

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 <http://email.mymdc.net/> or directly from www.gmail.com

Click your device type

[Android](#)

[Apple iOS](#)

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:

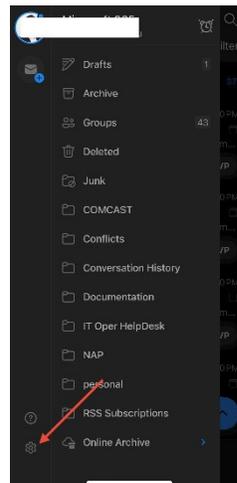
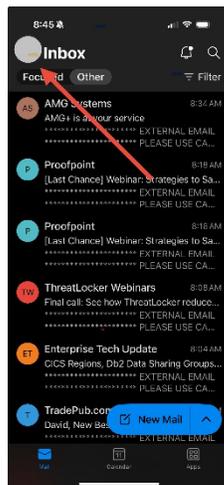
Download the **Microsoft Outlook** app from the Apple App store



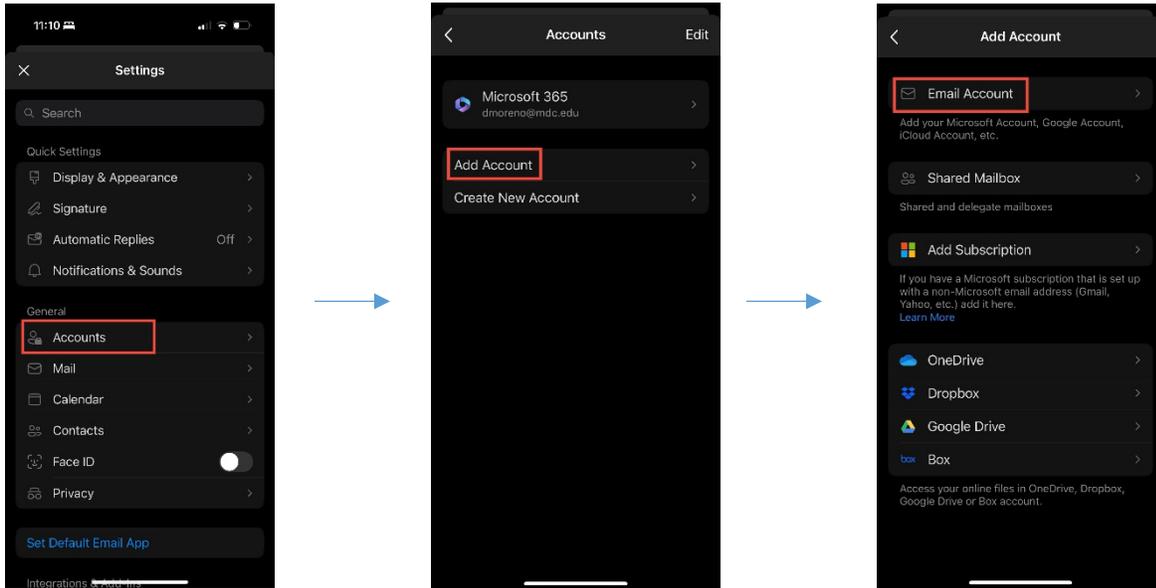
Step 2:

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.



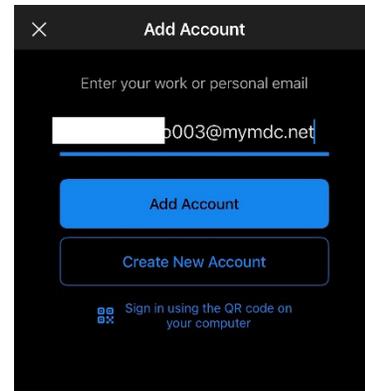
Click on “Accounts” then on “Add an account” and “Email Account”



Step 3:

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

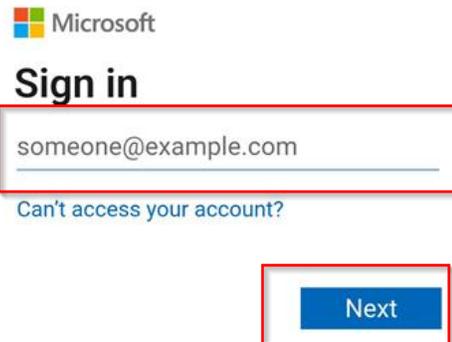
Click **“Add Account”**



Step 4:

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

Click **“Next”**



On the **Miami Dade College sign on page** enter your full student 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 [MFA support page](#).

