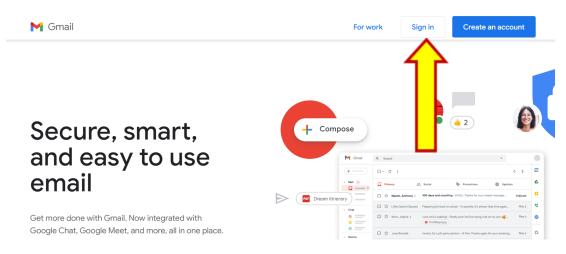


## Step-by-Step Guide Activating the Montclair Email Account

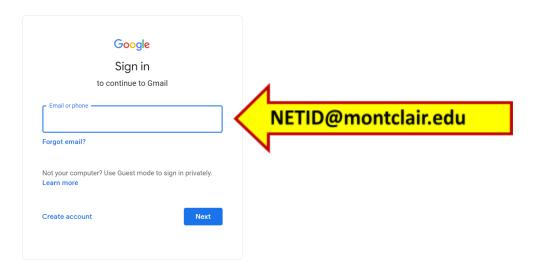
To access the Montclair State University email account, you must first activate the NetID. The NetID is provided to the student, via email, 48 to 72 hours after submitting the new student deposit. Once the NetID is received, it can be activated through the <u>NetID Account</u> <u>Management Center</u>.

After the NetID has been activated, students can log in to their Montclair State University gmail account.



Step 1: Visit <u>www.gmail.com</u> and click on Sign in.

Step 2: Enter the email address as NETID@montclair.edu (Ex: smithd1@montclair.edu).





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**Step 3:** A screen with a request for additional authentication will open. Log in using the credentials (NETID & Password). The password is the same one created when the NETID was activated through the <u>NetID Account Management Center</u>.

User Name	
Password	
LOG IN	<u> </u>
Forgot Username or Password?	
Questions or Concerns please email: netidmanagement@mail.montclair.edu or contact the IT Service Desk at: 973-655-7971	

Questions? Contact Help Desk: <u>netidmanagement@montclair.edu</u> or <u>itservicedesk@montclair.edu</u>