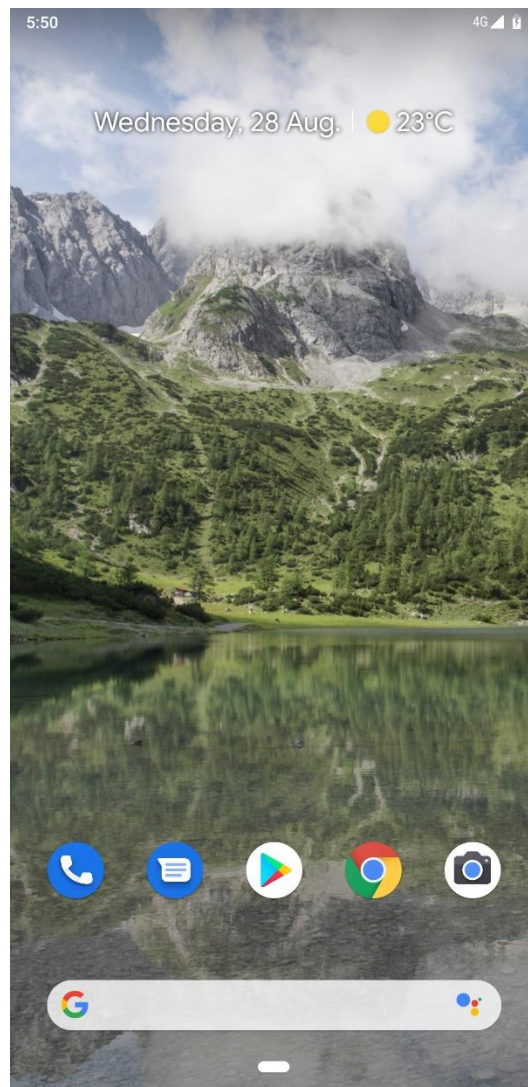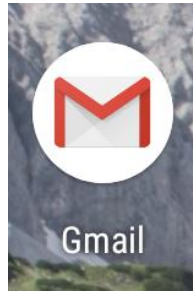# Guild email access guide for Android

