

## 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 <u>http://my.cqu.edu.au</u>.
- 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".

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ur CQUniversity n located in the	c9999999@cqumail.com   Settings   delp   Sign out
Settings General Labels Accounts Filters For	warding and POP/IMAP Chat Web Clips Labs Gadgets Priority Inbox
Forwarding:	Add a forwarding address
	Tip: You can also forward only some of your mail by creating a filter
POP Download: Learn more	Status: POP is enabled for all mail that has arrived since 25/10/2010     C Enable POP for all mail (even mail that's already been downloaded)     C Enable POP for mail that arrives from now on     Disable POP
	2. When messages are accessed with POP keep CQUniversity Mail's copy in the Inbox
	3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions
IMAP Access: (access CCUniversity Mail from other clients using IMAP) Learn more	Status: IMAP is enabled C Disable IMAP
	<ol> <li>Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions</li> </ol>

2011 ALL Student Broadcast Email - Edition 1

<u>Reminder: Afternoon tea @ Wed Jan 5 3pm - 4pm</u> (s0095767@test.cgumail.com)

M Research Links for Assessment Item #1

M Draft Group Assignment : JOUR 11001

My Mail

## 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".
- 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: <u>servicedesk@cqu.edu.au</u>

Internal Extension: 9233

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

16:35

16:34

16:32

05/01

Cancel

OFF

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5

Not Connected >

Telstra Mobile >

6:30

Settings

Mail, Contacts, Calendars

II Telstra 3G

😞 Wi-Fi

Carrier

Sounds

Wallpaper

General

Brightness

눩 Airplane Mode