

Guild email access guide for iOS

iOS has seen a number of updates over the years. Although the process of adding an email hasn't changed too much. This guide will focus on iOS 12.4

To keep things simple: the instructions here will be guides for the default Mail app and the Outlook app. You can install the Outlook app through the AppStore. I have also included instructions to use a mobile browser, such as "Safari", "Chrome" or "Firefox", at the end.

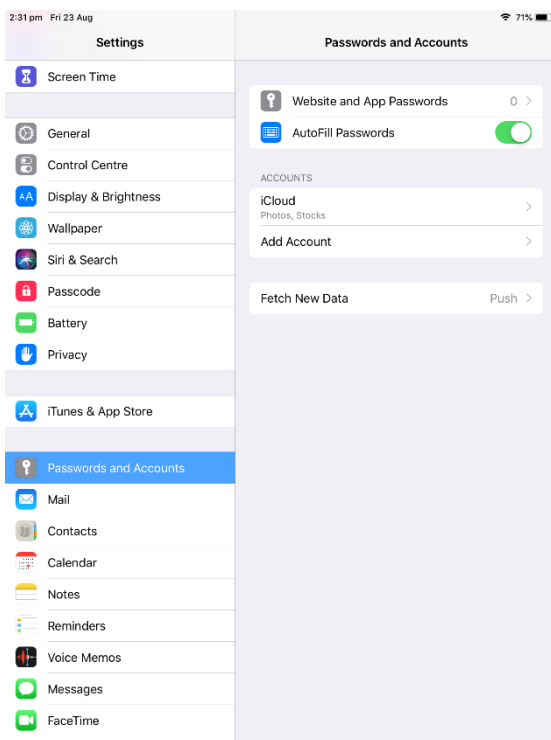
Screenshots taken from iPad mini 2 retina, with iOS 12.4



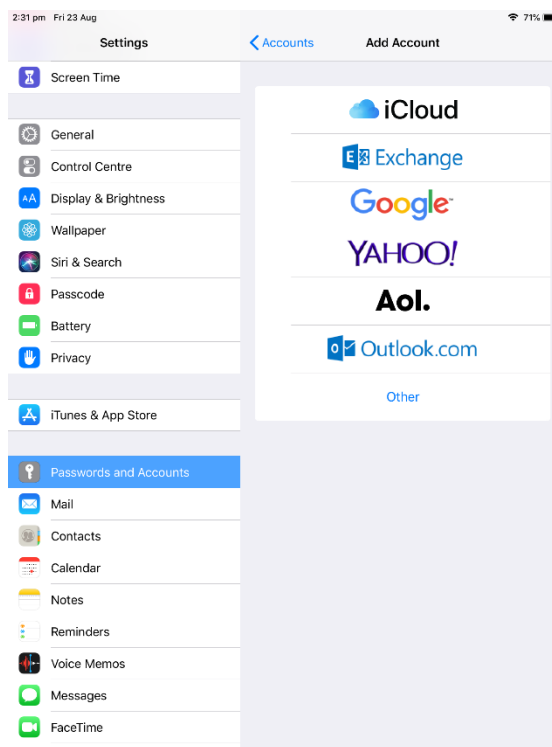
Mail App:

1. Open the 'Settings' app, select "Passwords and Accounts".
2. Select "Add Account", select "Exchange". *Jump to next page for login details.*

(1).



(2).