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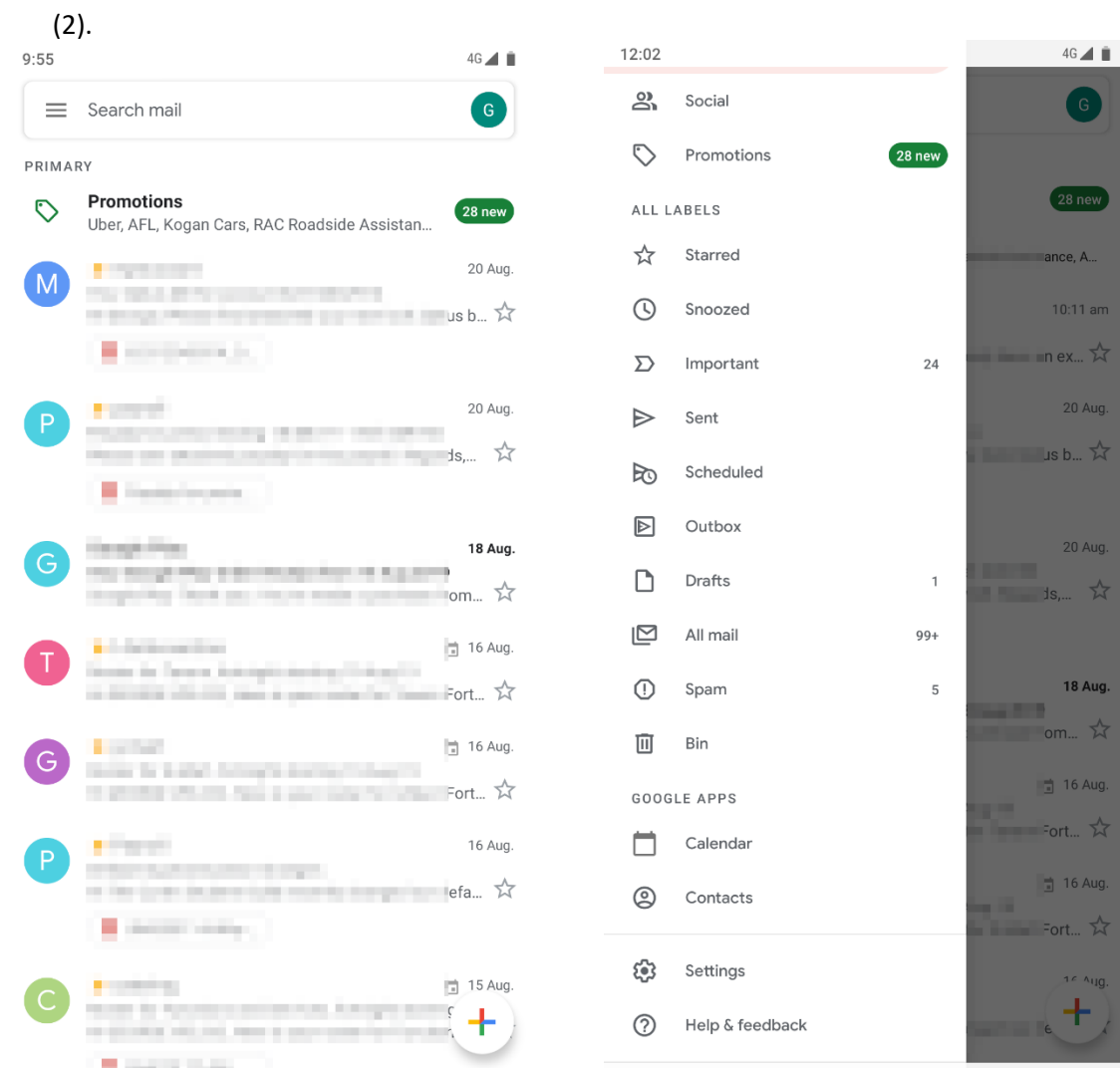
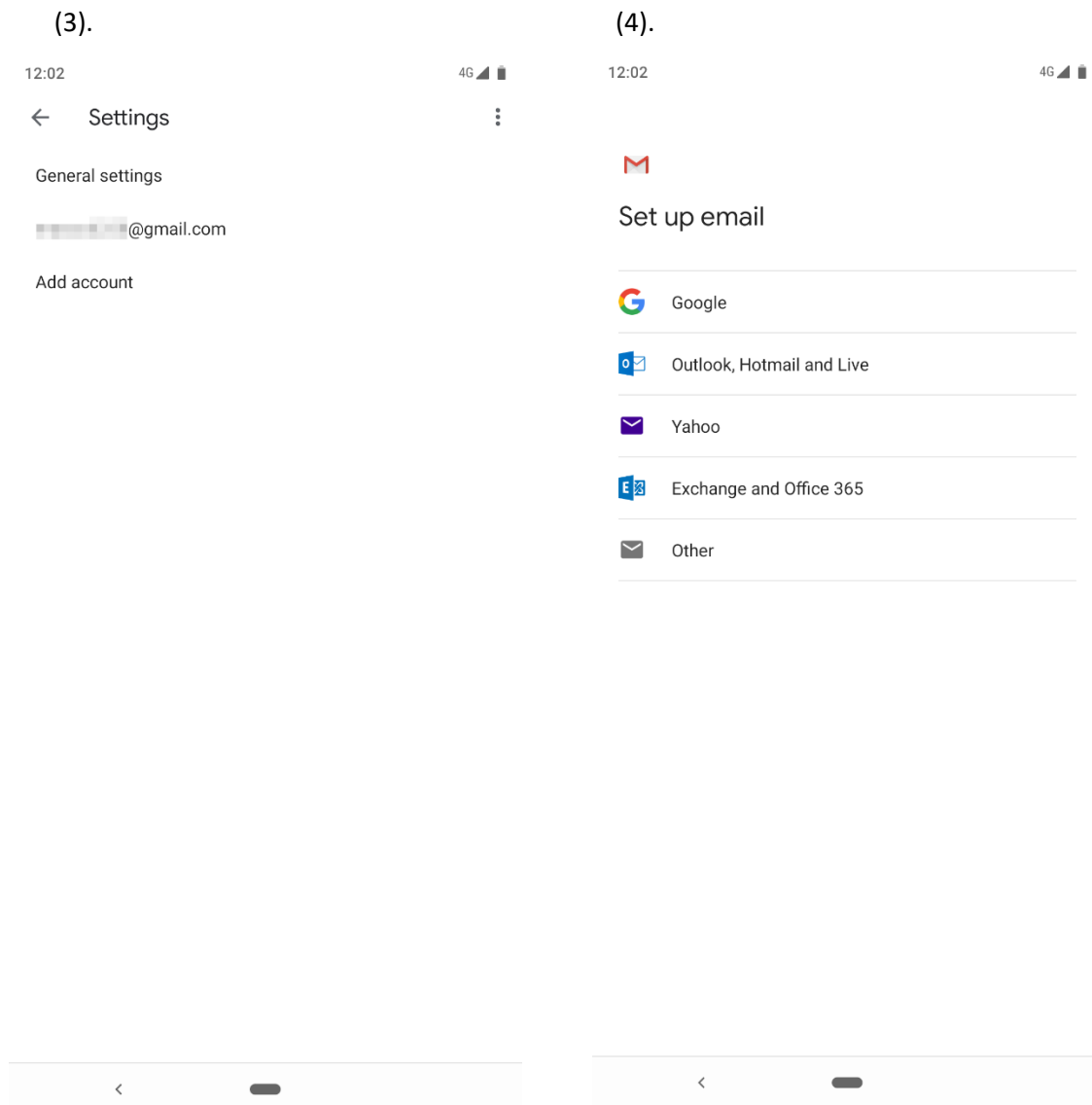Screenshots taken from Google Pixel 3a, with Android 9.

