

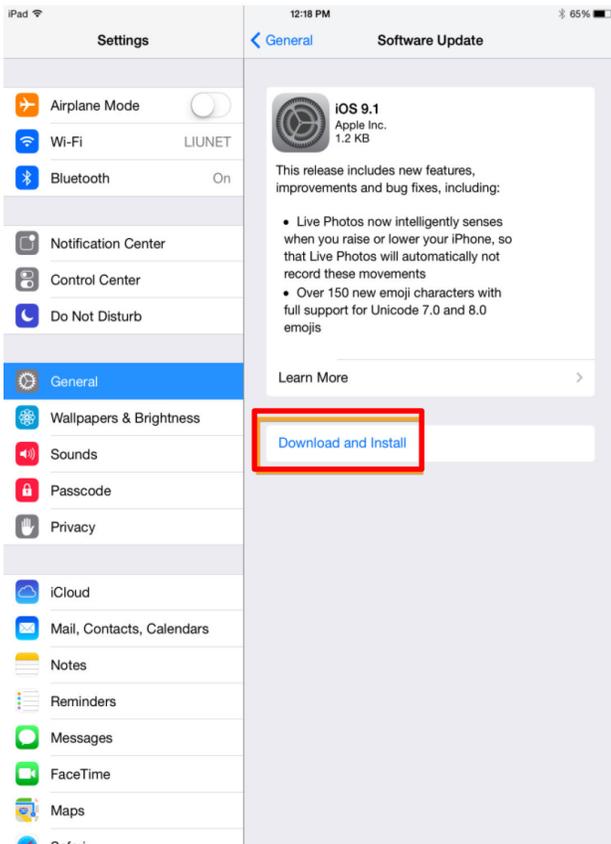
In order to add your MyLIU email to your iOS device you must follow these steps:

STEP 1

Update your iPhone/iPad to the latest iOS version.

Adding LIU mail to iPhone/iPad

1) Update your iPhone/iPad to the latest iOS version.



STEP 2 (On Your Computer)

Login to my.liu.edu and open your mailbox.

2) On your laptop or desktop computer, login to your myLIU account.

3) Open your mailbox.

(Note: This step should be done on a trusted computer.)

The image shows two screenshots of the myLIU portal. The top screenshot is the login page. It features a 'Sign in' form with fields for 'User Name' (containing 'william.donohue') and 'Password' (masked with dots). A 'Login' button is below the fields. To the right, there is a 'Welcome to My LIU Portal' message and a list of links including 'Enroll in Self Service Password Reset', 'Reset your Password', and 'Can't access your account?'. The bottom screenshot shows the main dashboard. On the left is a 'Main Menu' with categories like 'Self Service', 'University Housing', 'Student Center', 'Class Search/Browse Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', and 'Student Admission'. On the right is a 'MyLIU Links' section with icons for 'Mail' (highlighted with a red box), 'Documents', 'Calendar', 'Sites', 'Video', 'My Center', 'Blackboard', 'Make An E-Payment', 'CSI', and 'University Housing'. At the bottom, there is a 'Privacy Statement' link and 'Long Island University' text.

STEP 3

Click on your profile icon in the upper right hand corner, and click the blue link **My Account**. Then on the next screen select **Sign in & Security**.

- 4) Click on your name in the upper right hand corner.
- 5) Click the blue box [My Account](#)
- 6) Select [Sign-in & Security](#).

The image shows two screenshots. The top screenshot is an email inbox from LIU. The right-hand profile menu is open, and the 'My Account' link is highlighted with a red box. The bottom screenshot is the Google My Account settings page. The 'Sign-in & security' option is highlighted with a red box. Below it are sections for 'Personal info & privacy' and 'Account preferences'. There are also 'Security Checkup' and 'Privacy Checkup' buttons.

STEP 4

Click **Enable** in the 2 Step verification option, and get started with the verification process.

(Note: This should be done on a trusted computer)

7) Hit Get Started.