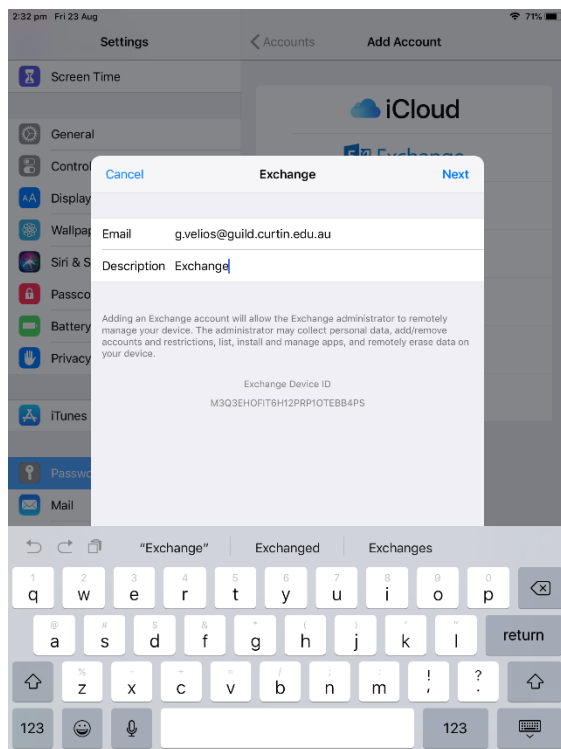


Option 2:

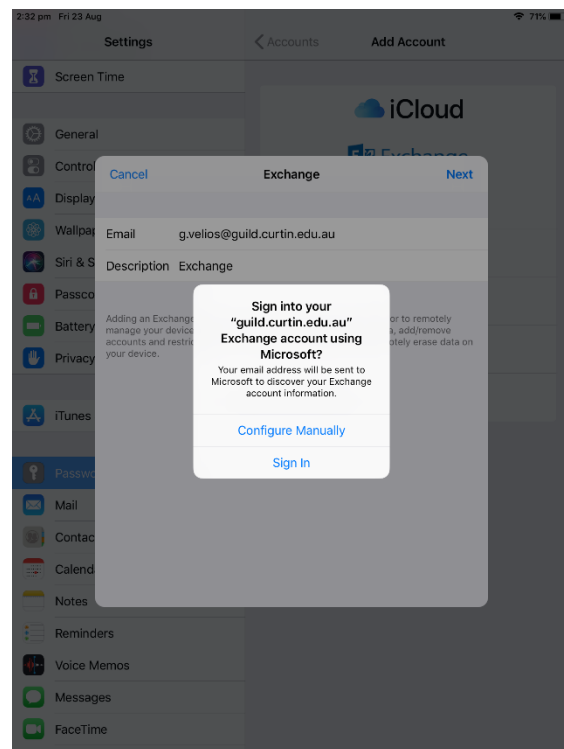
**You can also use the "Mail" app on the home screen, to access your email. First time users will get a similar screen to image (2) above. Otherwise access "Mailboxes" in the top left. Select "edit", and then select "Add Mailbox..."*

3. Enter your Guild Email, and enter "Exchange" into description (*This may be automatic*). Select Next.
4. You will see a prompt "Sign into your 'guild.curtin.edu.au'...". Select "Configure Manually".

(3).

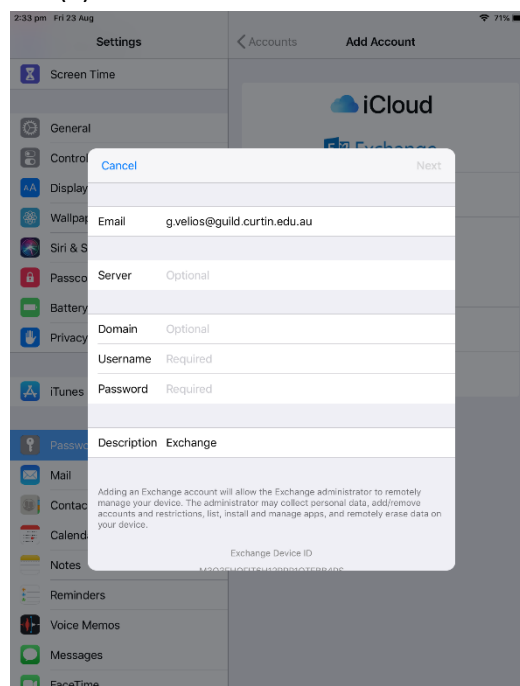


(4).



