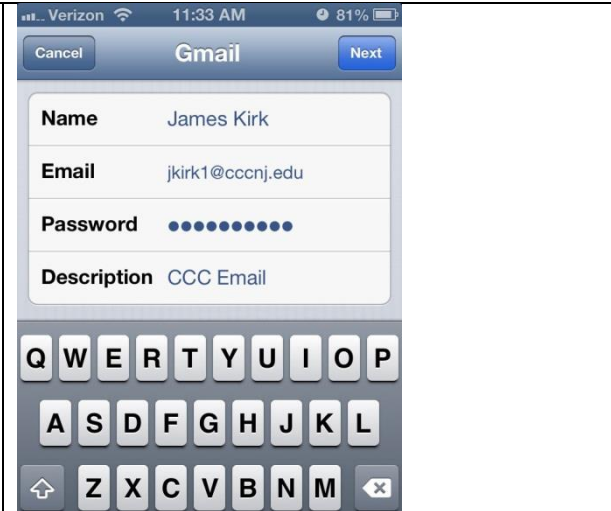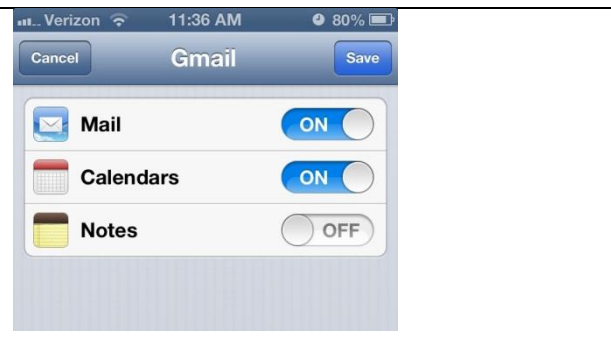# Instructions to link your mobile devices to get CCC Emails
(For Employees, Staff, Instructors)

IOS (iPhone/iPad) users

1. Open **Settings** and choose **Mail, Contacts, Calendars** from the list
2. Tap **Add Account...**
3. Choose GOOGLE

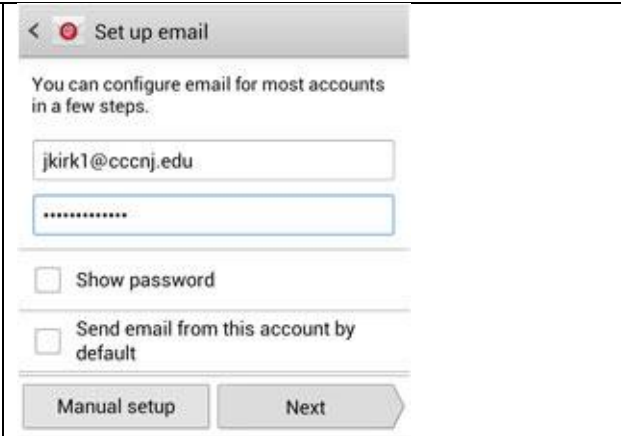|	
Type in your **Name**: Type in your **CCC Email**: your portal username with @ cccnj.edu. **Note: If you don't know your portal username call 856.691.8600 x1411.** Type in your **Password**: your 8 digit birthdate (MMDDYYYY) Type in a **Description**: CCC Email or any other description you like	

4. After selecting Next,

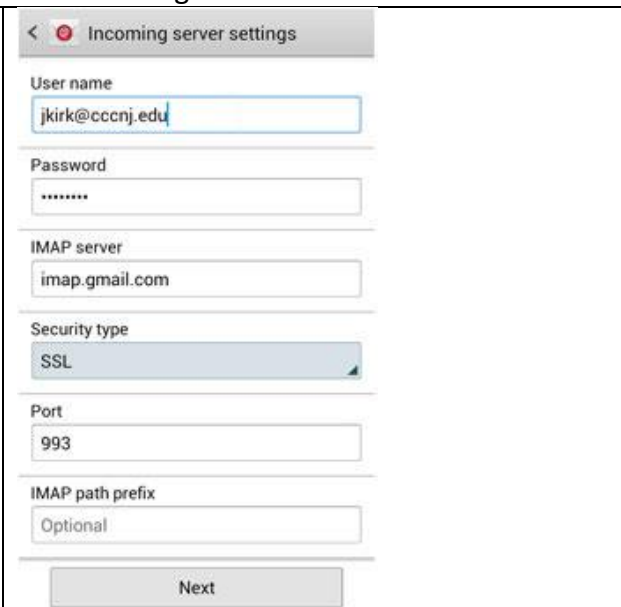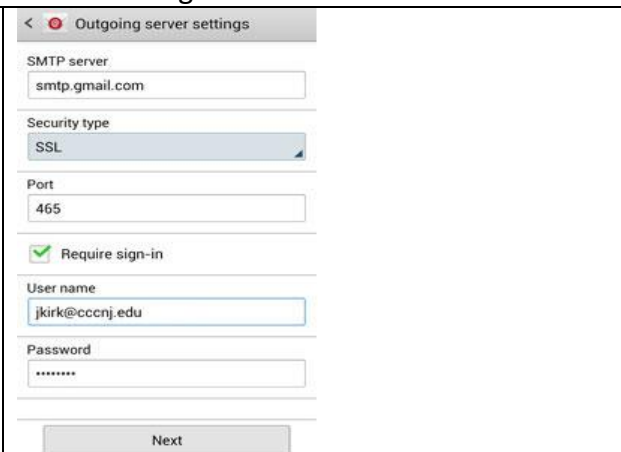|	
Set *Mail* to ON. Set *Calendars* to ON – if you want your Apple device to sync to your GMAIL Calendar. Set the *Notes* to ON – if you want your Apple device to save your Notes in your GMAIL account.	

5. To finish, select **Save**.

Android users

1. Open **Settings** and scroll down until you see Add Accounts and select Email.

2. Within Set up email screen enter the information below.

Type in your **Name**: Type in your **CCC Email**: your portal username with @ cccnj.edu. **Note: If you don't know your portal username call 856.691.8600 x1411.** Type in your **Password**: your 8 digit birthdate (MMDDYYYY) Select Next	< ⊙ Set up email You can configure email for most accounts in a few steps. jkirk1@cccnj.edu •••••••••••• ☐ Show password ☐ Send email from this account by default Manual setup Next

3. After selecting Next, configure the INCOMING server settings.

Check the User name: IMAP Server: **imap.gmail.com** Security type: **SSL** Port: **993** Select Next	< ⊙ Incoming server settings User name jkirk@cccnj.edu Password •••••••• IMAP server imap.gmail.com Security type SSL Port 993 IMAP path prefix Optional Next

4. After selecting Next, configure the OUTGOING server settings.

SMTP server: **smtp.gmail.com** Security type: **SSL** Port: **465** Ensure the username reads your full email address which includes @ cccnj.edu. Select Next	< ⊙ Outgoing server settings SMTP server smtp.gmail.com Security type SSL Port 465 ☑ Require sign-in User name jkirk@cccnj.edu Password •••••••• Next