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.

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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.)

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.



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 <u>Text Message</u>.
- 10) Hit <u>Try It</u>.

← 2-Step Verification	← 2-Step Verification		
Protect your account with 2-Step Verification	Let's set up your phone		
Each time you sign in to your Google Account, you'll need your password and a verification code. Learn more	What phone number do you want to use?		
Add an extra layer of security Enter your password and a unique verification code that's sent to your phone.	Coogle will use this number to send you verification codes. Don't use a Google Voice number. Message and data rates may apply.		
Keep the bad guys out Even if someone else gets your password, it won't be enough to sign in to your account.	How do you want to get codes?		
GET STARTED	Step 1 of 3 TRY IT		

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 <u>6 Digit Code</u> that was sent to your cell phone.

- 12) Hit <u>Next</u>.
- 13) hit <u>Turn On</u>.

← 2-Step Verification	← 2-Step Verification			
Confirm that it works Google just sent a text message with a verification code to (123) 456-7890 Enter the code 829349 Didn't get it? Resend	It worked! Turn on 2-Step Verification? Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account William.Donohue@my.liu.edu?			
BACK Step 2 of 3 NEXT	BACK Step 3 of 3 TURN ON			

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

Once the 2-Step Verification is turned ON:

14) Hit the <u>back arrow</u>.15) Hit <u>App Passwords</u>.

÷	2-Step Verification	Sign-in & security	
	2-Step Verification is ON since Apr 15, 2016 Your second step After entering your username and password, you'll be asked for a second verification step.	Control your password and account access, along with backup options if you get locked out of your account. Make sure you choose a strong password A strong password crataria a mit of numbers letters and	yer of your ges to
	Voice or text message (Default) (123) 456-7890 Verification codes are sent by text message.	symbols, it is hard to gress, does not resemble a real word, and is only used for this account.	iord.
	SET UP ADDITIONAL SECOND STEP	Password Last changed: January 7, 201 2-Step Verification On since: 3 minutes ago	>
	Backup options Set up at least one backup option so that you can still sign in if you don't have your phone with you.	App passwords None	>

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

16) Select Mail.
17) Select the <u>Device</u> (e.g., iPhone or iPad) you want to register your account on.
18) Click <u>Generate</u>.

such as need to

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.

4	App pass	words				
	App passwords allow 2-Step Verification users to access their Google Accounts through apps such as Mail on an iPhone or Mac, or Outlook. We'll generate the app passwords for you, and you won't need to remember them. Learn more					
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	SMTP	Gmail SMTP Se	erver >	Learn more		
	Advanced		>	Done		

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

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.





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 <u>NOT</u> include spaces when entering password)
24) Hit Next.



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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.



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 <u>Settings</u>.
- 2) Select your Account.

3) Select the Outgoing Server.

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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 <u>SSL</u>.

6) Re-enter the same <u>16 digit password</u> used previously.

7) Hit <u>Done</u>.

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