5. Your screen will now ask for various server and login details. Make sure your correct Guild email is being display.

(5).



6. Fill in the rest of the details. *Make sure they are your correct Guild account details.*

Server: mail.guild.curtin.edu.au

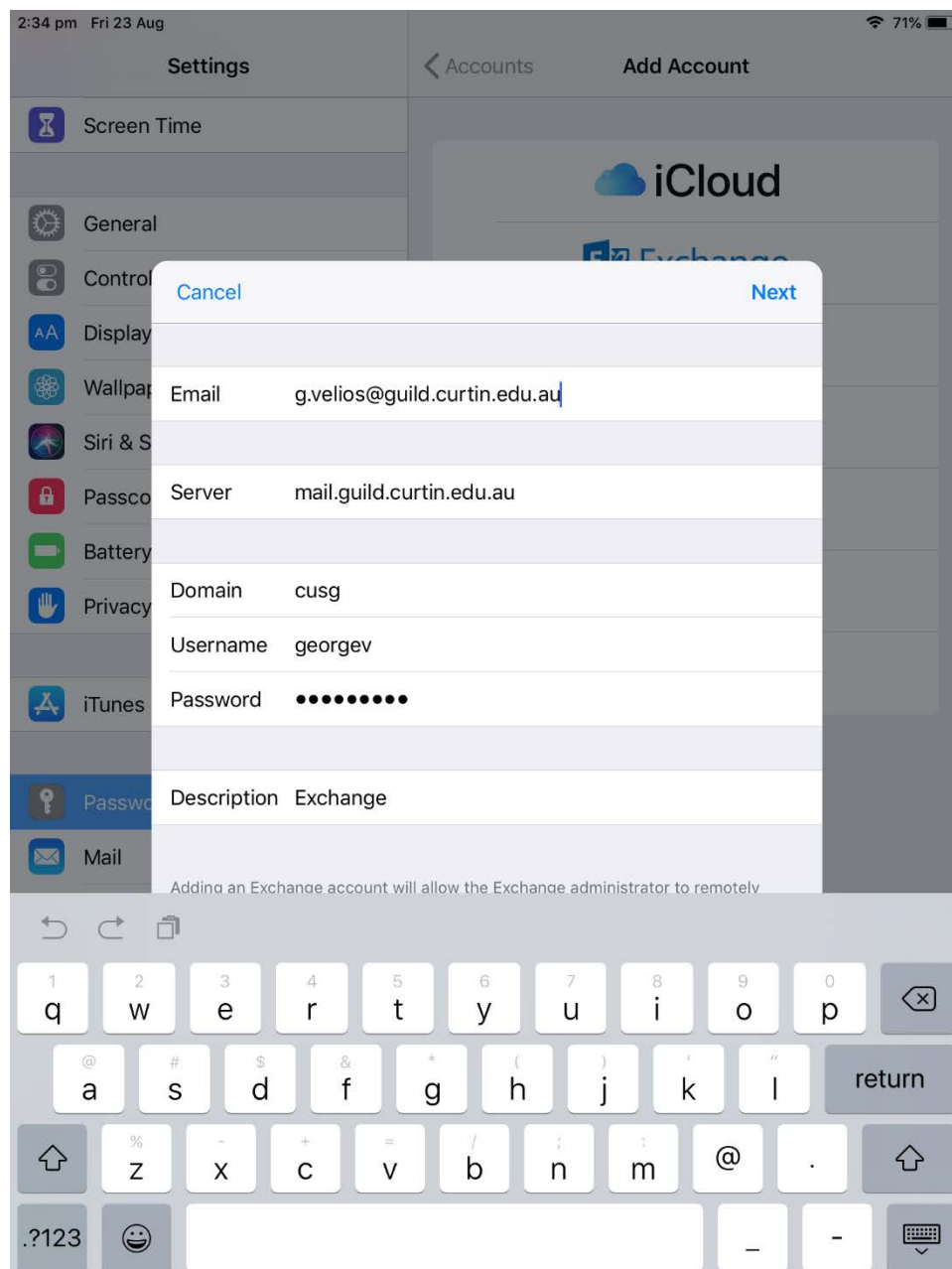
Domain: cusg

Username: <your guild username> (the same one you logon to your guild computer with)