8) Enter your **Phone Number**.

9) Select Text Message.

10) Hit Try It.

← 2-Step Verification

Protect your account with 2-Step Verification

Each time you sign in to your Google Account, you'll need your password and a verification code.
[Learn more](#)

Add an extra layer of security
Enter your password and a unique verification code that's sent to your phone.

Keep the bad guys out
Even if someone else gets your password, it won't be enough to sign in to your account.

GET STARTED

← 2-Step Verification

Let's set up your phone

What phone number do you want to use?

+1234567890

Google will use this number to send you verification codes.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

Text message Phone call

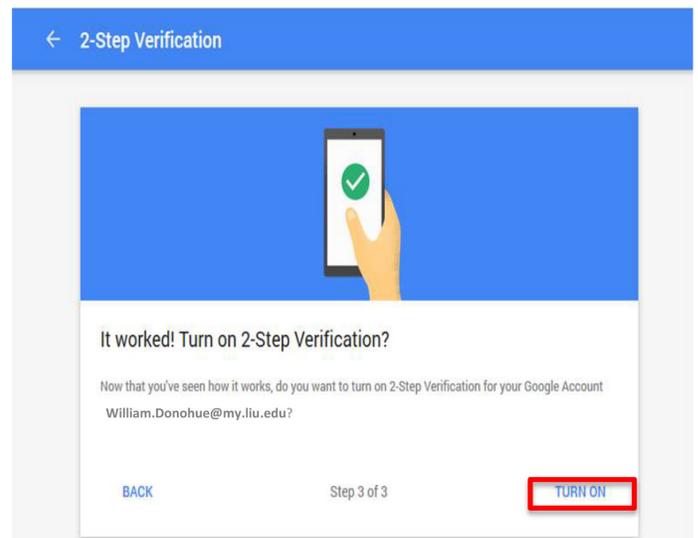
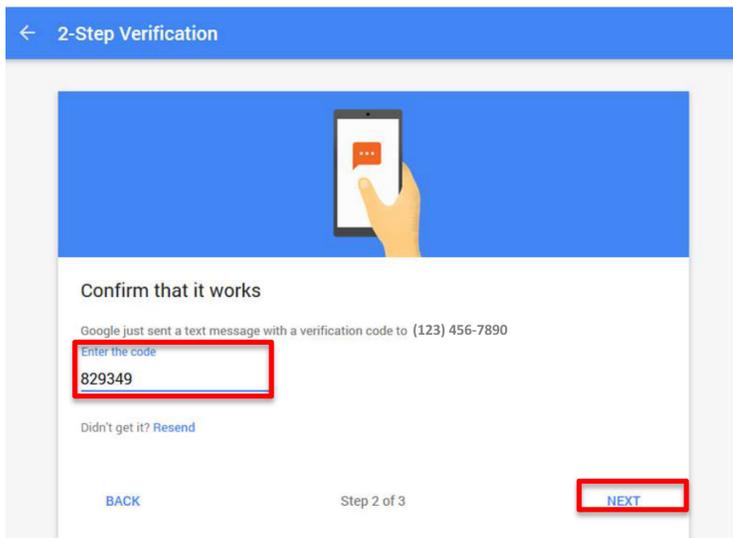
Step 1 of 3

TRY IT

STEP 5

Enter your cell phone number to receive a 6 digit verification code, and after you receive the verification code input that in the next window.

- 11) Enter the 6 Digit Code that was sent to your cell phone.
- 12) Hit Next.
- 13) hit Turn On.



