

CUSSD Email Setup

Frequently Asked Questions

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TABLE OF CONTENTS

Staff Email Setup for MacBook 1
 Staff Email Setup for iPads..... 1

How Do I Set Up my Staff Email on a MacBook?

1. Connect to the SMM-Staff (or CESW-Staff) wireless network. Open a browser and navigate to a website to confirm that wireless is working.
2. Launch Outlook (look for a yellow “O” icon in the dock).
3. You should be prompted to add an account. Click on Exchange Account.
4. Enter your full email address (firstname.lastname@christianunified.org).
5. “Method” field should be set to “User Name and Password”.
6. In the “User name” field, enter your domain name and username (the same username you use to log into email), in the following manner: `smmnet\jdoe`
7. Enter your network password (the same password you use to log into email) in the “Password” field.
8. Leave the “Configure automatically” box checked, and click “Add Account”.
9. If you entered your credentials correctly, your mailbox will synchronize, and you can either add another account or close the Accounts window.

How Do I Set Up my Staff Email on an iPad?

1. Connect to the SMM-Staff (or CESW-Staff) wireless network. Open a browser and navigate to a website to confirm that wireless is working.
2. Tap the Mail icon at the bottom of the screen.
3. Tap Exchange.
4. Enter your full email address (firstname.lastname@christianunified.org), network password, and a description of the account, if desired (for example, CUSSD email).
5. Tap Next.
6. Fill in all the fields:
 - a. Server: mail.christianunified.org
 - b. Domain: smmnet
 - c. Username (same username that you use to log into email)
 - d. Network password (same password that you use to log into email)