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.
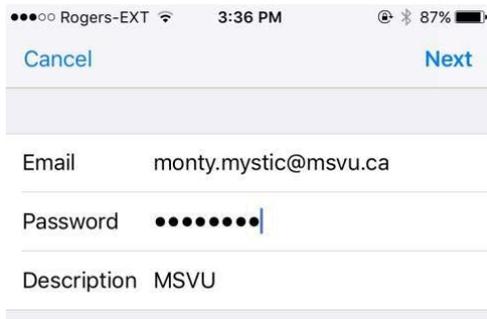
Option 2:

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).

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.

Android Mail App
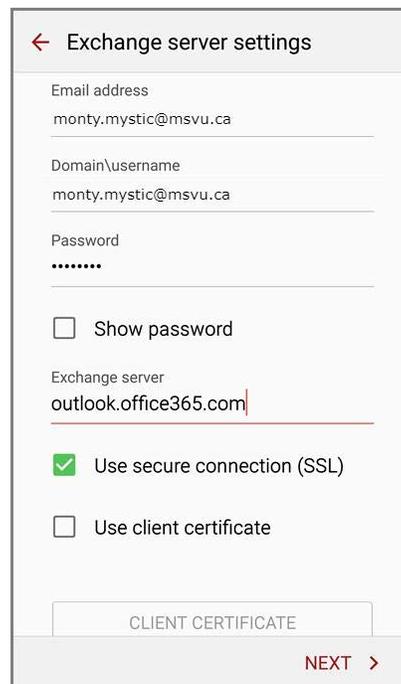
Tap Settings > Accounts > Add account > Email

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

Then Tap on **Exchange**.

The phone will then look for settings automatically.

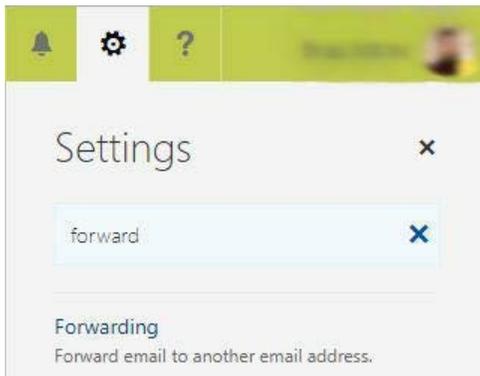You may have to enter in your server information manually which is

Outlook.office365.com

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 forwarded to. Check the box below if you want a copy saved to your email account as well (recommended).

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/studentservices/itservices/iforgotmypassword

IT&S Helpdesk

902-457-6538

msvu.ca/itservices

helpdesk@msvu.ca