

Setting up Email on a Personal Android Device

Employees and students at Cuesta College have different e-mail systems. As a result, accessing Cuesta e-mail on an Android device is different for employees than it is for students.

Setup for Cuesta Employees

Install the Outlook app:

1. Go to the Play Store.
2. Search for “Microsoft Outlook”.
3. Tap on (Microsoft) Outlook.
4. Tap Install.
5. Tap Accept.
6. Tap Open (or the Outlook icon) to run.

Note: If it is your first time using the app, tap Get Started and read past the info screens. Then, Tap Add Account.

7. Enter your email address.
8. Enter your password.
9. Email will display

Setup for Students

Option 1 – E-mail via myCuesta

1. Launch your mobile device’s web browser.
2. Go to <http://my.cuesta.edu>
3. Log into myCuesta.
4. Click on **Student email is available here** in the “Student Email” channel on myCuesta’s Student tab.
5. Log into your student email account.

Option 2 – Forward e-mail

1. Configure your student e-mail to be forwarded to another personal e-mail account.
2. Set up your mobile device to receive the other personal e-mail.
For assistance with forwarding gmail, please reach out to support@my.cuesta.edu.