


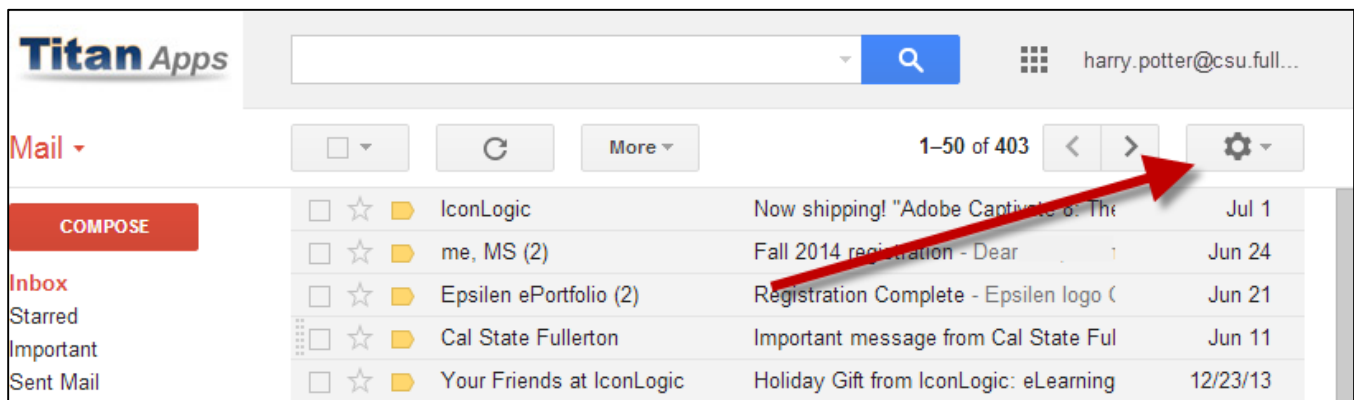
Before you can access your student email account on your Windows 8 phone, you must first enable POP/IMAP features on your student email account and set a special POP/IMAP password for your account. These steps are difficult to do on a mobile device, so it's recommended that you do parts 1 & 2 on a computer/laptop and then do part 3 on your Windows 8 phone.

Contents

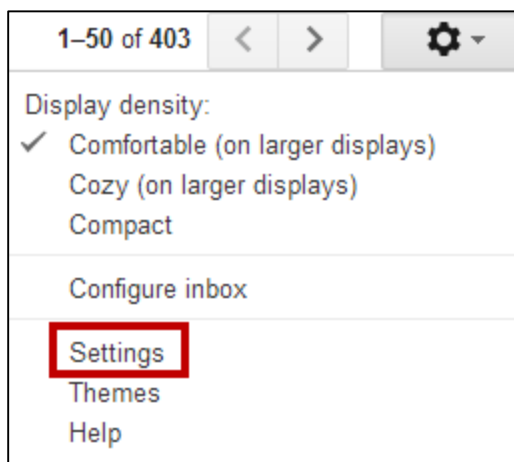
Part 1: Enable POP/IMAP on your Student Email Account.....	1
Part 2: Set a POP/IMAP Password	3
Part 3: Add Your Student Email Account to Your Windows 8 Phone.....	4

Part 1: Enable POP/IMAP on your Student Email Account

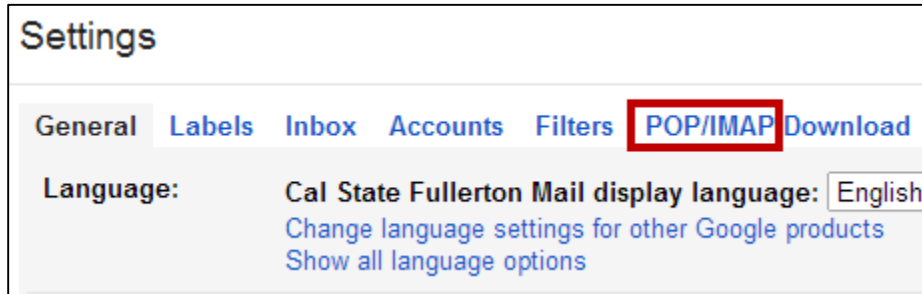
1 Log in to your CSUF student email account and click on the **Settings** icon () at the far right.