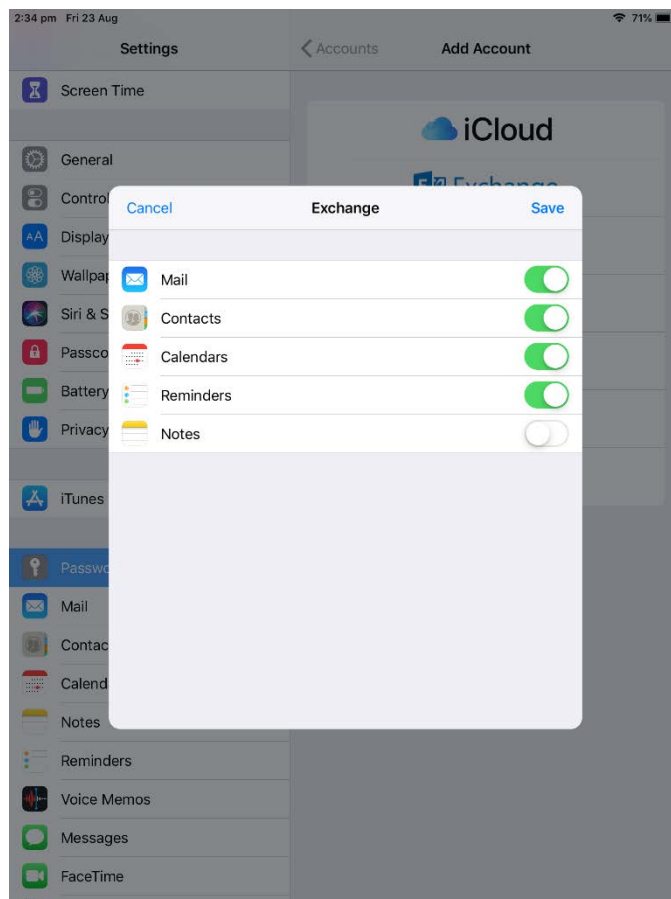
Password: <your guild password> (the same one you logon to your guild computer with)

*Description: Exchange

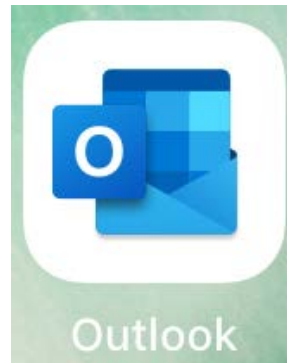
(6).



7. You will now see various sync options displayed. Make sure “Notes” is NOT selected. Select “Save”.

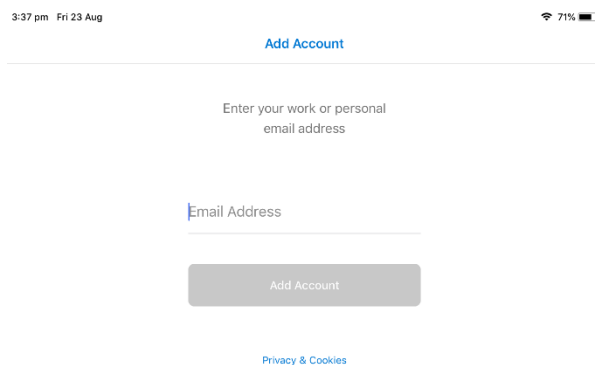


Outlook App:

