink account info** and press Connect
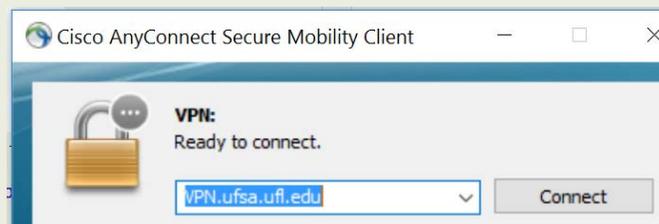
Step 7 – REPORT ISSUES OR GET HELP

Report any issues to on-site IT staff
or **call/text IT Help at (352) 392-2465** immediately.

Turn over paper for instructions on setting up UF Work Email on your mobile device

Terminology Definitions

Division account: username/password used to log into PC previously
GatorLink account: username / password used to access myUFL
UFAD: UF campus Active Directory system
UFSA: UF Student Affairs system or application

UF | Information Technology
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Instructions for Setting Up UF Student Affairs Email on your Mobile Device/Phone

These instructions are for employees who have previously **received approval** to have UF Student Affairs work email on their mobile devices or phones. If this does not apply to you, you can ignore these steps.

Step 1
Remove your UF Student Affairs email from your mobile device/phone on Monday after your transition day.

Step 2
On Monday when you get into work, add your UF Work email back to your mobile device/phone

Step 3
When you follow the directions below for adding your work email back to your phone, note that your username and password will now be your GatorLink account
- Enter username as UFAD\GatorLink (ex: UFAD\matt34)
- Type in your GatorLink password

How to Add Student Affairs Work Email to Your Personal Mobile Device
1. Navigate on your phone to your settings. Follow the instructions for iPhones or Android devices.
   a. IPhone
      i. Settings > Mail, Contacts, Calendars > Add Account > Exchange
   b. Android
      i. Apps > Settings > Add Account > Microsoft Exchange ActiveSync
2. Enter your work email address and the password you use to logon to your work computer
   a. Enter the description as "UFSA Exchange"
3. Advanced or Manual setup will be needed. Enter this information to complete the setup:
   a. **Email**: [enter work email address]
   b. **Mail Server**: *mail.ufsa.ufl.edu*
   c. **Domain**: UFAD
   d. **Username**: [GatorLink username]
   e. **Password**: [GatorLink password]
   f. **Description**: *UFSA Exchange*
4. Select **Next**. You will want to sync Mail, Contacts and Calendars but can select what you want to sync.
5. Select **Save**. This will start the sync process which will take time to complete depending on your mailbox size.
6. You may be prompted to confirm security settings, press **OK/NEXT/ACTIVATE** to proceed.
7. If your device is not encrypted, you will need to enable encryption. A prompt will pop up instructing you how to perform encryption.

OWA Mobile Apps
The **OWA for iPhone** and **OWA for Android** mobile apps will **not work** after the transition. We are working with UFIT to get these to work after Phase 2 of the transition is completed later in 2017. You can use the UFSA Webmail link if you do not want to add work email to your phone. It offers a similar experience to the OWA Mobile Apps.

Accessing UFSA Webmail
You will still go to https://mail.ufsa.ufl.edu to access UFSA Webmail but you will use your Gatorlink account. Note that you will need to enter your username as **UFAD\Gatorlink** along with your Gatorlink password. If you are a student (Grad/Undergrad) then you will enter your SA account username (**UFAD\sa-gatorlink**).

If you have any issues, please contact IT Help at 352-392-2465 or ITHelp@ufsa.ufl.edu.

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