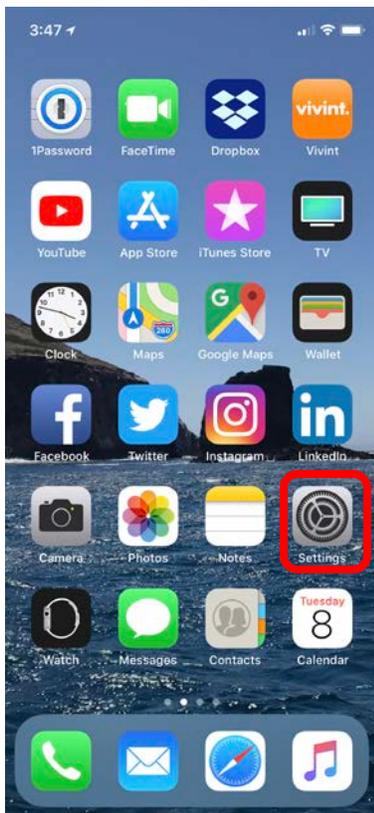# How to Set Up your NMJC Email on Your Mobile Device

These are step-by-step instructions for the following devices: iPhone X (iOS 15.6) and Samsung Galaxy S8 (Android 8.0.0). However, you should be able to use a similar process for any mobile device as long as it supports email. We currently use Microsoft Office 365 as our email software.
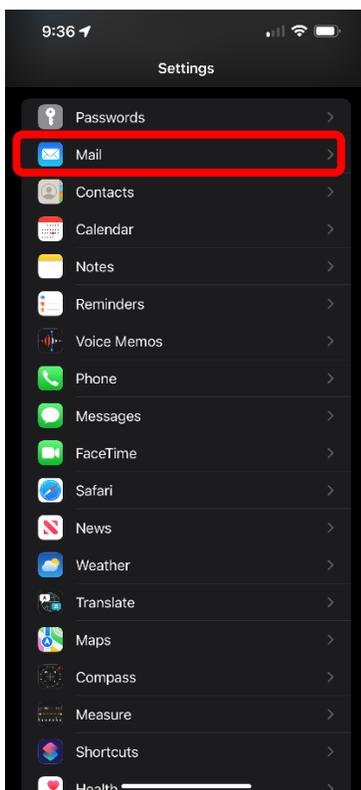
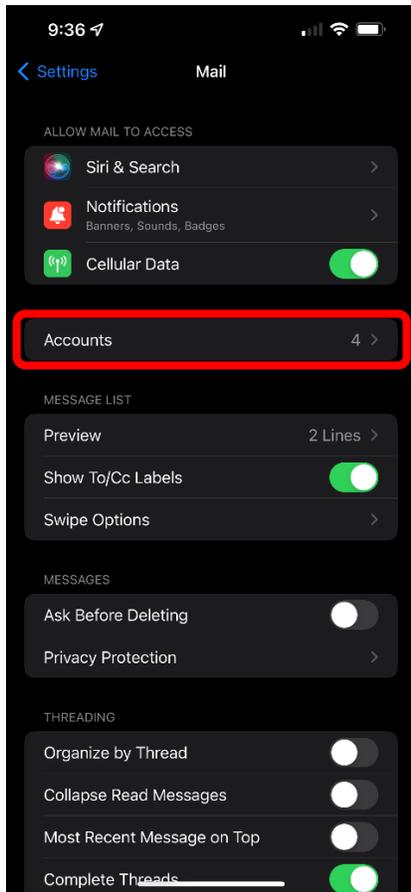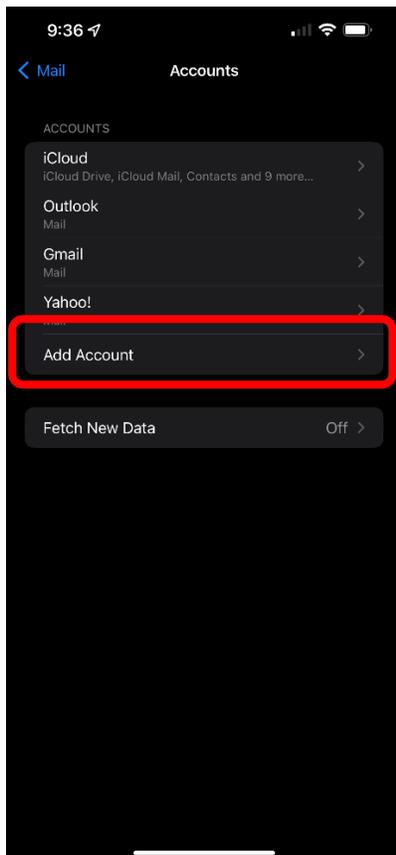# iPhone X (iOS 15.6) [Watch Video](#)

