

## Setting up Email on a Personal Apple iOS Device

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

### Setup for Cuesta Employees

#### Install the Outlook app:

1. Go to the App Store.
2. Search for “Microsoft Outlook”.  
*Microsoft Outlook should appear at the top of the search list.*
3. Tap Get.
4. Tap Install.
5. If prompted, enter your Apple ID password and tap OK.  
*Outlook will install.*
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](mailto:support@my.cuesta.edu)