



## Connect Your Tech

A Guide to getting the most out of  
Your MSVU Email

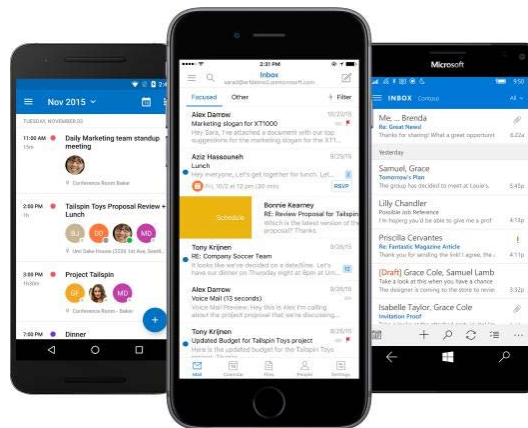


## Option 1: Outlook App



The Microsoft Outlook app is available in both Google Play and the Apple App Store.

Simply search 'Microsoft Outlook'



Once installed open and sign in with your Mount email and password. Calendar and Contacts can also be synchronized so it matches what you see on myMount.

## Option 2:

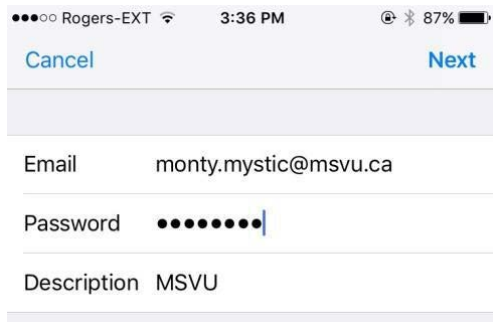
### Adding Your Email to Your Phone Mail App

Note: as smartphones often update please check the official support websites if the instructions are different than the ones shown.

#### iPhone Mail App

Tap Settings > Mail > Accounts > Add Account > Exchange

Enter your Mount email address and password. You can also enter an account description (the description can be whatever you would like).

A screenshot of the iPhone Mail app's 'Add Account' screen for Exchange. At the top, there are status icons (signal, Wi-Fi, Rogers-EXT), the time (3:36 PM), and battery level (87%). Below the status bar are 'Cancel' and 'Next' buttons. The main form has three fields: 'Email' with the value 'monty.mystic@msvu.ca', 'Password' with masked dots, and 'Description' with the value 'MSVU'.

At this point, it should configure automatically. If it asks for further information check your signal and try to enter in the email and password again.

A screenshot of the iPhone Mail app's 'Exchange' configuration screen. At the top, there are status icons (signal, Wi-Fi), the time (9:41 AM), and battery level (100%). Below the status bar are 'Cancel', 'Exchange', and 'Save' buttons. The main section lists five services with toggle switches: Mail, Contacts, Calendars, Reminders, and Notes. All five toggles are currently turned on (green).

#### Android Mail App

Tap Settings > Accounts > Add account > Email

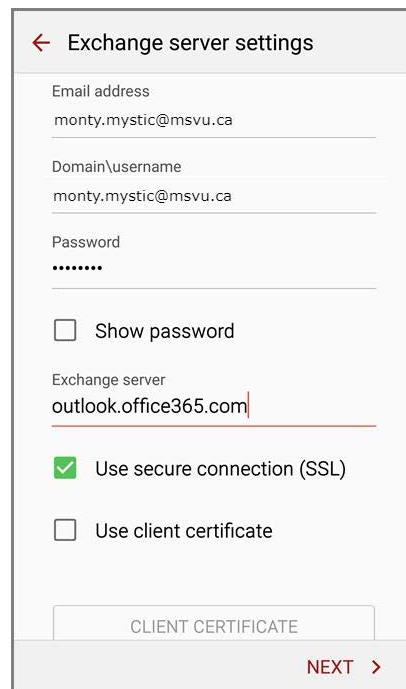
Type your Mount email address and password and then tap **Next**.

Then Tap on **Exchange**.

The phone will then look for settings automatically.

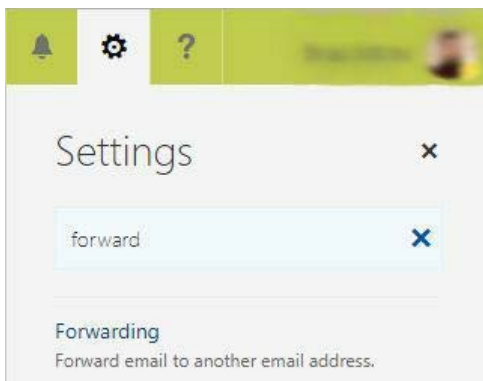
You may have to enter in your server information manually which is

[Outlook.office365.com](https://outlook.office365.com)

A screenshot of the Android Mail app's 'Exchange server settings' screen. At the top, there is a back arrow and the title 'Exchange server settings'. Below this are several fields: 'Email address' with 'monty.mystic@msvu.ca', 'Domain\username' with 'monty.mystic@msvu.ca', and 'Password' with masked dots. There is a checkbox for 'Show password' which is unchecked. Below these is the 'Exchange server' field with 'outlook.office365.com' entered. There are two checkboxes: 'Use secure connection (SSL)' which is checked, and 'Use client certificate' which is unchecked. At the bottom, there is a 'CLIENT CERTIFICATE' button and a 'NEXT >' button.

### Option 3: Forwarding Your Email to Another Account

From your Mount Office 365 email click on the gear on the top right and search 'forward'.



Click on **Forwarding** and enter the email you want your messages to be forwarded to. Check the box below if you want a copy saved to your email account as well (recommended).

Save Discard

**Forwarding**

☒ Start forwarding

Forward my email to:

monty.mystic@msvu.ca

☐ Keep a copy of forwarded messages

☐ Stop forwarding

### Option 4: Email on Your Laptop or Computer via Outlook 2016

You can also download Office 2016 (which includes the Outlook email client) on your PC and Mac.



5 FREE COPIES OF  
MICROSOFT OFFICE 2016

### Forgot Your Password?

You can set challenge questions and reset your network password yourself at

<http://www.msvu.ca/home/student-services/itservices/iforgotmypassword>

IT&S Helpdesk

902-457-6538

[msvu.ca/itservices](http://msvu.ca/itservices)

[helpdesk@msvu.ca](mailto:helpdesk@msvu.ca)