2 Select **Settings** from the drop-down menu.

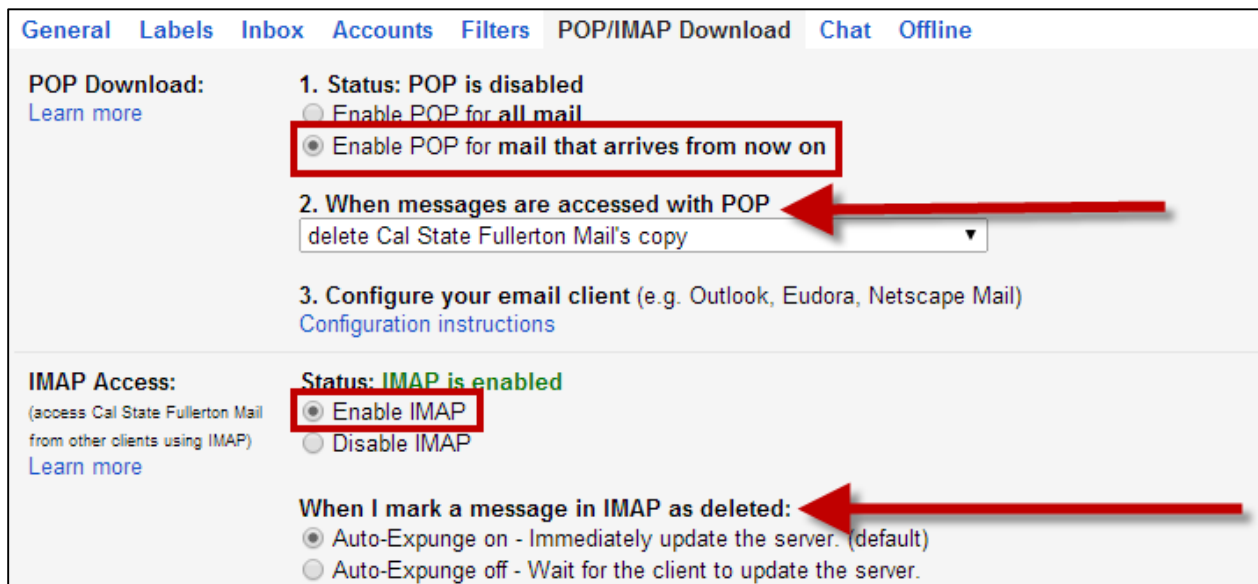


3 Select the **IMAP/POP** menu.

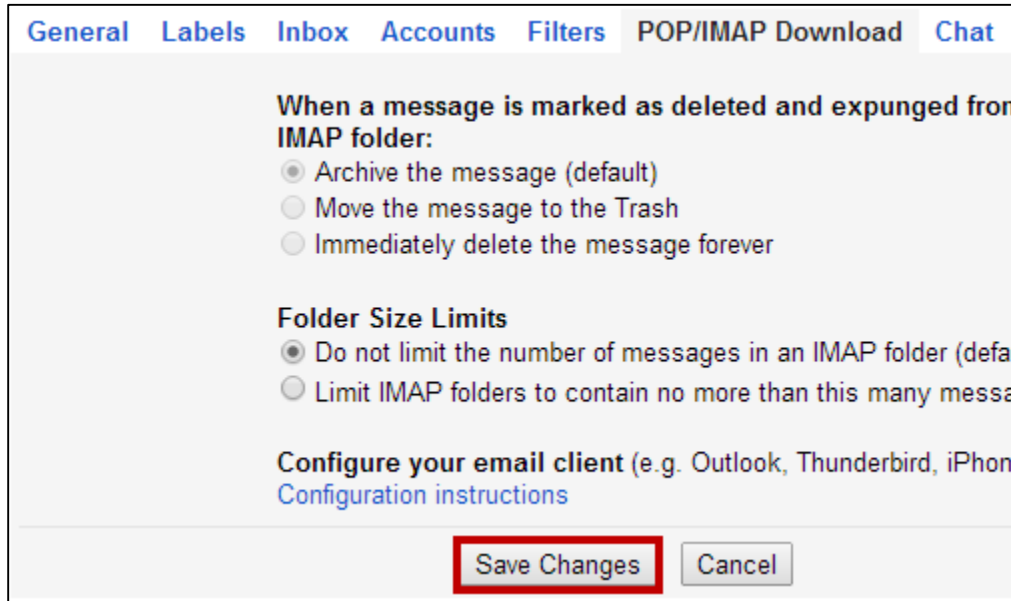


4 In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

NOTE: for both options you should decide what you want to happen with your deleted emails; that is, when you delete an email on your mobile device do you want the email to be deleted from your student email account, archived in your student email account, marked as read in your student email account, or left as unread in your student email account.



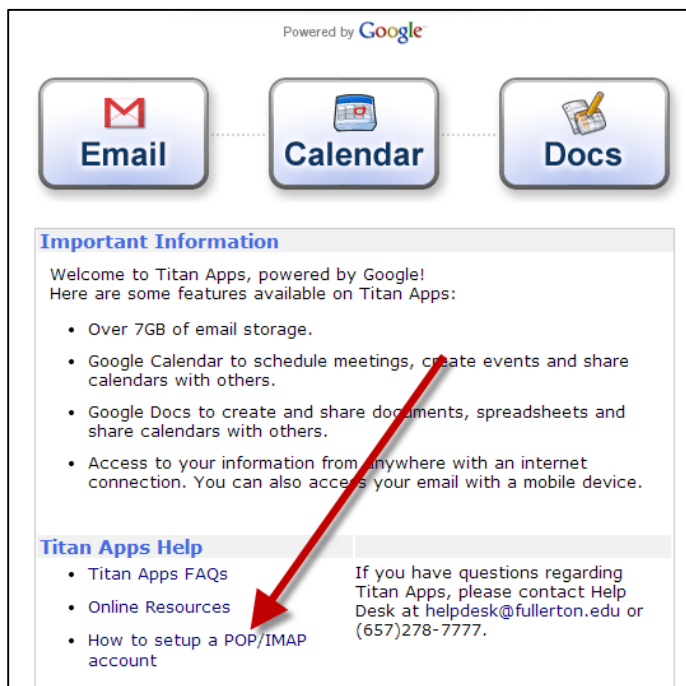
5 At the bottom of the POP/IMAP screen, click **Save Changes**.



Part 2: Set a POP/IMAP Password

1 Log in to your student portal and click on the **Titan Apps** icon/tab.

2 Click on **How to setup a POP/IMAP account**.



3 In the *Step 2 – Set Password* section, enter a strong password that meets the listed requirements and then click **Set Password**.

Note: The password you set may be the same as your current student email/portal password if you wish but note that this does not *change* your student email/portal password.

Step 2 - Set Password

The strong password must contain the following:

- at least 1 lower-case letter
- at least 1 upper-case letter
- at least 1 number
- greater than 10 characters


It may take up to 24 hours to update your new password.
Enter a strong password:

This password is used to access your POP/IMAP account only.
Your CSUF password will not be changed.

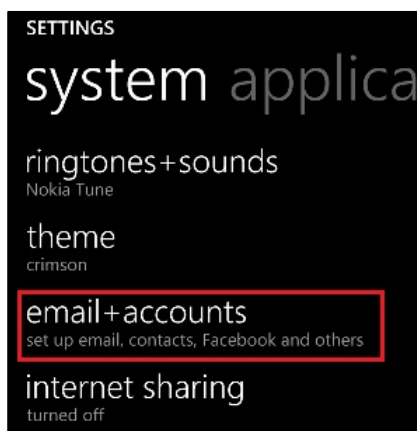
Once the password has been set, it may take 10 minutes to 24 hours to update the system.

