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

Option 1 – 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

Option 2 – Create an Exchange account:
1. Tap the Settings button.
2. Tap Passwords & Accounts.
3. Tap Add account.
4. Tap Exchange.
5. Enter your cuesta email address.
   If desired, enter a description.
6. Tap Next.
7. Choose Sign In and enter your cuesta email address and password.
8. Slide switches to ON for the services you want to synchronize, then tap Save.

Setup for Students

Option 1 – E-mail via myCuesta
1. Go to http://my.cuesta.edu
2. Log into myCuesta.
3. Click on Student email is available here in the “Student Email” channel on myCuesta’s Student tab.
4. 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