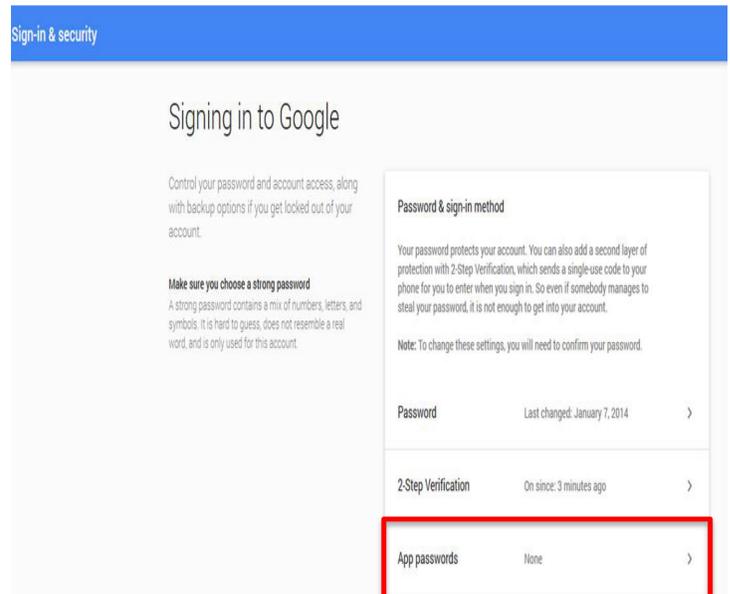
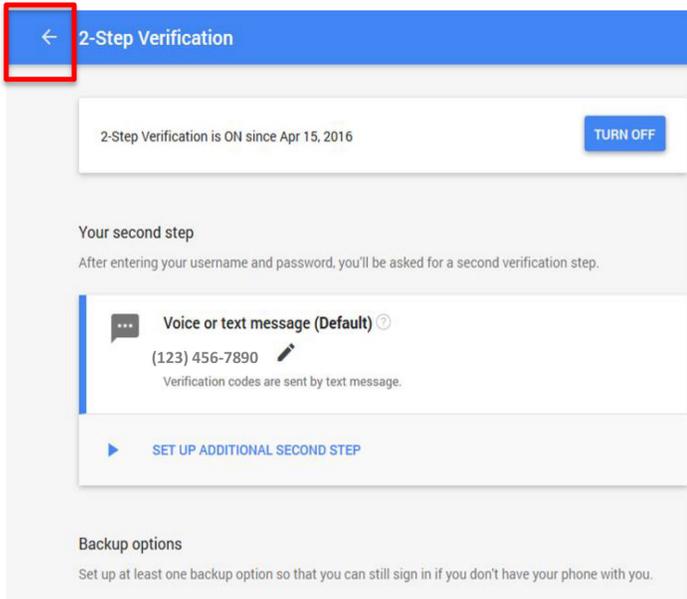
STEP 6

Click on the back arrow and then click on App Passwords.

Once the 2-Step Verification is turned ON:

14) Hit the back arrow.

15) Hit App Passwords.



