![Charles Sturt University]

Setting up your CSU email account on your iOS 7 device
(iPhone, iPod Touch or iPad)

It is recommended you backup the data on your device, using iCloud or iTunes.

To setup your CSU email account as an additional account

The following steps are for those who have previously setup another email account on their device.

1. Tap **Settings** then **Mail, Contacts, Calendars**.
2. Tap **Add Account** and start from Step 2 in the next section.

To setup your CSU email account on your device for the first time

1. Tap **Mail** on the home screen

2. Tap **Exchange** on the next screen

3. Tap the **Email** field to bring up the keyboard so you can enter your information

    - Enter your CSU email address into the **Email** field (this is your CSU username, e.g. jsmith@csu.edu.au)
    - Enter your current CSU password into the **Password** field.
    - You can leave the **Description** field as is or you can type in your own description, such as "CSU email". This is helpful if you have multiple email accounts set up on your device.

4. Tap **Next** to save these settings.

Cancel	Exchange	Next
Email	yourusername@csu.edu.au	
Password	●●●●●●●●	
Description	CSU email	

5. Your email address should be prefilled. If it's not, enter it in the email field and then enter **weboutlook.csu.edu.au** in the **Server** field.

Cancel	Exchange	Save
Email	yourusername@csu.edu.au	
Server	weboutlook.csu.edu.au	
Domain	Optional	
Username	yourusername	
Password	●●●●●●●●	
Description	CSU email	

6. Tap **Save**.
7. Select the items you wish to sync and tap **Save**

   - **Mail** will be turned on by default and needs to be on to receive mail on your device
   - If you set **Contacts** on your contacts will be synchronised on your device
   - If you set **Calendar** on you will be asked what you would like to do with existing local calendars – to **Keep**, **Delete** or **Cancel**
   - If you set **Reminders** on your Outlook reminders will appear on your device.

	Mail	🟢
	Contacts	⚪
	Calendars	⚪
	Reminders	⚪

In the above screenshot, you can see that only Mail synchronisation is turned on.

Your account settings will now be shown. You can change the fields to your preferred settings. If **Fetch New Data** is set to **Push** your email will be delivered to your device as soon as it is received by the CSU email server.

Setup is now complete.

Important tip

- To avoid accidental deletion of emails on the home screen tap **Settings** then **Mail, Contacts, Calendars** and make sure **Ask Before Deleting** is set to **on.** This means you will be prompted to confirm you want to delete an email when the delete button is pressed

Mail

To check your CSU email on your device

- tap the **Mail** icon on the home screen at any time (it will open to the last folder you viewed), tap the Inbox to see your unread emails

To change your Mail, Contacts or Calendar settings on your device

- tap **Settings** then **Mail, Contacts, Calendars** and make the required changes

To compose an email on your device

If you wish to send an email to a CSU staff member, simply start typing their first name in the **To** field and the Communications Directory list will appear, tap their name to select and it will be inserted into the To field for you.

Tapping the plus sign ⊕ brings up a list of Contacts that you have saved on your device.

Calendar

If your Outlook Calendar is not showing up on your device after you have turned synchronise on (if you chose to in step 7) you will need to set it to display.

1. On the home screen tap **Calendar**.
2. On the Calendar screen tap the word **Calendars** at the bottom-middle of the screen. This brings up a list of all calendars and you can toggle them to display or not.
3. Tap the CSU Outlook calendar to tick it.
4. Tap **Done**.

Your Outlook calendar entries should now display on your device's calendar.

If you are experiencing issues synchronising your Calendar or Contacts, read Apple's troubleshooting page.