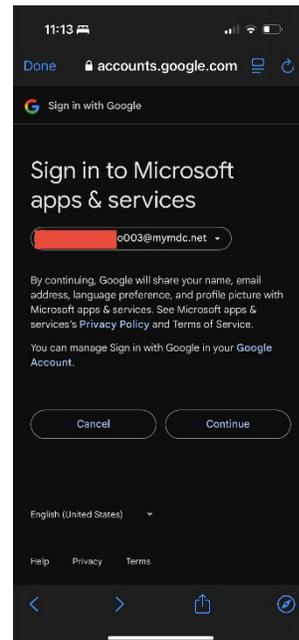
Enter the code from the MFA pop up
into your **Microsoft Authenticator** app

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

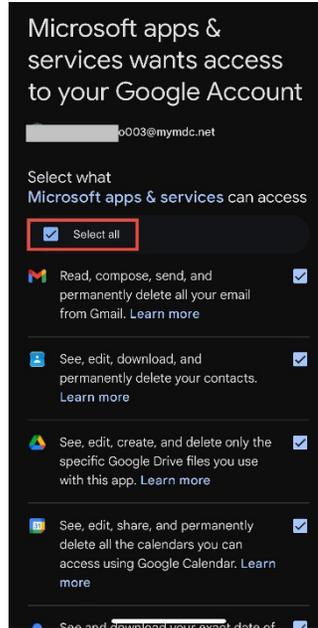


Step 6:

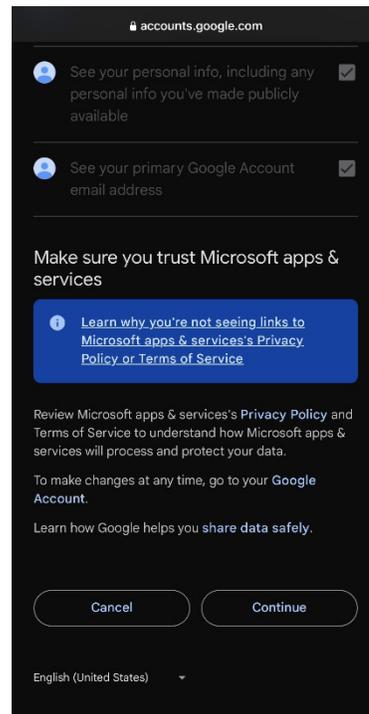
Click **“Continue”**



Click on **“Select All”**



Then click on **“Continue”** to complete the setup.



Microsoft Outlook: Android

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

Step 1:

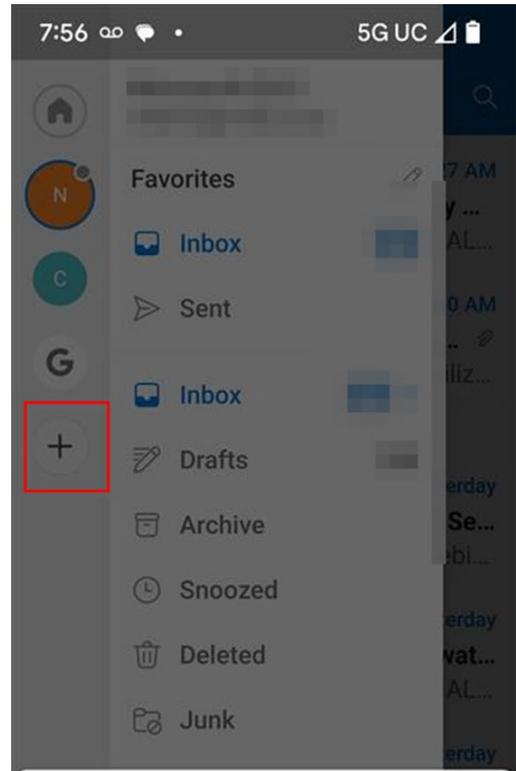
Download the **Microsoft Outlook** app from the Google Play store



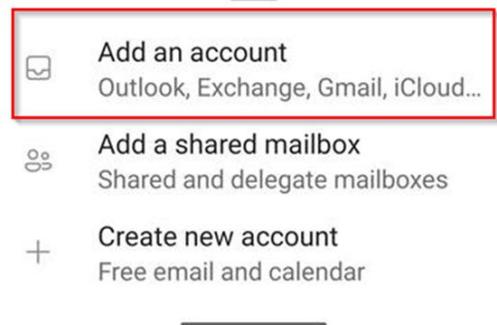
Step 2:

Open the **Outlook app** on your mobile device

Click on the “+” button under “All Accounts”



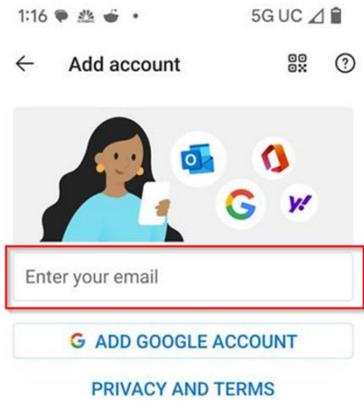
Click on “Add an account”



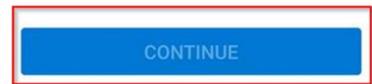
Step 3:

Enter your full student email address

Example: John.Smith001@mymdc.net



Click **CONTINUE**

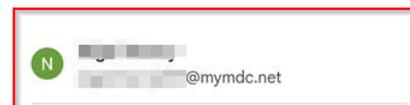


Step 4:

Click on your account

Choose an account
from mymdc.net

to continue to [Microsoft apps & services](#)



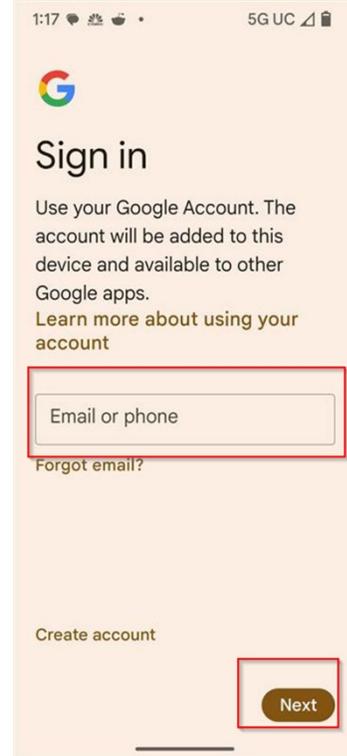
Use another account

When asked to select an account click **“Add Account to device”**



Step 5:

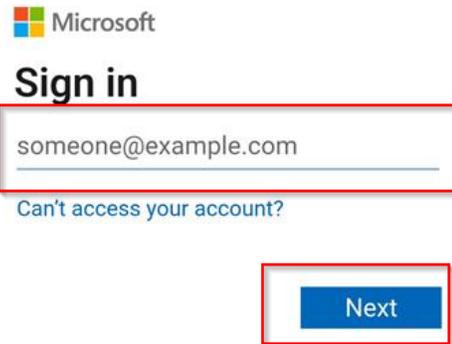
Enter your full student email address



Click "Next"

Step 6:

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



Click "Next"

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



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 [MFA support page](#).

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

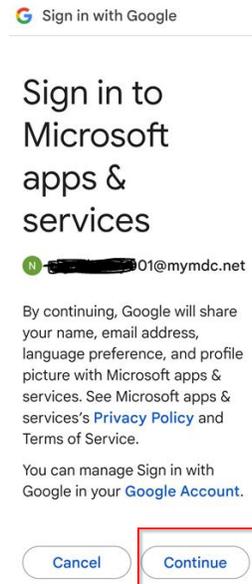
THIS IS JUST AN EXAMPLE. The number you get will probably not match the number in the image on the right



Step 8:

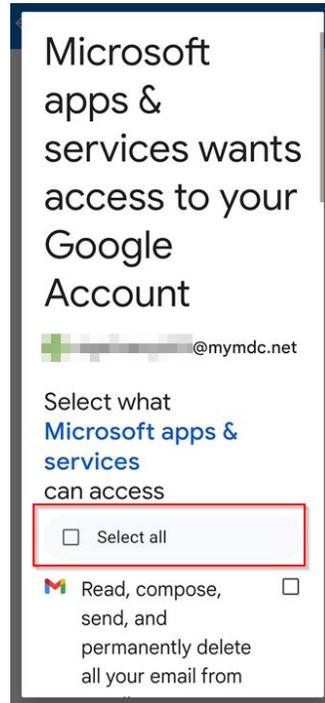
Click **“I agree”** to the Terms on the Welcome screen.

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