# Gmail:


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)  ≡ ,

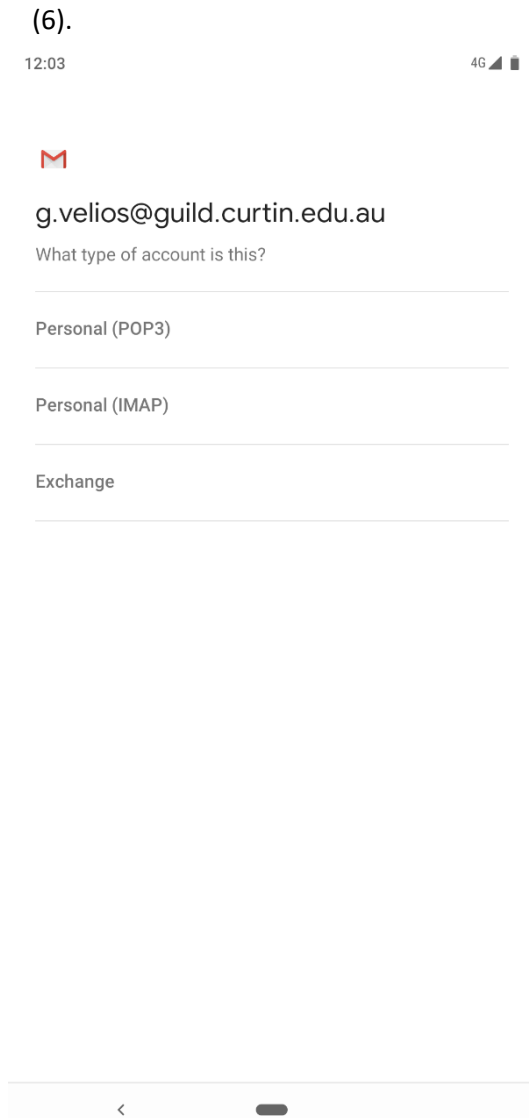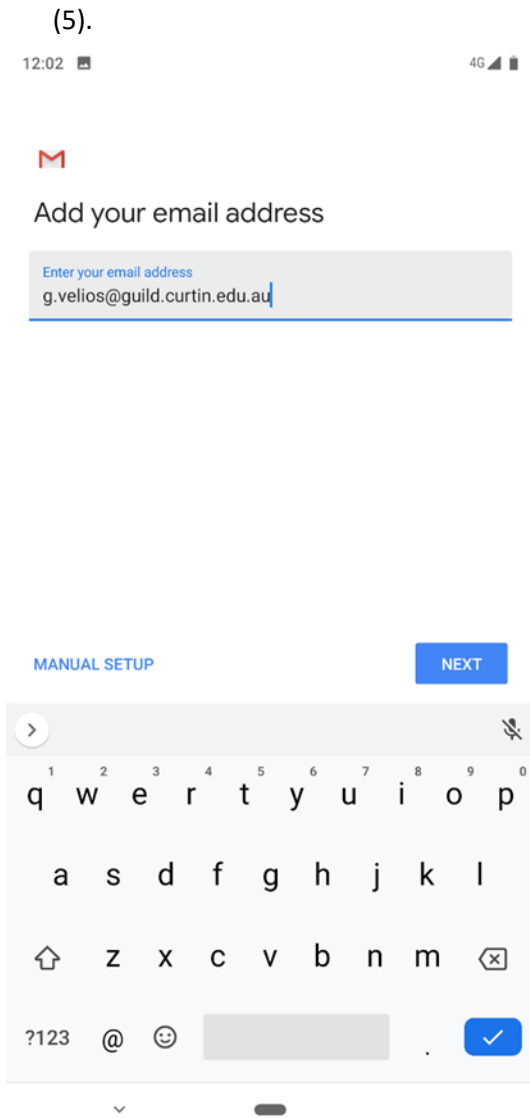   then access settings (bottom of mailbox options): ⚙ Settings

