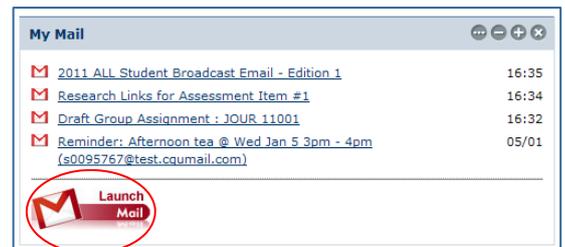


Download CQUni Mail on your iPhone, iPad or iPod Touch for CQUniversity Students

Part A - Enable POP and IMAP in CQUniversity Mail

1. Log into the My.CQU Portal <http://my.cqu.edu.au>.
2. Students should see a box within My.CQU that lists any unread emails. This is called the "My Mail" application (pictured right).



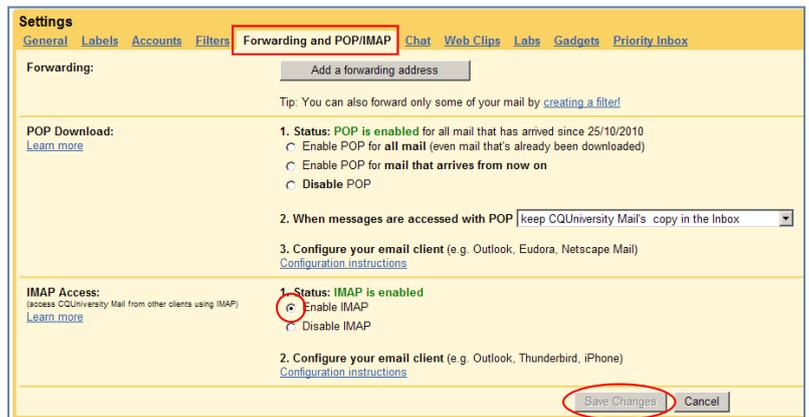
To view your Inbox, click on the "Launch CQUniversity Mail" icon.

3. A new window will open displaying your CQUniversity Mail Inbox. Click the "Settings" option located in the top-right corner of the window.



4. Select the "Forwarding and POP/IMAP" tab.

Post Office Protocol (POP) and Internet Message Access Protocol (IMAP) are terms used for retrieving email from a mail server.



5. Select the "Enable IMAP" option.
6. Click "Save Changes".

Part B - Configure your iPhone, iPad or iPod Touch

1. On the device, click "Settings".
2. Tap "Mail, Contacts, Calendars".
3. Select "Add Account".
4. Tap "Gmail".
5. Enter your account information including: your name, @cqumail email address and your CQUniversity Mail password.
6. Tap "Next" and "Save".



Need Assistance using with CQUni Mail?

Students can contact the **ITD Service Centre** if they require technical assistance with updating their CQUniversity Mail settings.

Phone: 1300 666 620

Email: servicedesk@cqu.edu.au

Internal Extension: 9233

Online Request: <http://itservicedesk.cqu.edu.au>