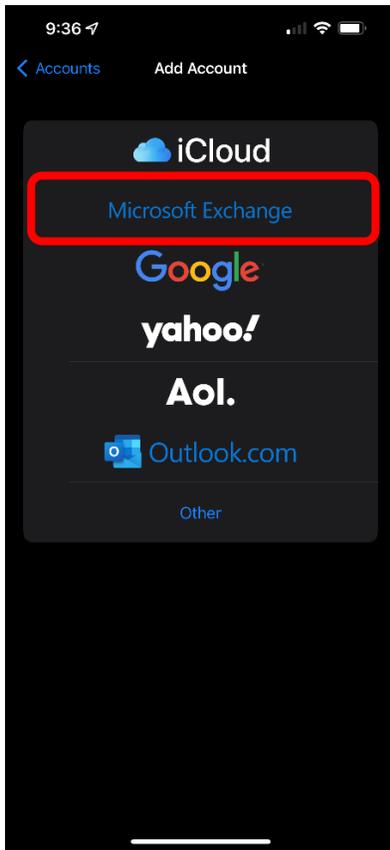1. Tap the Settings app to launch it
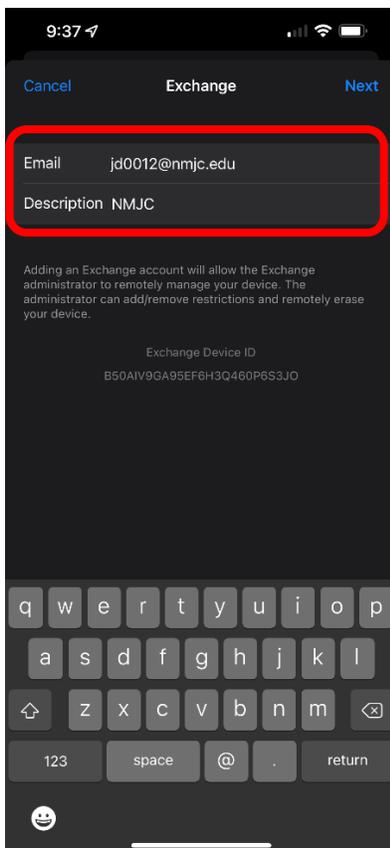

2. Tap Mail

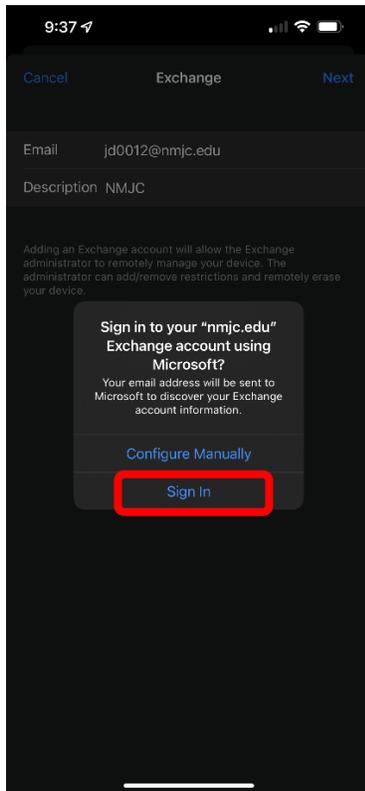3. Tap Accounts
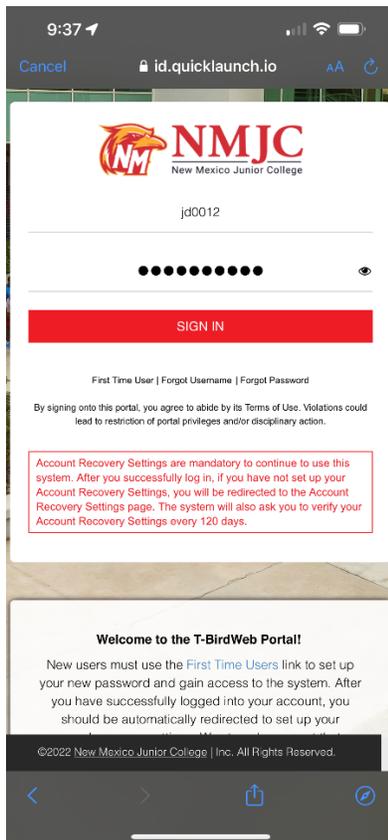