   (2).

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

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

(3).                                                    (4).

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

6.    Select "Exchange"

(5).

12:02

4G

M

Add your email address

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

MANUAL SETUP        NEXT

(6).

12:03

4G

M

g.velios@guild.curtin.edu.au

What type of account is this?
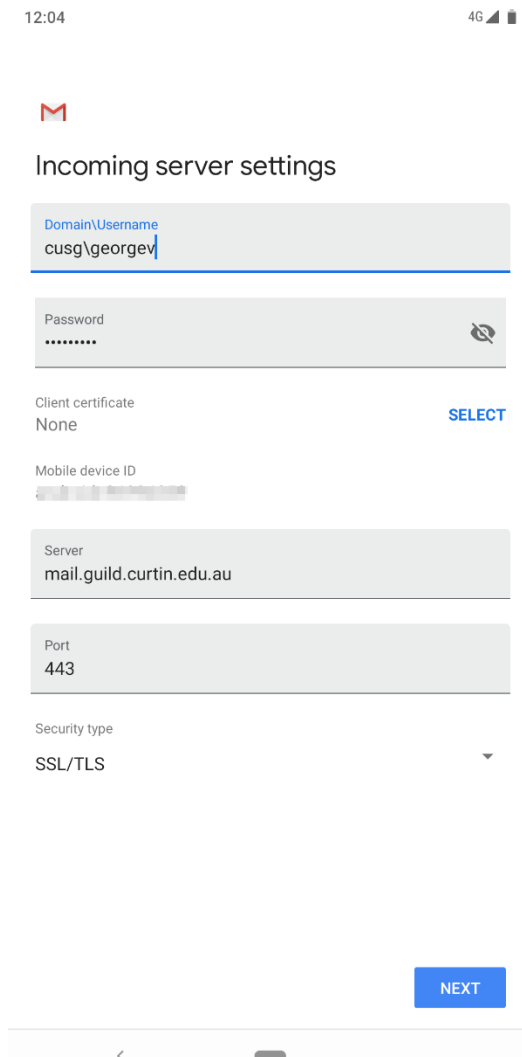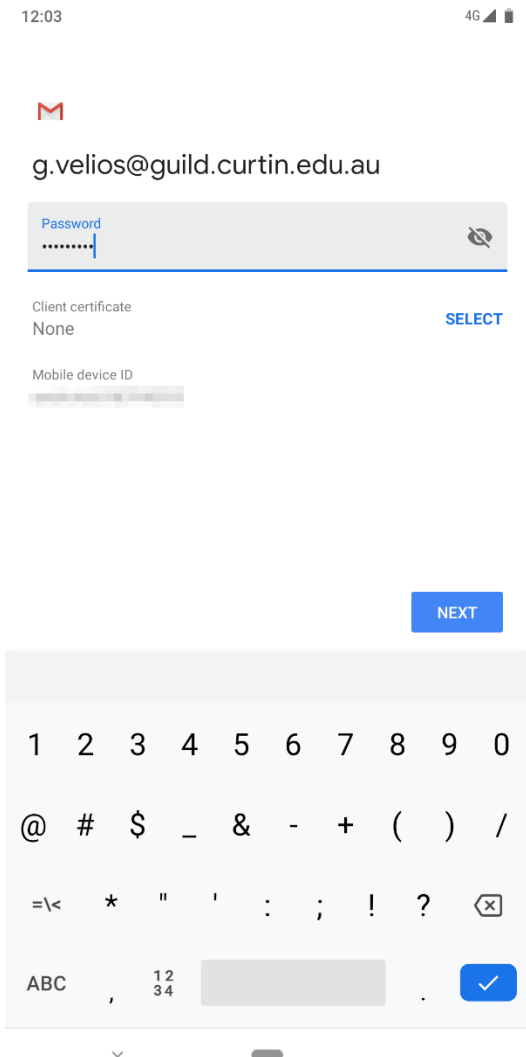
Personal (POP3)

Personal (IMAP)

Exchange

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:     cusg\username
Server:              mail.guild.curtin.edu.au
Port Number:         443

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

(7).                                    (8).

