

Setting up your iPhone/iPod Touch/iPad to receive CSU email.

Setting up your iPhone/iPod Touch or iPad to receive CSU email is easy.

If you are setting up an email account for the first time on your device then please follow the instruction from Step 1 below.

If you are adding an additional account first tap the 'Settings' icon on the Home screen, select 'Mail', 'Contacts, Calendars (under General), 'Add account' and select 'Microsoft Exchange'. Then continue from Step 2.

Before Setup:

Your iPhone/iPod Touch/iPad should have:

iOS Software Update 4 or above. (You can use iTunes to update your device's Operating System)

The first thing you need to do is to **Specify your CSU Email Account Settings**

Step 1:

Tap the 'Mail' icon on the 'Home' screen. It looks like this:



On the 'Add Account' screen select 'Microsoft Exchange'



Step 2

Enter your email address as username@csu.edu.au (eg: jbloggs@csu.edu.au)

Leave 'Domain' blank

Enter your CSU username in the 'Username' field

Enter your CSU password in the 'Password' field

Enter your CSU email address in the 'Description' field

Then tap on 'Next' (You will find this at the top right corner of the screen). 'Verifying' will then appear at the top of the screen.



A new field called 'Server' will appear under the 'Email' field.

Enter weboutlook.csu.edu.au in the 'Server' field

Tap 'Next'

Verifying will appear again at the top of the screen.



Step 3

Configuring Sync will appear on your screen. When it is finished it will change to say 'configured Sync' and then you will see the 'Exchange Account' screen.

When setting up your account, you can choose which Exchange services you want to sync with your iPhone – 'Mail, Contacts and Calendars'. Any services you activate here are synced automatically over the air using 3G or wireless without having to connect the iPhone to your computer.

Mail will be turned on by default. If you wish to sync your Exchange (Outlook) Contacts and Calendars you need to tap 'Contacts and Calendars' once each to turn 'ON'. When you have finished tap 'Save' at the top right hand corner of the window to save your settings.



Step 4

Your account settings will now be displayed.

The 'Show' field lets you select how many recent messages to display, the default value is 50. You can choose to see the most recent 25/ 50, 75, 100 or 200 messages.

You may change any of the fields below 'Mail' to your preferred settings or leave them as default.

Set up is now complete

If 'Fetch New Data' is set to 'Push' your email will be delivered to your iPhone as soon as it is delivered to the CSU email server.



Checking CSU Email on your iPhone/iPod Touch or iPad

Use the 'Mail' icon on the 'Home' screen to check your email at any time.

Congratulations! You can now access your CSU email account from your iPhone/iPod Touch/ iPad.