Part 3: Add Your Student Email Account to Your Windows 8 Phone

NOTE: These screenshots were taken on a Nokia Lumia 920 phone but these steps should be similar for most Windows 8 phones. View your device's user guide for additional assistance.

1 In the App list, tap **Settings** ().

2 Tap **Email + Accounts**.



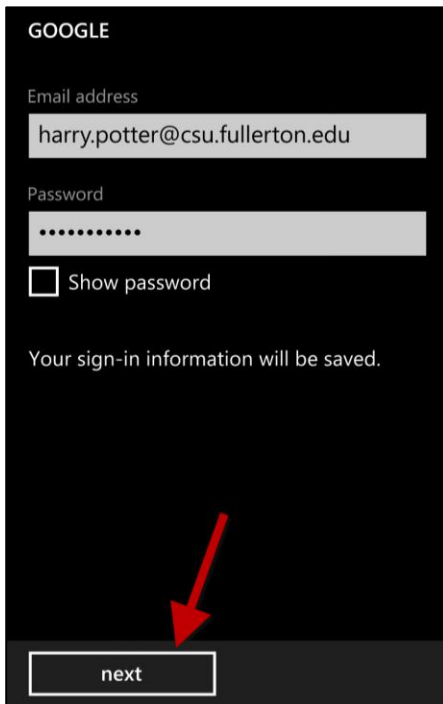
3 Tap **Add An Account**.



4 Tap **Google**. (If you are using Windows 8.1 phone, you may have to tap **Connect**).



5 Enter your student email address and the POP/IMAP password you created in part 2 of this guide. Then tap **Next**.



GOOGLE

Email address
harry.potter@csu.fullerton.edu

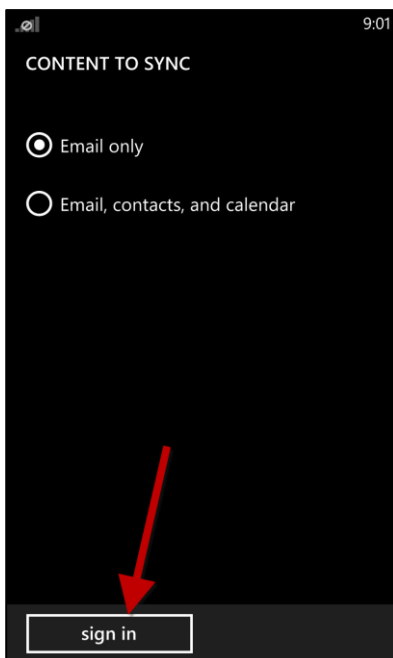
Password
.....

Show password

Your sign-in information will be saved.

next

6 Choose whether you want to just sync your emails or if you want to sync your email, contacts and calendar items.. Then tap **Sign In**.



9:01

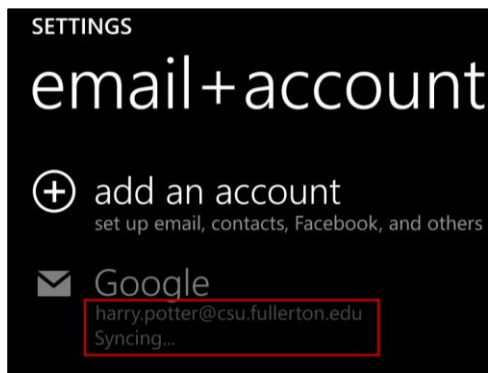
CONTENT TO SYNC

Email only

Email, contacts, and calendar

sign in

7 Once your account credentials are verified, it may take a moment for your emails (and calendar, contacts, etc.) to be synced to your device.



Need more help?

Visit the Student Genius Corner located on the first floor of Pollak Library North. View their website for their hours:

<http://sts.fullerton.edu/sgc>.

Contact the Student IT Help Desk at 657-278-8888 or StudentITHelpDesk@fullerton.edu.