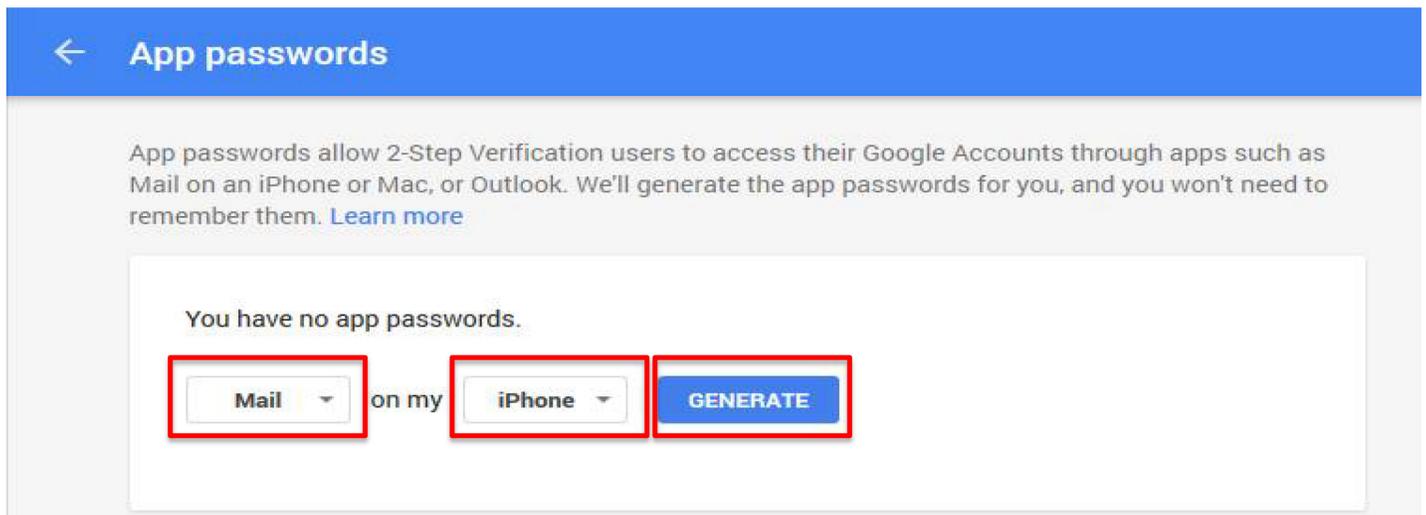
STEP 7

Select the device(iPhone/iPad) you want to register your MyLIU mail account on and click **Generate**.

16) Select Mail.

17) Select the Device (e.g., iPhone or iPad) you want to register your account on.

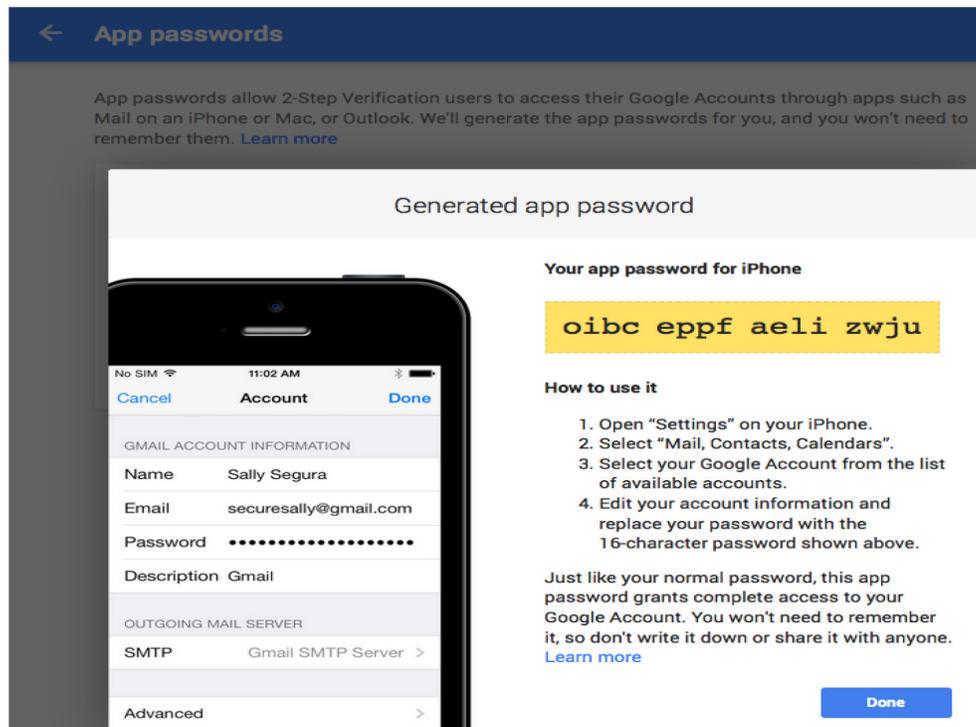
18) Click Generate.



STEP 8

Enter the 16-digit password generated in the place of you're my.liu.edu password while creating your account on your iPhone/iPad.

This will generate a 16-digit password to be used in place of your myLIU password while creating your account on your iPhone or iPad.



*please remember to save this code as you will have to enter it again.