4. Tap Add Account

5. Tap Exchange

6. Enter your complete NMJC email address, give it a description, and then tap Next. See below for an example.
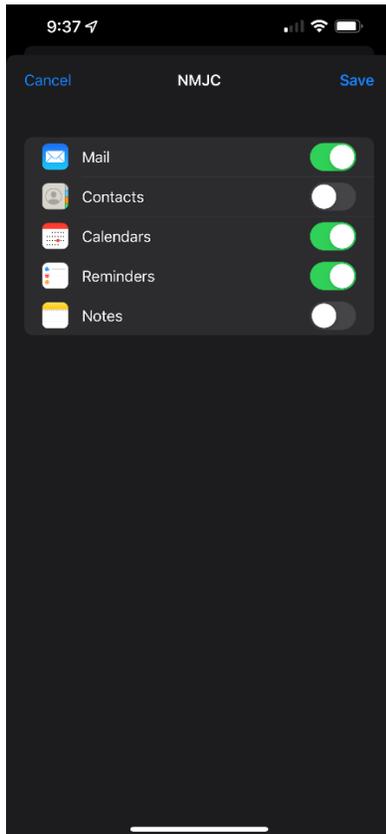
7. Tap Sign In

8. Enter your T-BirdWeb Portal credentials. If you are not directed to this page, please reboot your mobile device.
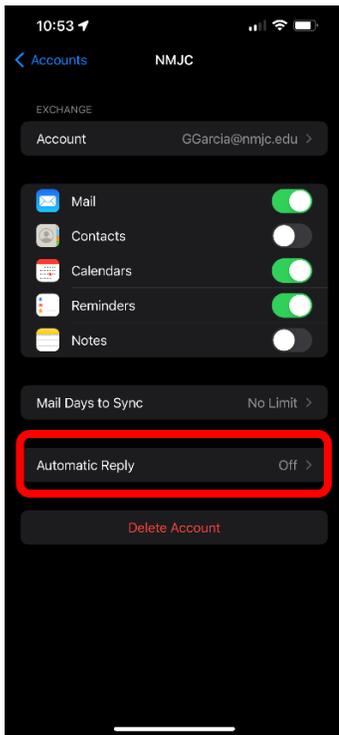
9. If everything is correct, you should get the following screen. It is completely up to you which of these to turn on. Keep in mind that we do not plan to keep your NMJC email account forever and if you are not a current student, employee, or NMJC Retiree, your email account may be deleted after some time. Below are the suggested settings.
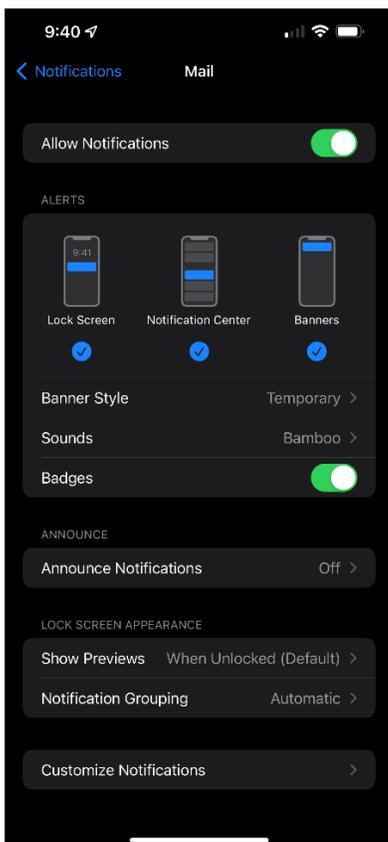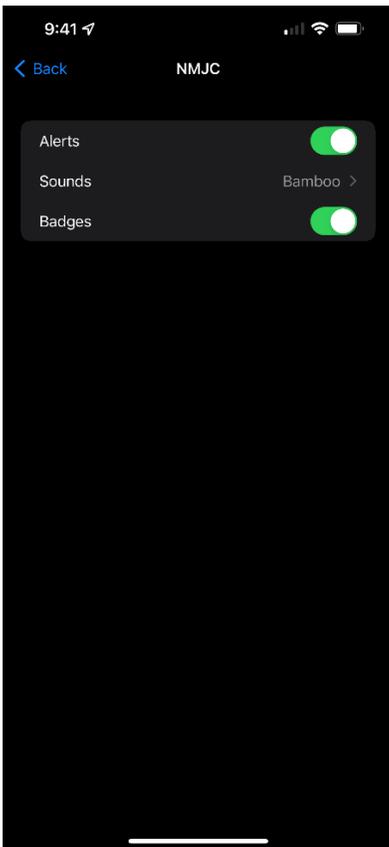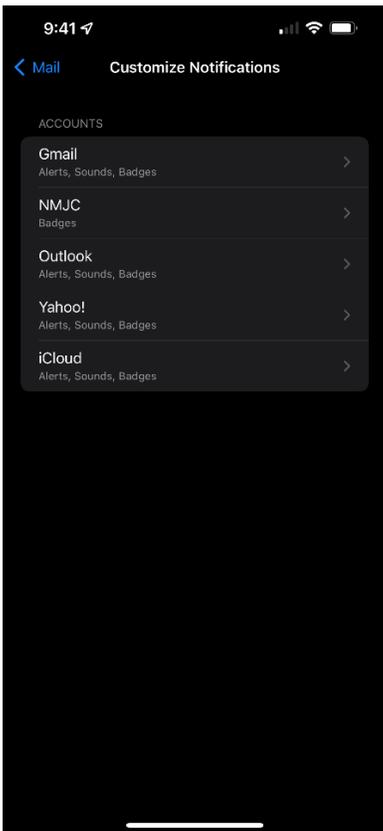

