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, click 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.

![Outlook Web App](image)

**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

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**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
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.