INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

Accessing @MyHunter (Office365) from an iOS Mobile Device

@myHUNTER
YOUR NEW STUDENT E-MAIL

Setting up @MyHunter (Office365) - Apple iPhone, iPad, or iPod touch:

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

2. Tap **Microsoft Exchange**.

3. Enter the information requested in the **Email** and **Password** boxes. **Description** is what you would like to name the account on your mobile device. You need to enter your full e-mail address in the **Email** (for example, jane.smith03@myhunter.cuny.edu).

4. Tap **Next** on the upper-right corner of the screen. Your Apple device will try to find the settings it needs to set up your account.

5. If your Apple device can't find your settings automatically, you will receive a notice that your device cannot verify the identity of "myhunter.cuny.edu." Hit OK. You will need to manually enter your server name into the server field. Enter the server name: outlook.office365.com. Also, enter your complete email address as your username. Leave Domain blank and click **Next**.

6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, Calendars and Reminders are synchronized.

Additional settings may be required. Please contact the Hunter College Student Help desk if you have any difficulty setting up your device:

Email	studenthelpdesk@hunter.cuny.edu
Phone	(212) 650-3624
Location	Thomas Hunter 4th Floor