10. The following is completely optional

    •   Sync all emails (Settings → Accounts & Passwords → NMJC [description you used in Step 6] → Mail Days to Sync)
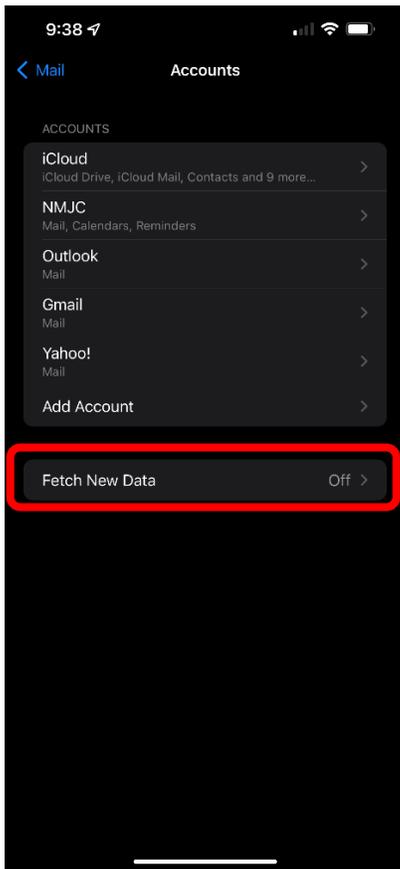
- Turn on notifications for NMJC email (Settings → Notifications → Mail → NMJC [description you used in Step 5])
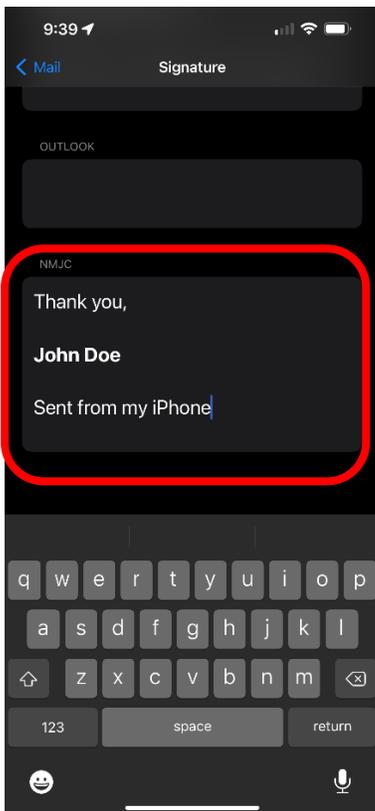
- Fetch New Mail Automatically (Settings → Accounts & Passwords → Set Fetch New Data to Yes