STEP 9

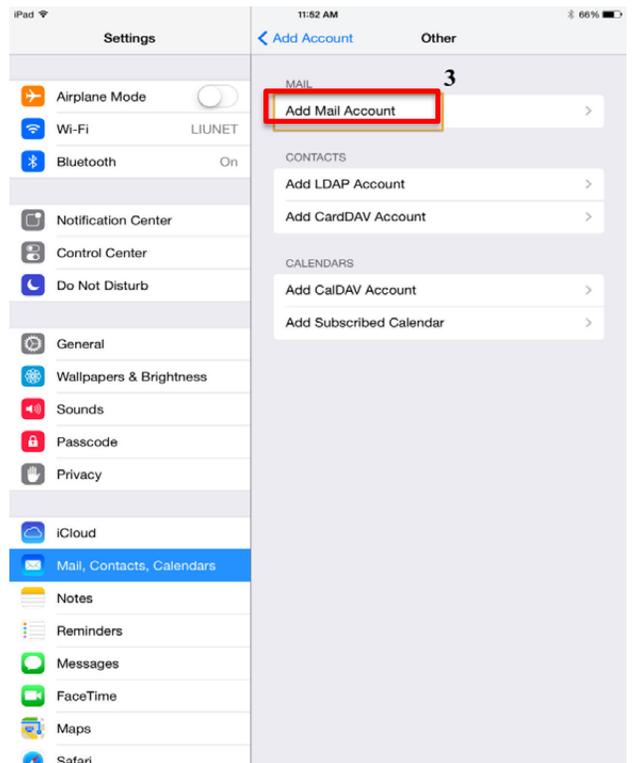
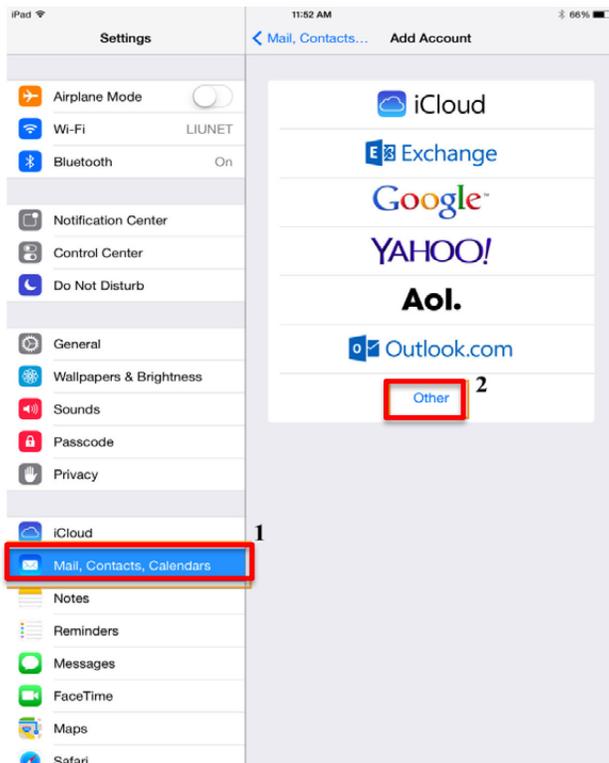
Add a New mail account by following 1, 2 & 3

19) Go to **Settings**.

20) Hit **Mail, Contacts, Calendars**.

21) Hit **Other**.

22) Hit **Add Mail Account**.

