Guild email access guide for Android

There are a number of different variations of the android system. Eg a Samsung Mobile will have differences to a Google Pixel Mobile.

To keep things simple: the instructions here will be guides for the Gmail app and the Outlook app. Most android devices will have the Gmail app preinstalled, and some will have Outlook. You can download either the Gmail and Outlook apps through the Google Play Store. Although the steps will be similar for other email apps. Such as Samsung's "Mail" app. I have also included instructions to use a mobile browser, such as Chrome, Samsung's "Internet" or Firefox, at the end.

Screenshots taken from Google Pixel 3a, with Android 9.



Gmail:



1. Open the Gmail app.

*First time uses will be greeted with the "add account" screen. Please jump to the next page in this document for further instructions.

2. Access mailbox (Three lines top left) ______,

then access settings (bottom of mailbox options): 🔅 Settings



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3. Once in settings, select the "add account" option.

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4. Select "Exchange and Office 365" (Some versions will only have "Exchange")

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General settings		Μ	
@gmail.com		Set up email	
Add account		G Google	
		Outlook, Hotmail and Live	
		Yahoo	
		EXChange and Office 365	
		Other	

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5. Enter your guild email address, and select "MANUAL SETUP"

6. Select "Exchange"

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Add your email address

Enter your email address g.velios@guild.curtin.edu.au

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g.velios@guild.curtin.edu.au

What type of account is this?

Personal (POP3)

Personal (IMAP)

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Exchange

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- 7. Enter Guild password, select "NEXT"
- 8. Enter server details (By default you may have many areas already filled in, you might need to change them). Enter correct details and select "NEXT".

Domain\Username: Server: Port Number:	cusg\username mail.guild.curtin.edu.au 443
*Domain:	cusg
*Username:	<your guild="" username=""> (the same one you logon to your guild computer with)</your>
*Password:	<your guild="" password=""> (the same one you logon to your guild computer with)</your>

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g.velios@guild.curtin.edu.au

Password	Ø
Client certificate None	SELECT

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Mobile device ID

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Incoming server settings



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The next steps will only apply to some android users, running different/older versions.

9. You may be prompted with a remote security administration warning. Select "Yes".

10. You may also have sync options. Select email and calendar.

11. You may be prompted with naming the account. The default name of "Microsoft Exchange", is fine.

12. You may be prompted with "Activate phone administrator". Select "Activate".

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Incoming server settings

Validating server settings...

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Outlook:



1. Open the Outlook app.

*First time uses will be greeted with the "add account" screen. Please jump to the next page in this document for further instructions.

2. Access mailbox (Three lines top left)



then access the "Add Mailbox" option:

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4:49 4G 🗾 🔋 4G 🖊 💈 Inbox Outlook 0 A @outlook.com Focused Other ✤ Filters Favourites i This month Inbox 6 Aug. U 3 > Sent vo... 2 Aug. 7 Drafts ards, ... Archive Last m 28 Jul. Î Deleted Items ards, ... 0 Spam 28 Jul. **Conversation History** Station is in our builds strends ov acc.. 28 Jul. Concerning State eing cr... states in second second 20 Jul. terminal second charactery is selected :ted so.. and the second se 8 Jul. and the second second second the second s pdatin... May And the second 2 certifi ¢ \sim Q 23 23 < <

3. Enter your Guild email address. Select "CONTINUE"

You may be prompted with the option for manual settings. Please select this option. Although the process should automatically take you there.

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Add account		?	Add account		?
Enter your work or personal email address.			Enter your work	or personal email address.	
Email address			g.velios@guilo	d.curtin.edu.au	
G	GOOGLE ACCOUNTS		G	GOOGLE ACCOUNTS	
	PRIVACY AND TERMS			PRIVACY AND TERMS	





- 4. Select "ADVANCED SETTINGS". Your screen will expand with more options. See pic below.
- 5. Enter account/server details (By default you may have many areas already filled in, you might need to change them). Enter correct details and select the tick in the top right, or bottom

right of keyboard:



Domain\Username: Server:	cusg\username mail.guild.curtin.edu.au
*Email Address:	Your Guild email address
*Domain:	cusg
*Username:	<your guild="" username=""> (the same one you logon to your guild computer with)</your>
*Password:	<your guild="" password=""> (the same one you logon to your guild computer with)</your>

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(5). 4:50 4:50 🛋 4G 🚄 🖻 4G 🚄 🖻 ÷ **Connect Exchange** ? Connect Exchange ? ← Email Address Email Address g.velios@guild.curtin.edu.au g.velios@guild.curtin.edu.au Password Server (example: server.domain.com) mail.guild.curtin.edu.au Domain\Username Description (example: Work) cusg\georgev Password Description (example: Work) <u>Work</u> ADVANCED SETTINGS ADVANCED SETTINGS > <u>Work</u> Working Works 2 3 5 6 7 8 9 0 1 4 u i 0 q е r t y р W q W е r t y u i 0 р d f h j k а s g s d f g h i k а 仑 Ζ Х С b n m ۷ $\langle \times \rangle$ 公 Ζ Х С b n m $\langle \times \rangle$ ٧ ?123 \odot ?123

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The next steps will only apply to some android users, running different/older versions.

- 6. You may be prompted with a remote security administration warning. Select "Yes".
- 7. You may also have sync options. Select email and calendar.
- 8. You may be prompted with naming the account. The default name of "Microsoft Exchange", is fine.
- 9. You may be prompted with "Activate phone administrator". Select "Activate".



Login with Browser – Android:



- 1. Open the browser of your choosing. The screenshots used below are from Chrome, but all browsers will work the same.
- Type in: https://mail.guild.curtin.edu.au/ into the address bar* (URL bar), and press →/enter.

*Top bar of the screen, usually where you enter searches and other websites.

https://mail.guild.curtin.edu.au/

*You can also click on the link above to take you there.







3. Enter your Guild account details.

Domain\Username:	cusg\username
*Domain:	cusg
*Username:	<your guild="" username=""> (the same one you logon to your guild computer with)</your>
*Password:	<your guild="" password=""> (the same one you logon to your guild computer with)</your>

4. Select "sign in"

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 mail.guild.curtin.edu.au/owa/auth/logon.asp domain\user name password Show password in sign in 		 mail.guild.curtin.edu.au/owa/auth/logon.asp cusg\georgev 	
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