

How to Configure your MSUB Email on your iPhone or iPad

MSUB IT recommends students utilize the Microsoft Outlook app on your iOS device for your MSUB email. Below are instructions on how to configure Outlook as well as the built-in Mail app.

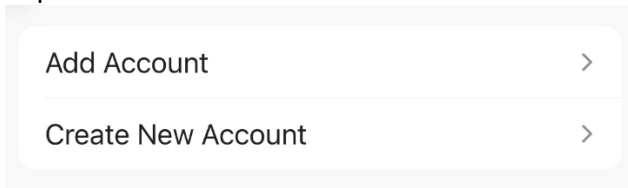
Configuring Microsoft Outlook

- 1) Download Microsoft Outlook from the Apple Store.

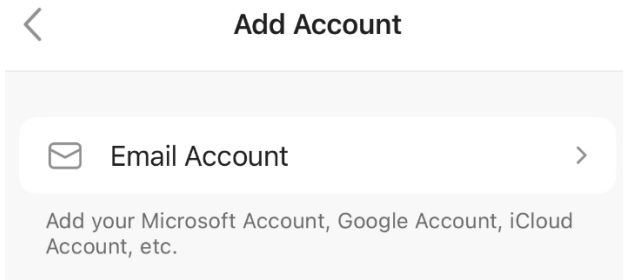


- 2) Open the Outlook app.

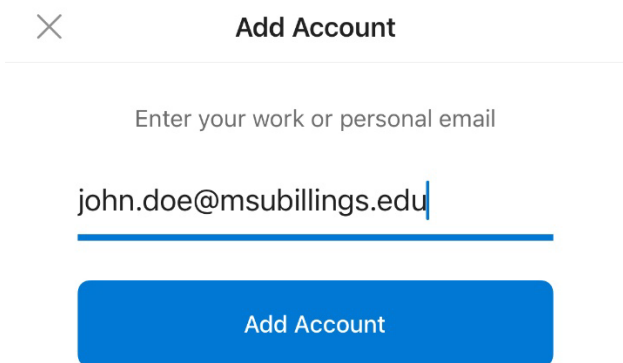
- 3) Tap Add Account.



- 4) Tap Email Account.



- 5) Enter your MSUB email address and tap Add Account.



- 6) Enter the password for your MSUB account.

← @msubillings.edu

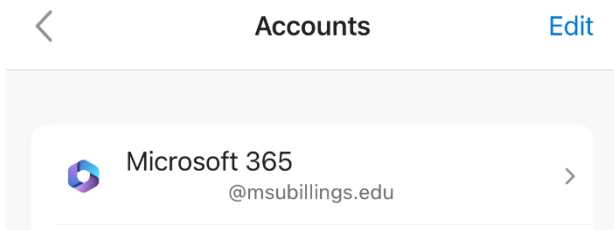
Enter password

.....|

[Forgot my password](#)

Sign in

7) Accept your Duo prompt and your mailbox will be added to Outlook.

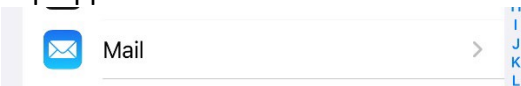


Configuring the Built-In Mail App

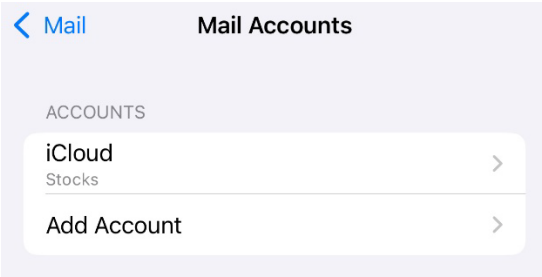
1) Tap the Settings app.



2) Tap Apps and then Mail.

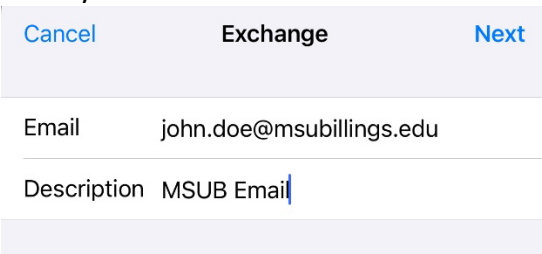


3) Tap Mail Accounts and then Add Account.