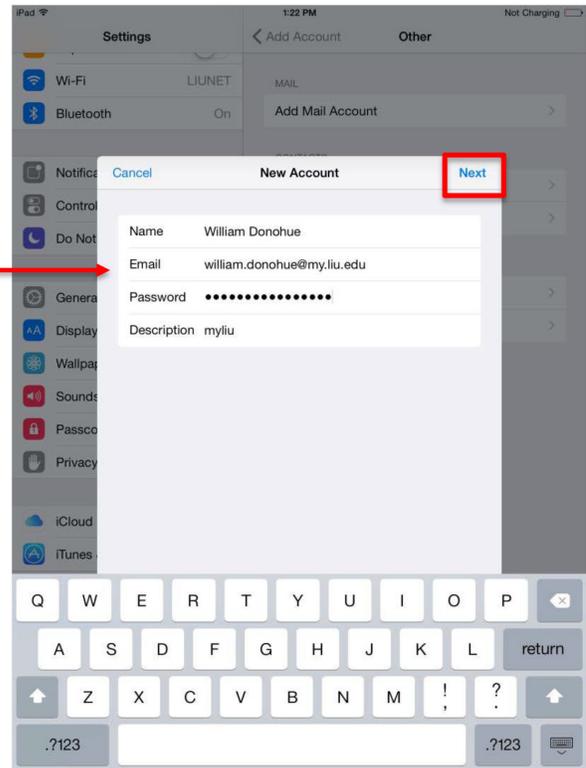
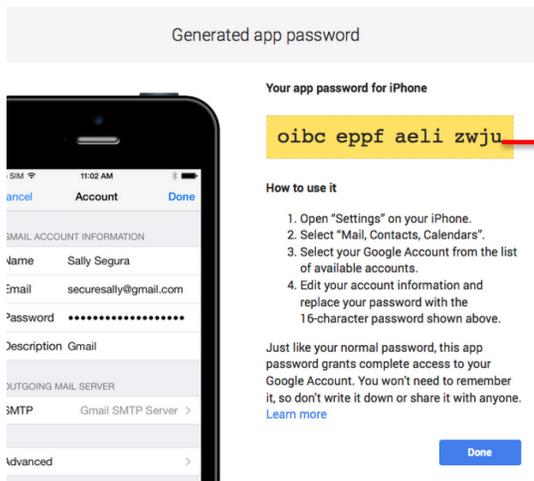


STEP 10

Use the 16 digit password generated in step 9 as you're MyLIU password while creating a new account on your phone.

23) Enter the 16 digit password generated in the previous step as your password. (Note: Do **NOT** include spaces when entering password)

24) Hit **Next**.

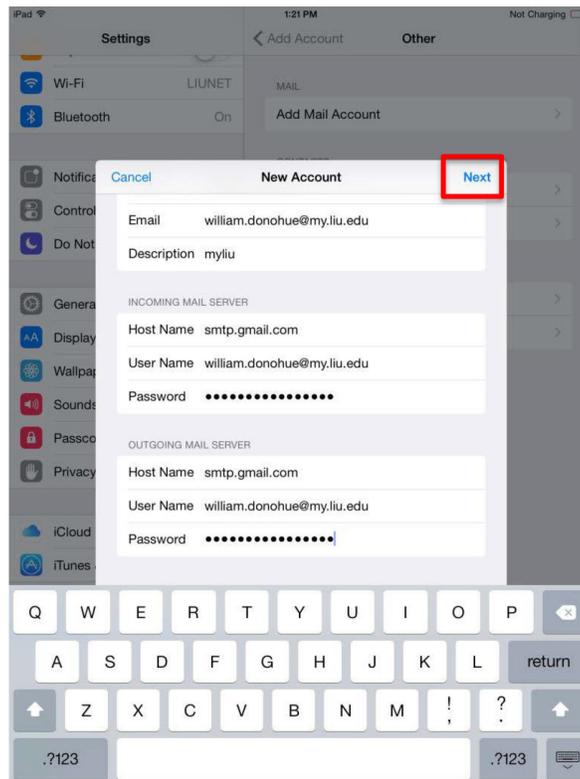


STEP 11

Click **Next** and enter the details as given below with your MyLIU email and host name (smtp.gmail.com). Click Next and your email should be setup.

25) Enter the details as shown below using *your* myLIU email address, the host name (smtp.gmail.com) and the 16 digit password used in Step 23.

26) Click **Next** and your email should be setup.



