

Setup MYMDC.net Account on Microsoft Outlook

The steps below will guide you on how to setup your MYMDC.net email using Microsoft Outlook on Android and Apple (iOS) devices.

Preparation Steps

- a) Make sure you are able to login to your Student Email using your student username FirstName.LastName00#@mymdc.net
- b) If you are having password issues, please visit https://www.mdc.edu/password/
- c) You must have MFA setup prior to proceeding. For more information about MFA visit our MFA support page.

NOTE: Your student email can always be accessed via <u>http://email.mymdc.net/</u> or directly from www.gmail.com

Click your device type







Microsoft Outlook: Apple iOS

The following steps will guide you on how to setup your MYMDC.net account on an Apple iOS device.

Step 1:

Download the Microsoft Outlook app from the Apple App store



Step 2: Open the Outlook app on your mobile device

Click on the circle/picture on the top left corner. Then click on the "Gear" icon to access the Settings menu.







Click on "Accounts" then on "Add an account" and "Email Account"





Step 3:

Enter your full student email address *Example: John.Smith001@mymdc.net*

Click "Add Account"



Step 4: On the Microsoft Sign in page enter your full student email account	Microsoft Sign in someone@example.com Can't access your account?	
Click " Next "	Next	
On the Miami Dade College sign on page enter your full student account & password	Sign in with your Miami Dade College account:	

Password

Click "Sign In"



Step 5:

You will now be prompted to authenticate using MFA via the **Microsoft Authenticator** App If you have NOT setup MFA please visit our <u>MFA support page</u>.

Enter the code from the MFA pop up into your Microsoft Authenticator app	Microsoft @mymdc.net Approve sign in request
THIS IS JUST AN EXAMPLE. The number you get will probably not match the number in the image on the right Step 6:	 Open your Authenticator app, and enter the number shown to sign in. 13
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	G Sign in with Google

Click "Continue"

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Done accounts.google.c	:om 🖵 🖒		
G Sign in with Google			
Sign in to Microsc apps & services	oft		
0003@mymdc.net			
By continuing, Google will share your name, email address, language preference, and profile picture with Microsoft apps & services. See Microsoft apps & services's Privacy Policy and Terms of Service. You can manage Sign in with Google in your Google Account.			
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Click on "Select All"

Then click on **"Continue"** to complete the setup.

Microsoft apps & services wants access to your Google Account				
	o003@mymdc.net			
Sel Mic	ect what crosoft apps & services can access			
	Select all			
M	Read, compose, send, and permanently delete all your email from Gmail. Learn more			
	See, edit, download, and permanently delete your contacts. Learn more			
4	See, edit, create, and delete only the specific Google Drive files you use with this app. Learn more			
53	See, edit, share, and permanently delete all the calendars you can access using Google Calendar. Learn more			
	See and download your exact date of			
	accounts.google.com			
2	See your personal info, including any personal info you've made publicly available			
•	See your primary Google Account 🛛 🗸 email address			
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Learn	how Google helps you share data safely.			
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Page | 7

Microsoft Outlook: Android

The following steps will guide you on how to setup your MYMDC.net account on an Android device.

Step 1:

Download the Microsoft Outlook app from the Google Play store

Step 2:

Open the Outlook app on your mobile device



Click on "Add an account"



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Step 3:

Enter your full student email address Example: John.Smith001@mymdc.net



Click **CONTINUE**

Step 4: Click on your account

Choose an account from mymdc.net

to continue to Microsoft apps & services



When asked to select an account click "Add Account to device"





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Step 5:

Enter your full student email address



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Click "Next"

Step 6:

On the **Microsoft Sign in page** enter your full student email account

Microsoft

Sign in

someone@example.com

Can't access your account?



Click "Next"

On the **Miami Dade College sign on page** enter your full student account & password



Sign in with your Miami Dade College account:

	@mymdc.net	
Password		
Sign in		

Click "Sign In"



Step 7:

You will now be prompted to authenticate using MFA via the **Microsoft Authenticator** App If you have NOT setup MFA please visit our <u>MFA support page</u>.

Enter the code from the MFA pop up into your **Microsoft Authenticator** app

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THIS IS JUST AN EXAMPLE. The number you get will probably not match the number in the image on the right

Step 8:

Click "I agree" to the Terms on the Welcome screen.

If asked to select an account, select the student account you just added.



Click "Continue"





Click on "Select All"

COMPLETE

You should now see the **Gmail icon** on the left hand side of the Microsoft Outlook App

