10 Steps to Set-Up Your MSU WebMail on Your Apple iPhone, iPad, and iTouch 4

Step 1
When you turn your Apple iPhone on, you will be on the **home screen**, which will be similar to the one shown below, from the home screen you can click on the **Settings**. Please note, every Apple iPhone is different, so your Settings icon may be in a different location on the home screen. At this time you can select **Mail, Contacts, Calendars**.

Step 2
Please select **Add Account**. When you touch the mail screen for the first time you will see the Add Account page, which will be the screen below, at this time please chose **Other**.
Step 3
You will see the New Account form, please fill this account form out according to your Montclair State University NetID and password, it is very important you type this information correctly. At this time, tap Next.

Step 4
Your iPhone will then automatically look up your account. The next screen will be the New Account Information; Montclair State University WebMail is an IMAP account. At this time you can click Next.
Step 5
Using your finger to scroll on your iPhone you will be prompted to enter the following information. Please note you MUST fill in the username and password in order to send/receive email. Your username and password is your MSU NetID and password.

Incoming Mail Server

Outgoing Mail Server
Step 6
The iPhone will then verify the Montclair State University WebMail account, after which, you will see this screen, make sure each is turned on. You can turn Mail and Notes ON by sliding your finger across the selection. Then click SAVE.

Step 7
After clicking save you will go back to the home screen of your iPhone and select Settings and chose Mail, Contacts, Calendars (refer to Step 1). Now you will see your account listed. Select the account you created. Be sure that the information you submitted is correct, the picture shown is our test account. DO NOT COPY TEST ACCOUNT INFORMATION, USE YOUR OWN NETID/PASSWORD
Step 8
As you scroll with your finger you will see **Outgoing Mail Server** click on this to check that smtp.montclair.edu is your primary server and that it is **ON**. Please note you MUST fill in the username and password in order to send/receive email.

![Outgoing Mail Server](image)

**Step 9**
Click on the Primary Server; make sure the server is slid to the **ON** and the following information is listed. Please keep in mind your username and password is you MSU NetID and password. Click **Done** when this is complete. Please note server port can be either **25** or **587** depending on your iPhone.

Remember this is your NETID/PASSWORD NOT the test account!
Step 10
After selecting done you will be back to the main account screen, in which you can select **Advanced Options**, select this and confirm that the following information is correct. Remember this is YOUR NETID/PASSWORD NOT the test account!

At this time you can return to the home screen of your iPhone and receive/send mail using the Mail application.

**Congratulations! You have successfully set up your MSU WebMail to-go!**