

Where to find your existing emails?

Information for students using CQUniversity Mail during Term 1, 2011

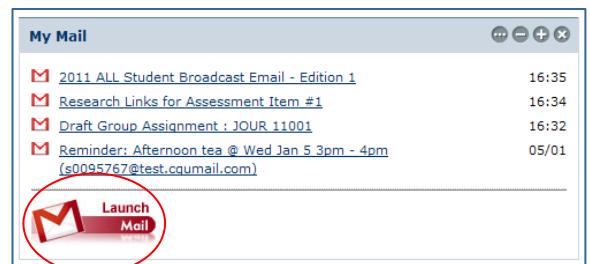
CQUniversity has been working with **Google** to introduce the new **CQUniversity Mail** system.

This means that students now have access to a new lifelong CQUni Mail account, 7GB of increased email storage, and a range of new online collaboration tools. Below is some information about using CQUniversity Mail during Term 1, 2011.

How do I access my Student Email in the new My.CQU Portal during Term 1?

Students can access their CQUniversity Mail account from the **My Mail** application within the new My.CQU Portal.

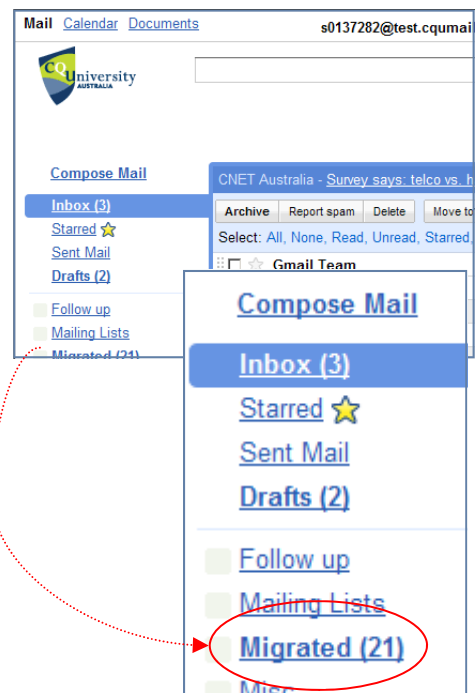
1. Log into the My.CQU Portal <http://my.cqu.edu.au>.
2. To view your Inbox, click on the **"Launch Mail"** icon within the **My Mail** application (pictured right).
2. A new window will open displaying your CQUniversity Mail inbox.



Where can I find my old emails?

From *Monday 14 - Friday 18 February 2011*, each of your existing emails will be transferred to the new CQUniversity Mail system.

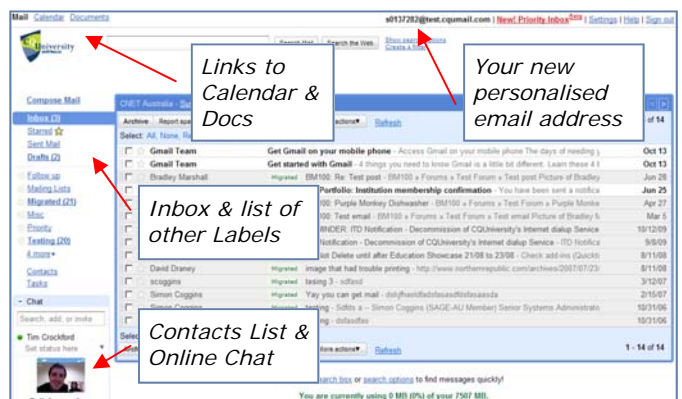
They can be found in the left column under a label called **"Migrated"**.



Other New Features available from CQUniversity Mail...

When using the CQUniversity Mail system you can also:

- Update your personal contacts list and use online chat and video talk to work with other students, friends and colleagues.
- Upload, share and work on documents with other students online in real-time.
- Access your personal Calendar and schedule group appointments such as study sessions with friends.



Want to learn more about CQUniversity Mail? Further information is available on the CQUni Technology website: <http://cqunitech.cqu.edu.au>