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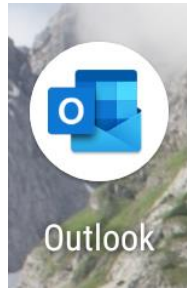
10. You may also have sync options. Select email and calendar.

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".

12:04                                             4G

M

Incoming server settings

Validating server settings…

# 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.*
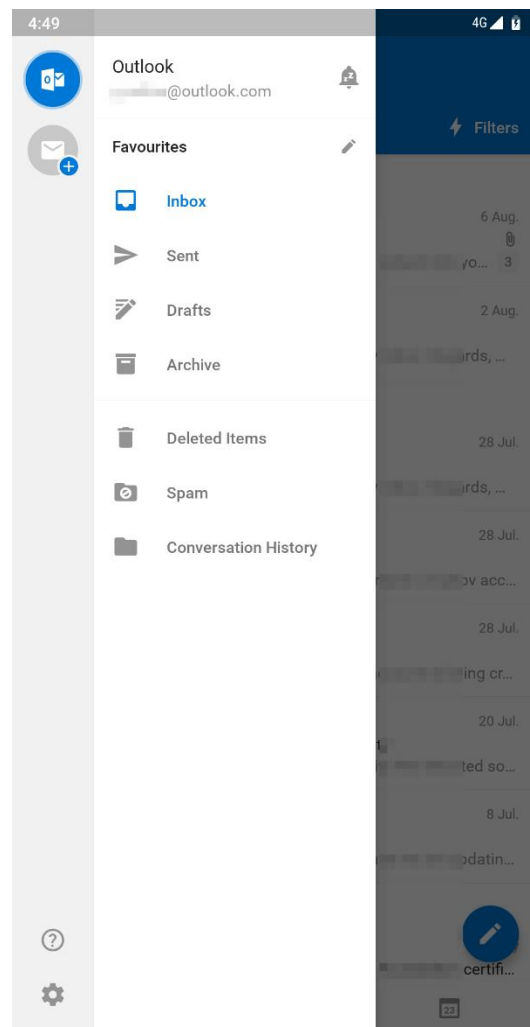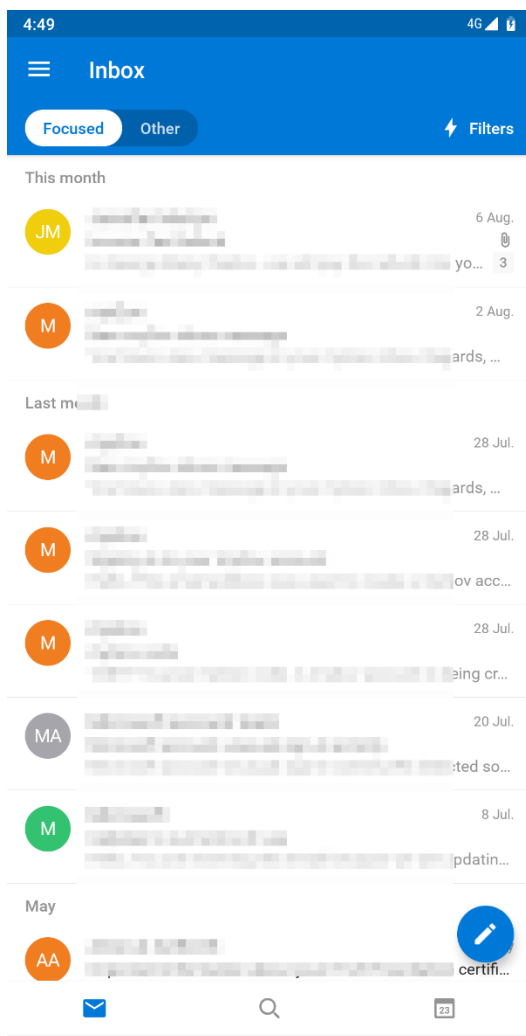
2.  Access mailbox (Three lines top left)      ,

