

SmartEmail at Northern Health

A guide to setting up your work email on your smartphone...

In order to make the process of checking your work emails easier, below is a simple guide to setting up your work email on your smart phone. Set up only takes a few minutes, and allows you to stay in touch with important announcement regarding rosters, teaching and department initiatives.

Please note – ensure that your data plan has sufficient data for email services. Your smartphone is unlikely to download large attachments unless you ask it, but beware and set your email to download only messages, and attachments only from wi-fi, not cellular!

iPhone/iPad iOS & Mac

1. Settings > Mail, Contacts, Calendars,
2. Add account
3. Exchange
4. Email: givenname.surname@nh.org.au
5. Password: <your network password (same as CPF)>
6. <Next>
7. Server: ssgwebmail2.ssg.org.au
8. Domain: WHCN (*all capitals*)
9. Username: Same as email
10. Description: Northern Work Email
11. Then press next...



Android – Samsung Galaxy and other devices

1. Go to <menu>, <settings>, <accounts>, <add account>, <Email> (Microsoft exchange ActiveSync is the best choice)
2. Enter your email address: givenname.surname@nh.org.au
3. Enter your password and hit next...
4. You may be lucky and details will be found automatically, if NOT...
5. Exchange server: ssgwebmail2.ssg.org.au Domain: WHCN (*all capitals*)
6. Select SSL on
7. Hit next and you should be connected...
8. Options may appear for you to customize how, and how often your email is retrieved from the server.

