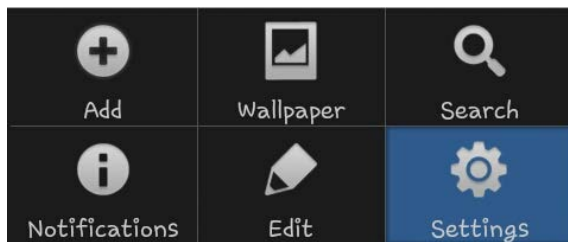
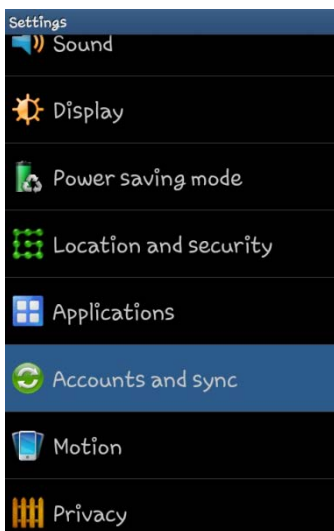


Connecting your Android device to CSU email

1) Press your 'Menu' button

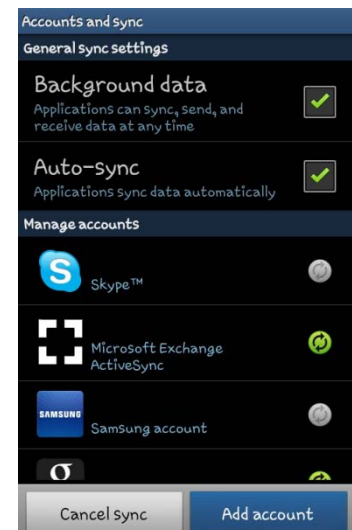


2) Select the 'Settings' button



3) You will need to select 'Accounts and Sync'

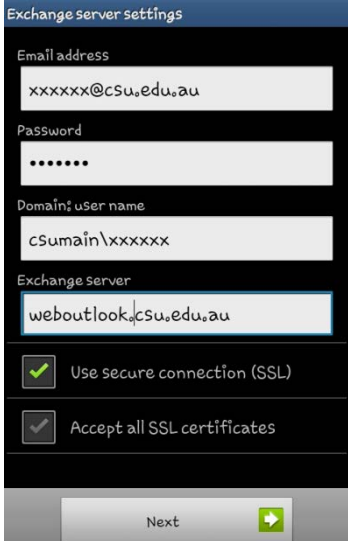
4) Select 'Add account'



5) Select 'Microsoft Exchange Active Sync'

6) Adding your credentials

- Input your CSU email address
- Input your current active CSU password
- Input 'csumain\Your username' (No spaces)
- Input 'Weboutlook.csu.edu.au'
Leave the default SSL selections
- Select 'Next', after you have entered your details correctly



Exchange server settings

Email address
xxxxxx@csu.edu.au


Password
.....

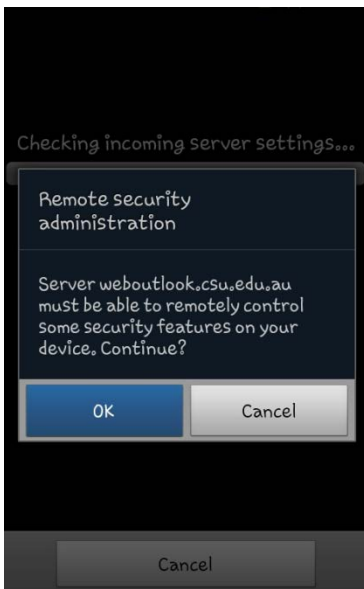
Domain; user name
csumain\xxxxxx

Exchange server
weboutlook.csu.edu.au

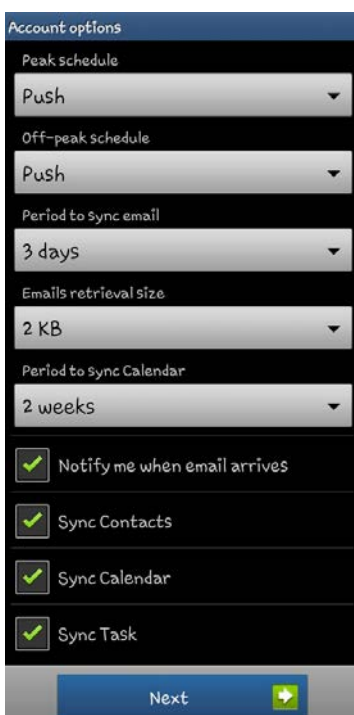
Use secure connection (SSL)

Accept all SSL certificates

Next 



7) This screen will pop up. This allows the email application to use your phones resources I.e. Store your emails on the phones memory.
Select 'OK'



Account options

Peak schedule
Push

Off-peak schedule
Push

Period to sync email
3 days

Emails retrieval size
2 KB


Period to sync Calendar
2 weeks

Notify me when email arrives

Sync Contacts

Sync Calendar

Sync Task

Next 

8) These options allow you to dictate when your phone downloads emails from the CSU email servers.

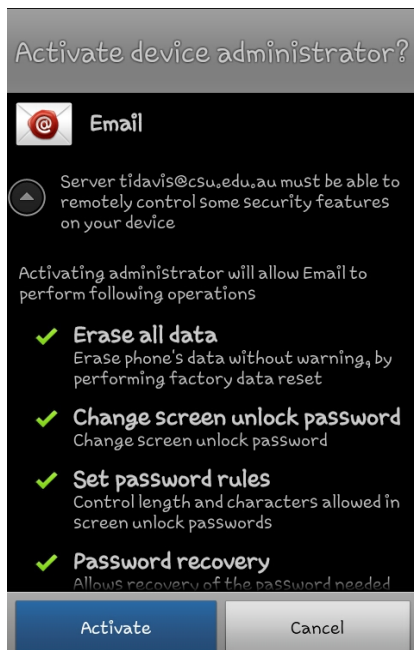
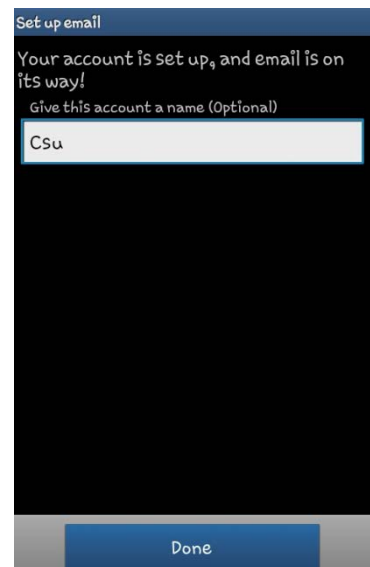
You can alter when peak and off-peak times are within your phones email settings

'Push' means that emails will be delivered to your phone as soon as an email is received to your email account.

'Period to sync email' means the number of days that your phone will keep emails available on your phone. Emails aren't deleted unless you select an email and delete it.

'Emails retrieval size' is how much of an email the phone will download initially, before giving you the option to download the rest while reading the email.

9) Name the email account.
Select 'Done', when finished.



This last screen will pop up after finishing the account setup.

This is your phone double checking that you wish to add the email account to your phone, with the permissions to alter data on your phone.

To add your CSU email account to your phone, you must select 'Activate'

Find the 'Email' Application in your phones Applications and make a shortcut to your home screen for easy access. The icon will look like this;