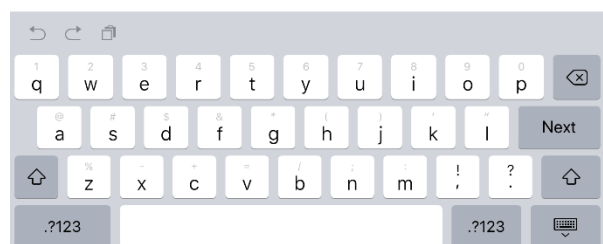
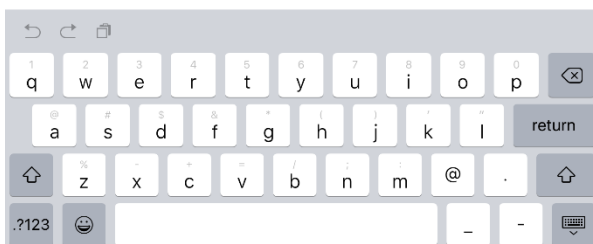
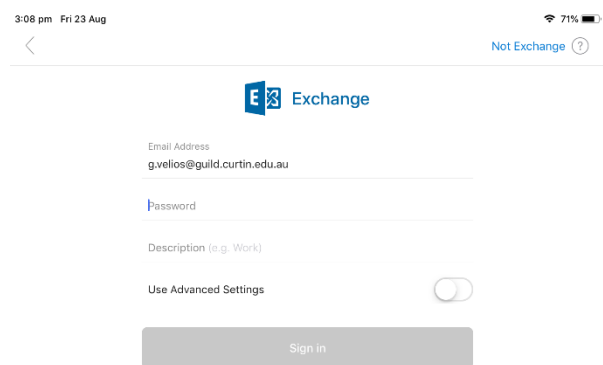


1. Open the Outlook app.
**First time uses will be greeted with the “add account” screen. Returning users can add another Mailbox by accessing “Mailbox”, and selecting the “add” Mailbox option. Make sure you select “add manually” option, and select Exchange.*
2. Enter your Guild email address. Select “Add Account”.
3. You will be prompted to add more details, and “Exchange” will be displayed at the top. Select the “Use Advanced Settings” option.

(2).



(3).



- 4. Enter account/server details (By default you may have many areas already filled in, you may need to change them). Enter correct details and select "Sign in".


Server: mail.guild.curtin.edu.au
Domain: cusg

Email Address: Your guild email address
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).

3:39 pm Fri 23 Aug 71%

[Not Exchange](#) ?



Exchange

Email Address
g.velios@guild.curtin.edu.au

Password
●●●●●●●●

Description
Work

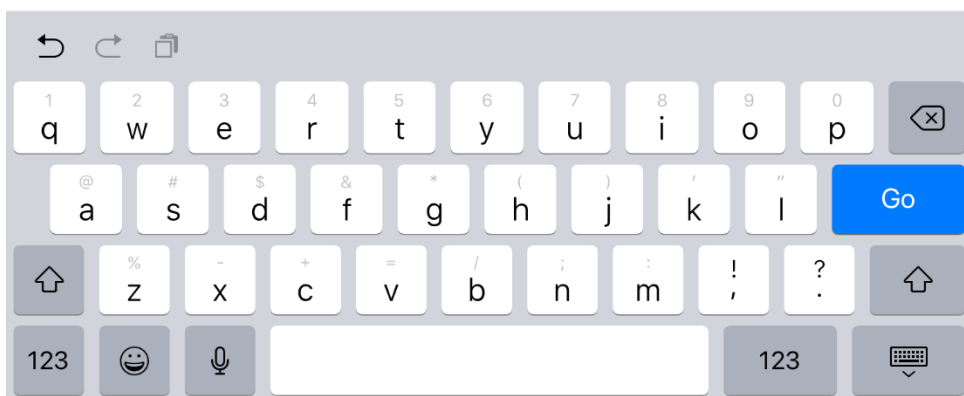
Server
mail.guild.curtin.edu.au

Domain
cusg

Username
georgev

Use Advanced Settings

[Sign in](#)



