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 **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 **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 Gmail/Mail** M

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