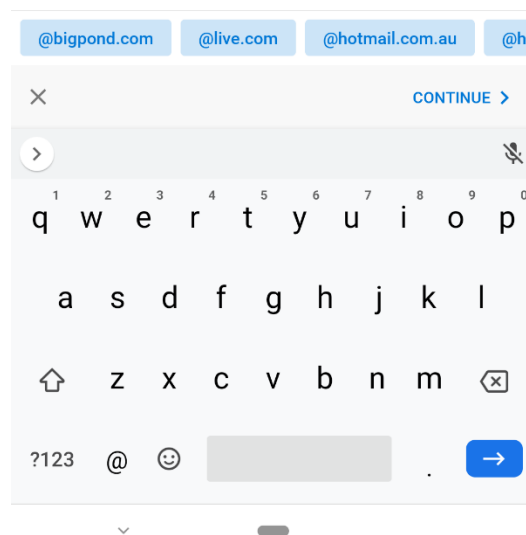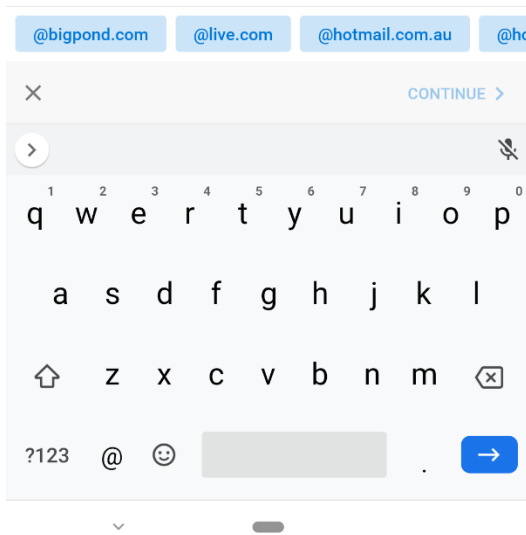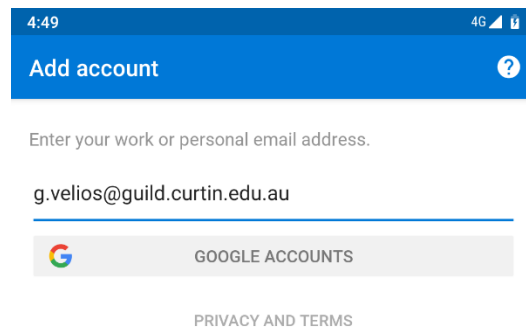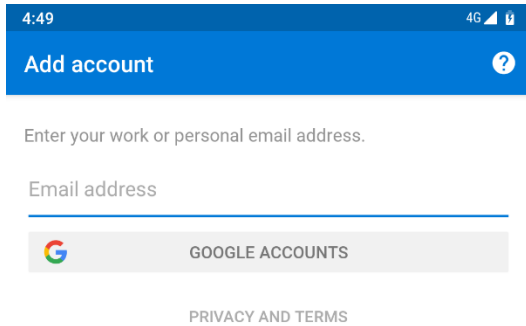then access the "Add Mailbox" option:

(2).

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.*
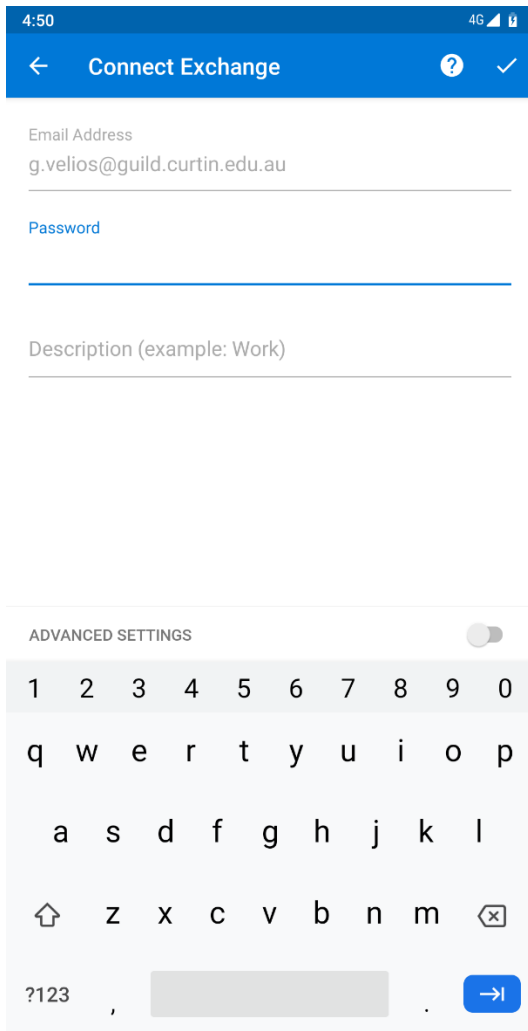
(3).