4) Tap Microsoft Exchange.

5) Enter your MSUB email address in the Email field and enter your desired description. Then tap Next.

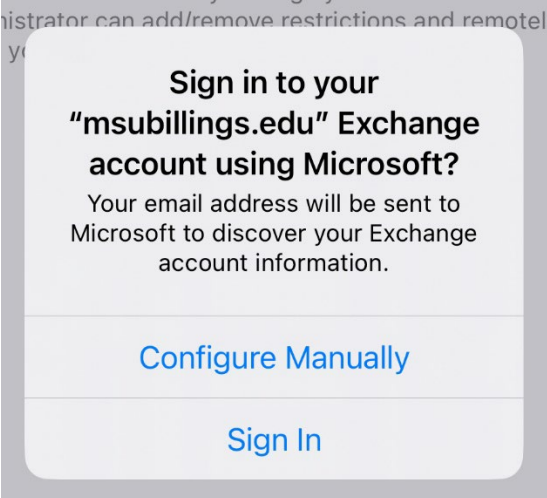


Cancel Exchange Next

Email john.doe@msubillings.edu

Description MSUB Email

6) On the window that appears tap Sign In.



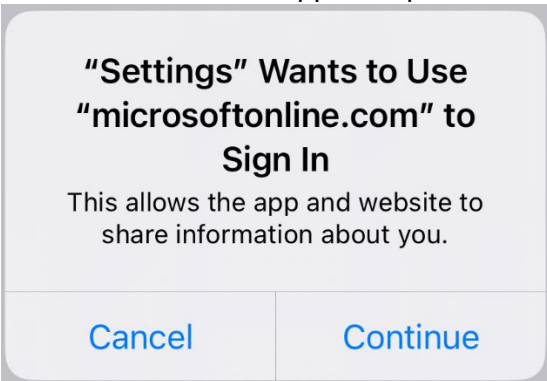
Sign in to your
"msubillings.edu" Exchange
account using Microsoft?

Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

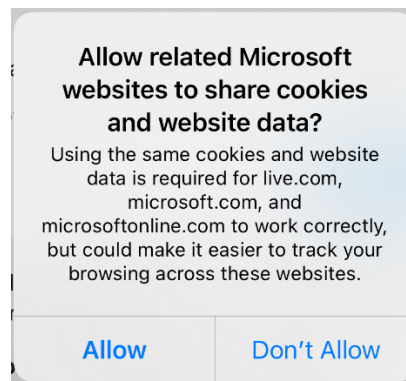
7) On the windows that appear tap Continue and Allow.



"Settings" Wants to Use
"microsoftonline.com" to
Sign In

This allows the app and website to
share information about you.

Cancel Continue

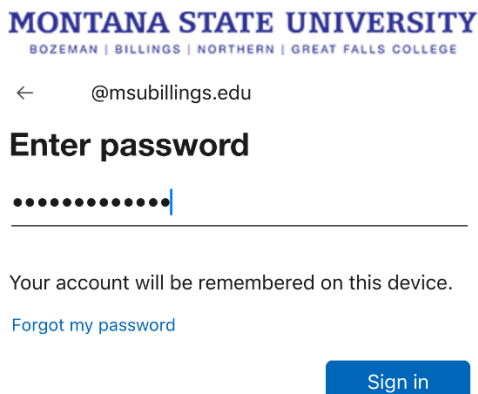


Allow related Microsoft
websites to share cookies
and website data?

Using the same cookies and website
data is required for live.com,
microsoft.com, and
microsoftonline.com to work correctly,
but could make it easier to track your
browsing across these websites.

Allow Don't Allow

8) Enter your password for your MSUB account and tap Sign In.



MONTANA STATE UNIVERSITY
BOZEMAN | BILLINGS | NORTHERN | GREAT FALLS COLLEGE

← @msubillings.edu

Enter password

.....

Your account will be remembered on this device.

[Forgot my password](#)

Sign in

9) Accept your Duo prompt.

10) Tap Continue to trust msubillings.edu and the account will be added to the Mail app.



@msubillings.edu

Do you trust msubillings.edu?

You're about to sign in with your msubillings.edu account. Only continue if you recognize this account.

[Why am I seeing this?](#)



11) Select what you want to sync and tap Save.

