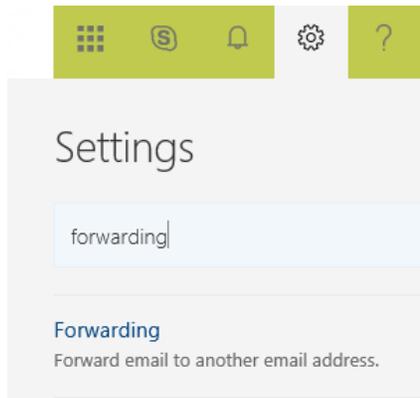


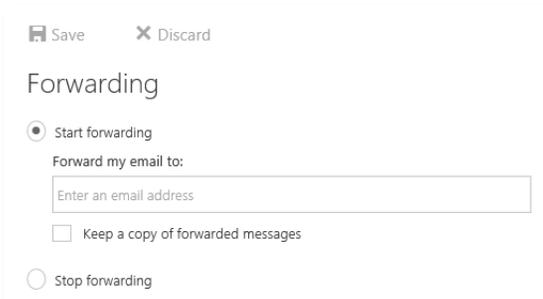
Option 3:

Forwarding Your Email To Another Account

From your Mount Office 365 email, click on the gear at the top right of the page and search “Forwarding”.



Click on **Forwarding** and enter the email you want your messages forwarded to. If you want to save a copy of each email received in your Mount email inbox, be sure the “Keep a copy” box is checked (recommended).



Option 4:

Email on Your Computer Via Microsoft Outlook

You can also download Microsoft Office (which includes the Outlook email application) on your PC and Mac!



5 FREE COPIES OF
MICROSOFT OFFICE

Forgot Your Password?

If you set challenge questions, you can reset your password yourself at msvu.ca/password but if you have not, you can contact the IT&S Help Desk.

IT&S Help Desk, EMF 106

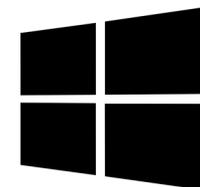
902-457-6538

msvu.ca/itservices

helpdesk@msvu.ca

Get Connected

A Guide to Getting the Most Out
of Your Mount Email

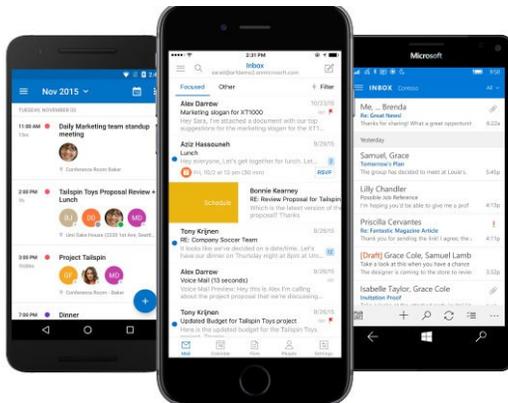


Option 1:

Outlook App

The Microsoft Outlook app is available in both Google Play and the Apple App Store. Simply search for **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 can see in myMount.



Option 2:

Adding Your Email to Your Phone Mail App

Note: As smartphones often update, please check the official support sites if the instructions are different from those shown here.

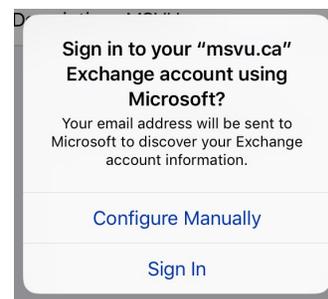
iOS Mail App

Tap **Settings > Accounts & Passwords > Add Account > Exchange**

Enter your Mount email address and any description you like. Hit Next.

Cancel	Exchange	Next
Email	email@example.com	
Description	My Exchange Account	

Click "Sign In".



It will take you to the Mount sign in page, enter your password and click Sign In or Go on your keyboard.

Android Mail App

Tap **Settings > Accounts > Add Account > Email**

Enter your Mount email address and password, then tap **Next**.

Then tap on Exchange.

The phone will look for settings automatically.

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

outlook.office365.com