Set this to Yes
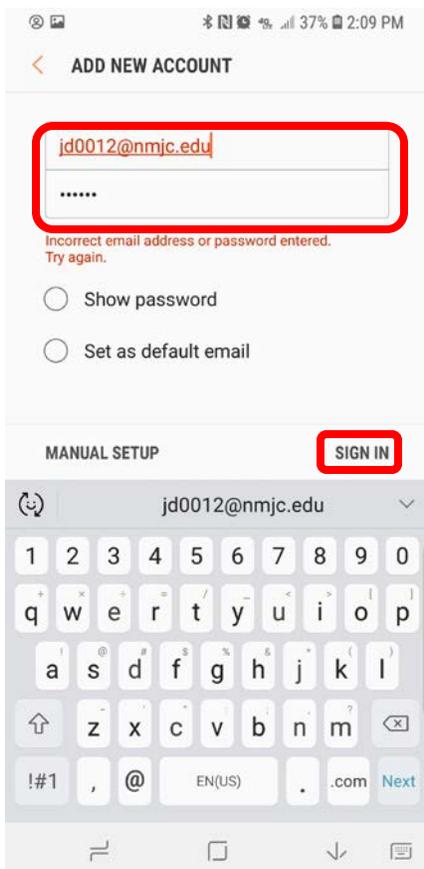
- Create an email signature (Settings → Mail → Signature)
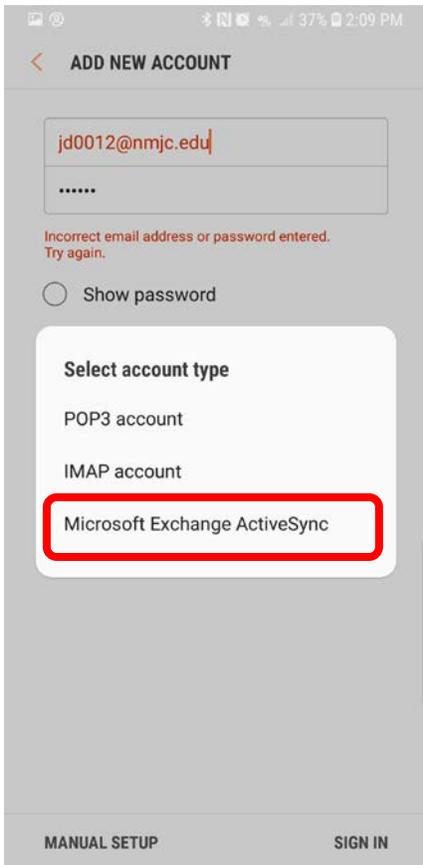
Samsung Galaxy S8 (Android 8.0.0)
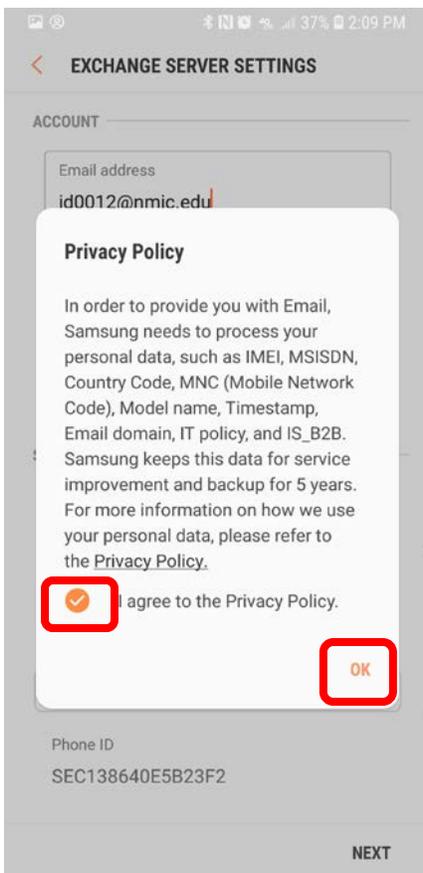
1. Tap the Email app to launch it