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: [✓] .
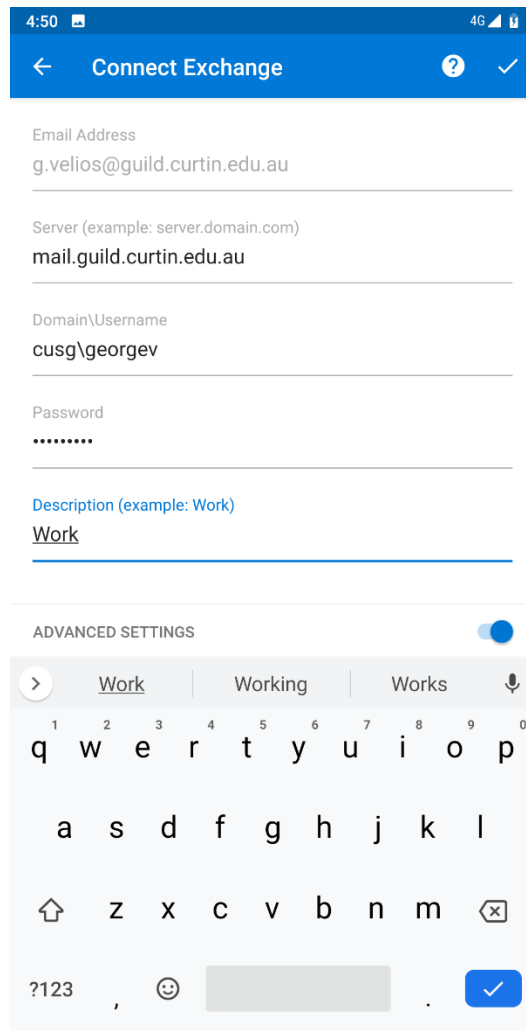
Domain\Username:     cusg\username
Server:                       mail.guild.curtin.edu.au

*Email Address:*        *Your Guild email address*
*Domain:*                 *cusg*
*Username:*             *<your guild username> (the same one you logon to your guild computer with)*
*Password:*             *<your guild password> (the same one you logon to your guild computer with)*

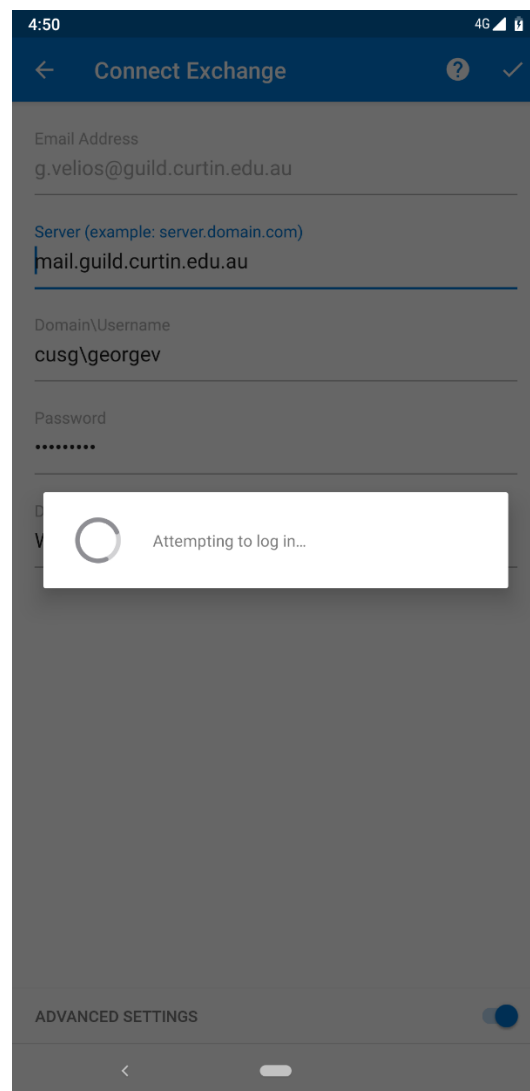(4).                                                          (5).

