



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:

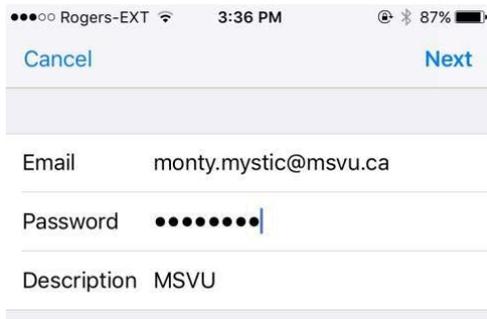
Adding Your Email to Your Phone Mail App

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 account setup screen. At the top, the status bar shows 'Rogers-EXT', signal strength, Wi-Fi, time '3:36 PM', Bluetooth, and 87% battery. The screen has a 'Cancel' button on the left and a 'Next' button on the right. Below these are three input fields: 'Email' with the text 'monty.mystic@msvu.ca', 'Password' with a masked field of dots, and 'Description' with the text '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 account configuration screen. The status bar shows '9:41 AM' and 100% battery. The screen has a 'Cancel' button on the left, the word 'Exchange' in the center, and a 'Save' button on the right. Below these are five rows of settings, each with a toggle switch: 'Mail', 'Contacts', 'Calendars', 'Reminders', and 'Notes'. All five toggle switches are turned on.

Android Mail App

Tap Settings > Accounts > Add account > Email

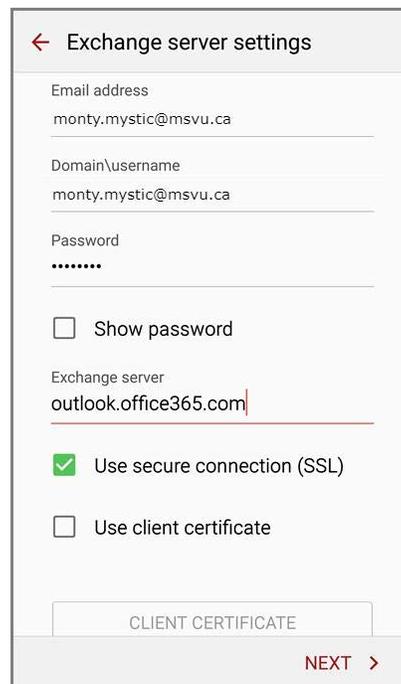
Type your Mount email address and password and then tap **Next**.

Then Tap on **Exchange**.

The phone will then look for settings automatically.

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

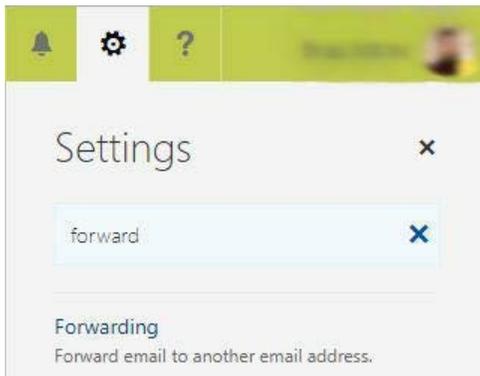
[Outlook.office365.com](https://outlook.office365.com)



A screenshot of the Android Mail app's 'Exchange server settings' screen. The title bar shows a back arrow and 'Exchange server settings'. The screen contains several input fields: 'Email address' with 'monty.mystic@msvu.ca', 'Domain\username' with 'monty.mystic@msvu.ca', and 'Password' with a masked field of dots. Below these are three checkboxes: 'Show password' (unchecked), 'Use secure connection (SSL)' (checked), and 'Use client certificate' (unchecked). At the bottom, there is a 'CLIENT CERTIFICATE' input field 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:

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

helpdesk@msvu.ca