

Adding McNeese email to iPhone or iPad

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1. Choose Settings Icon
2. Scroll down and tap on mail, contacts, and calendars.
3. Select "Add Account"
4. Select "Microsoft Exchange"
5. Enter McNeese email address
6. Username should be email address minus @mcneese.edu (usually first initial and last name)
7. Password will be portal password
8. Description is McNeese
9. Select "Next"
10. Account will now be verified
11. Server information is mail1.mcneese.edu
12. Select "Next"
13. Checkmarks should now appear next to every entry
14. Select options you wish to have visible, "Mail" should be on
15. Tap "Save"
16. Process complete!

NOTE: When selecting the settings option, you have the option to search. Search "Add Account". Select once the option is available. Select "Outlook.com". Sign in with your McNeese username.