Login with Browser - iOS:

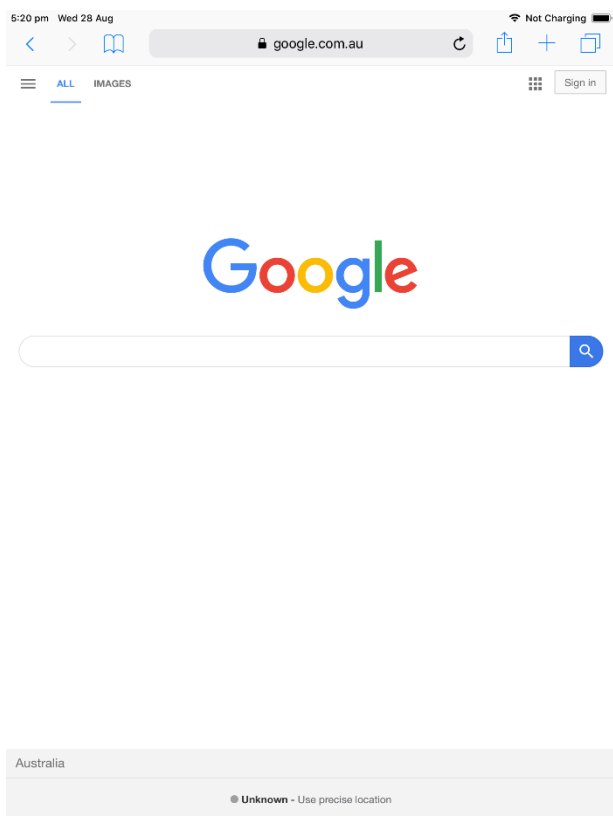


1. Open the browser of your choosing. The screenshots used below are from Safari, but all browsers will work the same.
2. Type in: `https://mail.guild.curtin.edu.au/` into the address bar* (URL bar), and press go/enter.
**Top bar of the screen, usually where you enter searches and other websites.*

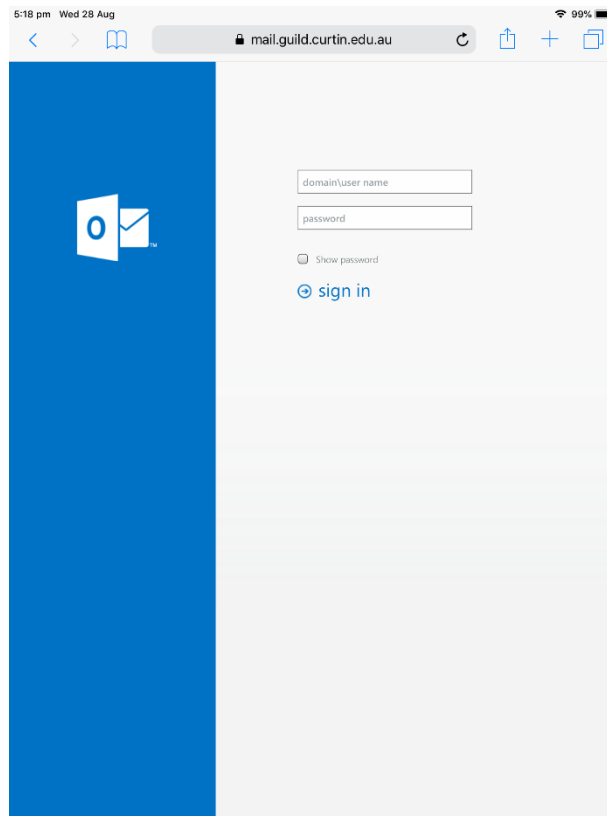
<https://mail.guild.curtin.edu.au/>

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

(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).

