## Citymail Sync to Mobile Device

### Setting up Citymail for iPad/iPhone Mail

1. Navigate to the **Settings** application on your device.
2. Click on **Mail**, then **Accounts** and **Add Account**.
3. Click on **Microsoft Exchange**.
4. In the email field:
   a. Enter your full **Citymail Email Address**.
5. Click on **Configure manually**
   a. Enter your full **Citymail Email Address**
   b. Server: **outlook.office365.com**
6. Click Next, and then Save.

### Setting up Citymail for iPad/iPhone Outlook

1. Open the Apple **Outlook** application.
2. Enter your full **Citymail Email Address** and click on **Add Account**.
3. Click on **Microsoft Exchange** as the account type.
4. Click on **Advanced Settings** and configure as below:
   a. Enter your full **Citymail Email Address**
   b. Server: **outlook.office365.com**
5. Click Sign in.

### Setting up Citymail for Android Outlook

1. Open the **Outlook** email app.
2. Click **Add Account**.
3. Enter your **Citymail Email Address** email credentials.
4. Click **Sign In**.

The new email account will display on the top left icon in the application.

### Setting up Citymail for Android Gmail/Mail

1. Open the **Gmail/Mail** email app.
2. Click **Add Account**.
3. Select **Exchange and Office 365**.
4. Enter your **Citymail Email Address** email credentials.
5. Click Sign In.
6. Accept the Permissions.

---

**Citymail emails use the following format: jdoe000@citymail.cuny.edu**

---

### Multi-factor Authentication (MFA)

By setting up **Multi-Factor Authentication** (MFA), also known as 2-step verification, you add an extra layer of security to your Microsoft 365 (Citymail) account sign-in. Once configured, after entering your password you will be prompted for a second method of verification, like a code sent to your mobile phone.

To learn more, see the MFA and other Citymail resources please visit the Citymail support page: [http://citymail.ccny.cuny.edu/](http://citymail.ccny.cuny.edu/)

For more information on MFA, see videos below:

- **MFA: How to Set up Multi-Factor Authentication in Microsoft Office365 (iPhone & Android)**
- **What is: Multifactor Authentication**