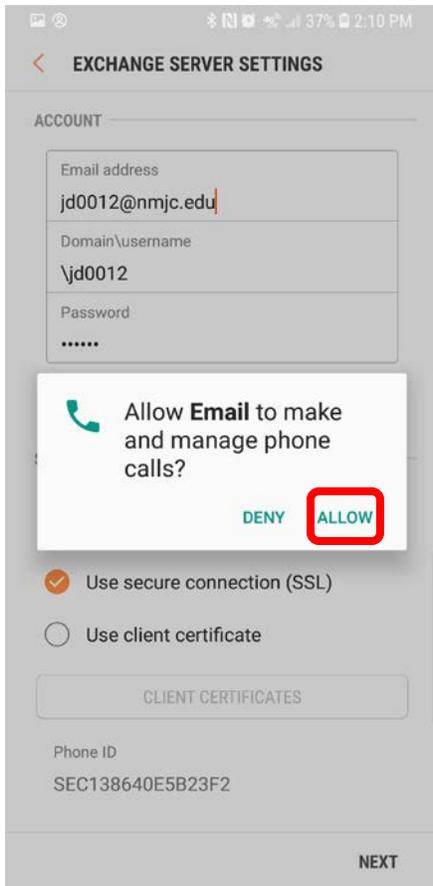2. Enter your complete NMJC email address and password and the tap SIGN IN
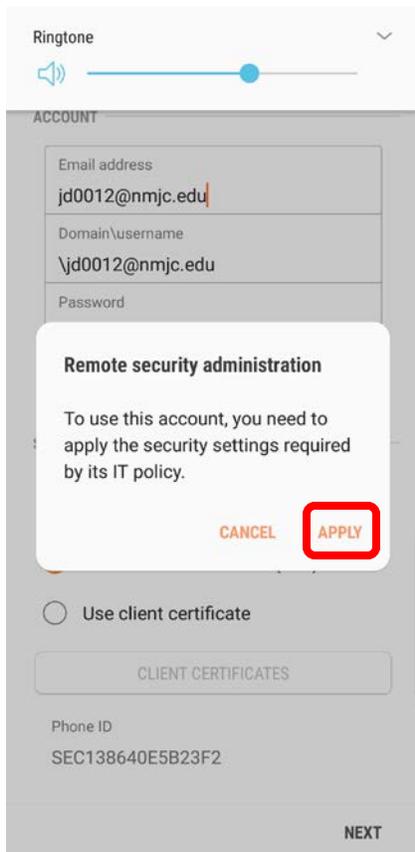
3. Tap Microsoft Exchange ActiveSync

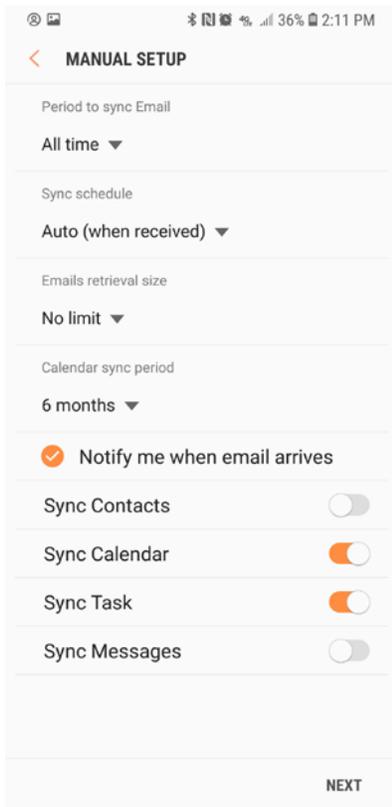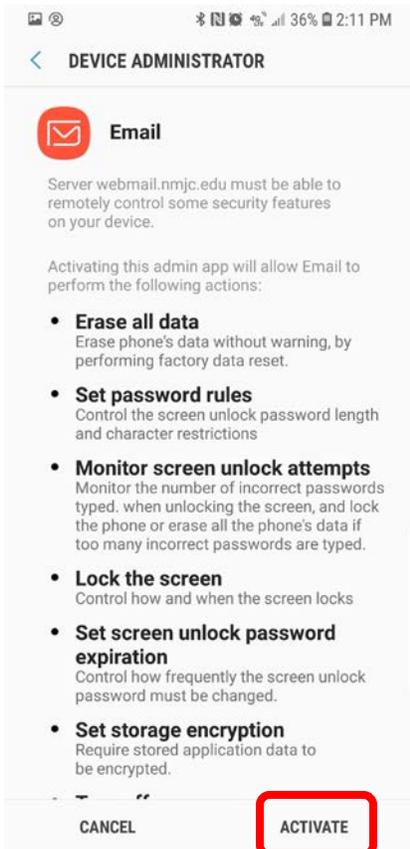4. Tap the checkbox to agree and then tap OK

5. Tap ALLOW

6. Tap APPLY

7. It is completely up to you which of these to turn on. Keep in mind that we do not plan to keep your NMJC email account forever and if you are not a current student, employee, or NMJC Retiree, your email account may be deleted after some time. Below are the suggested settings.

8. Tap ACTIVATE

9. Give it a description of your choice and then tap DONE. We suggest NMJC.