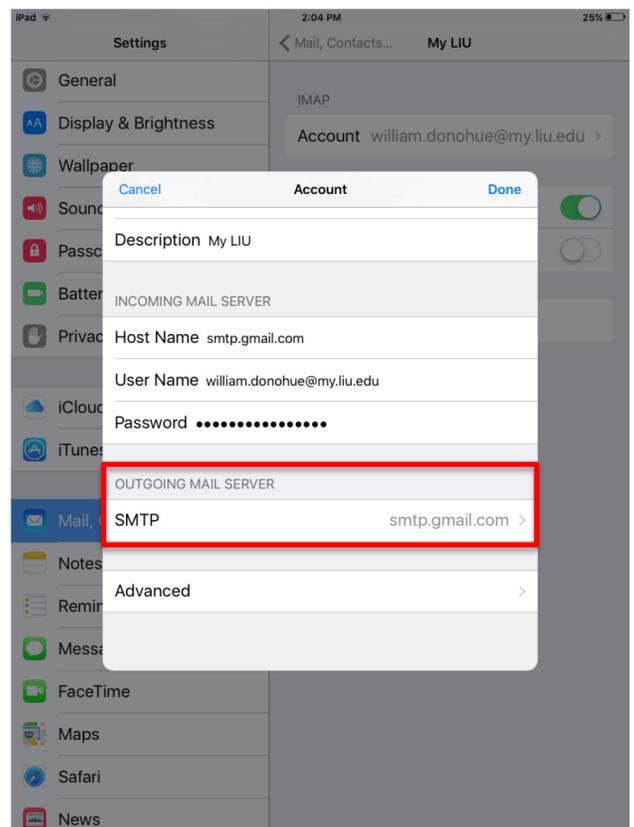
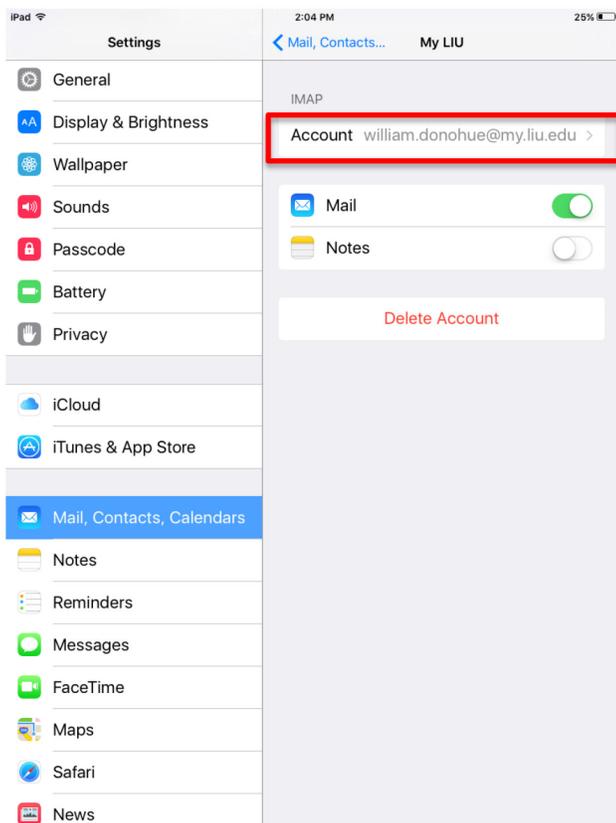
STEP 12

If you receive any outgoing server errors, please go back to the new account you created on your device and do the following:

Outgoing Server Errors

After you've added the account, if you get a server error:

- 1) Go back to Settings.
- 2) Select your Account.
- 3) Select the Outgoing Server.



STEP 13

Change the SMTP setting as shown below and enter the 16 digit password you received in STEP 8 and click DONE

- 4) Select the Primary Server.
- 5) Turn on SSL.
- 6) Re-enter the same 16 digit password used previously.
- 7) Hit Done.

