Configure iPad to receive BMCC Email

1. If this is the first account you’re setting up on the iPad, tap Mail.

Otherwise, from the Home screen choose Settings > Mail, Contacts, Calendars > Accounts and choose Add Account....

2. Fill in all the required information below:
   - **Name**: Your name.
   - **Address**: Your BMCC Email address.
   - **Password**: Your BMCC Email web password.
   - **Description**: The name you want to give this email account.

Once you complete this screen, tap Next to continue.

3. **Incoming Mail Server**
   - **Host Name**: mail.bmcc.cuny.edu
   - **User Name**: Your web mail user name.
   - **Password**: Your web mail password.

4. **Outgoing Mail Server**
   - **Server**: ON.
   - **Host Name**: mugin.bmcc.cuny.edu
   - **User Name**: Your Novell user name.
   - **Password**: Your Novell password.
   - **SSL**: ON
   - **Authentication**: Password
   - **Server Port**: 25

Your Email account should be setup if everything is successful. Enjoy!

If you change your Novell password, you will have to also change it on the outgoing settings for your account since it uses your Novell password. If you need help, please contact the helpdesk x8379.