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".
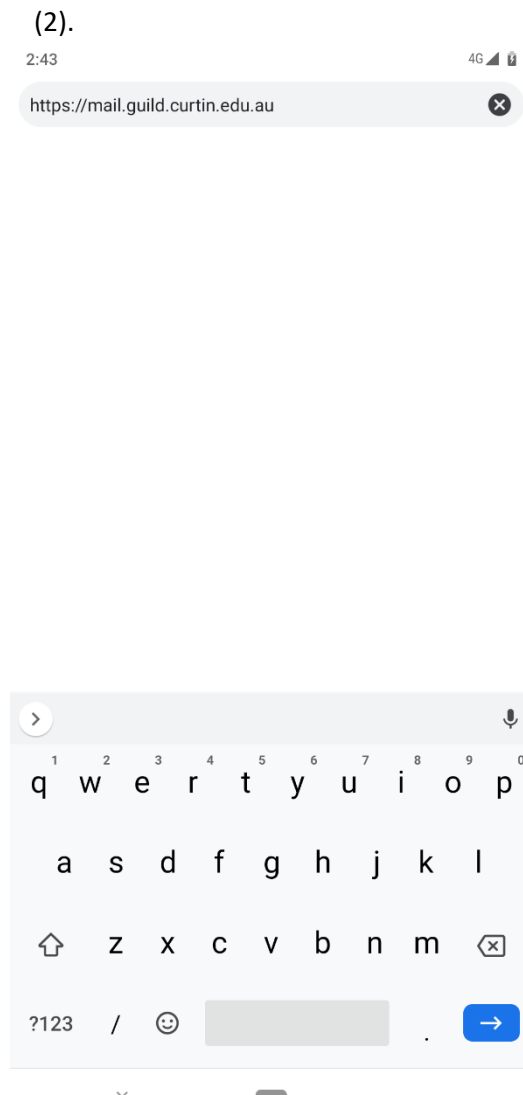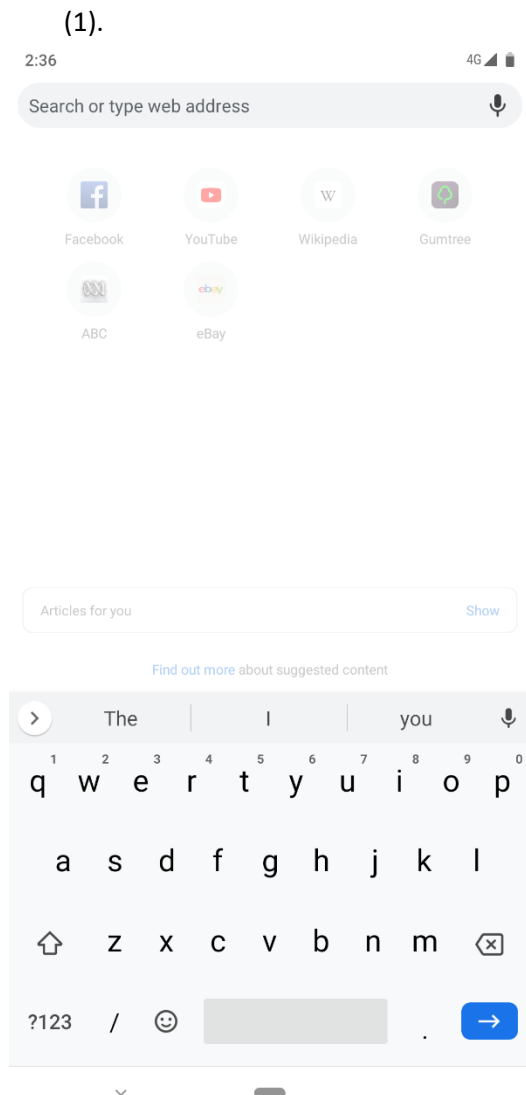
# Login with Browser – Android:



1. Open the browser of your choosing. The screenshots used below are from Chrome, but all browsers will work the same.

2. 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/](https://mail.guild.curtin.edu.au/)

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

   (1).

   (2).

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)*
    *Password:*              *<your guild password> (the same one you logon to your guild computer with)*

4.  Select "sign in"

    (3).