

Configure
SLC Email to
your Phone/
Mobile Device
using
MS Outlook



St. Lawrence
College

This manual contains pertinent information about configuring your SLC email account to your mobile device. The Outlook App will work on both Android and IOS devices.

January 2024

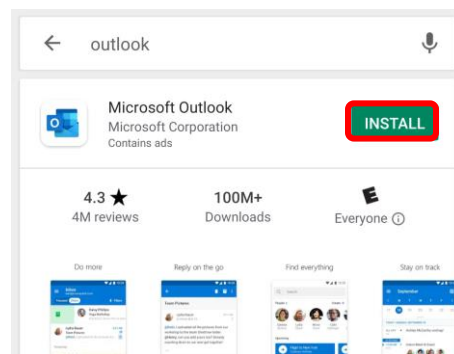
Configuring SLC Email

About

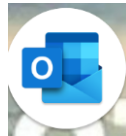
Set up your email account on your smartphone/tablet to receive emails sent to your SLC email account on-the-go! Below are the instructions for configuring your SLC email account on a mobile device (Android or IOS). We recommend that you use the Microsoft Outlook Mobile app.

Downloading and setting up Microsoft Outlook Mobile

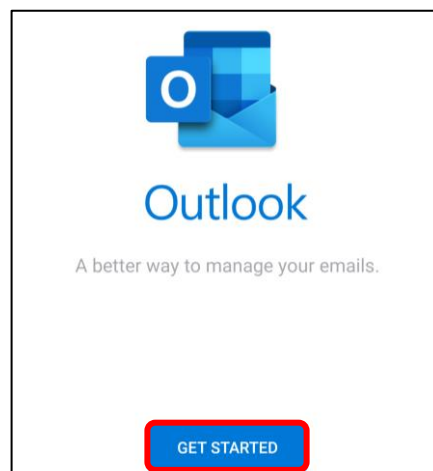
- 1) Go to your app store (Google Play/ App Store/ iTunes). You can search for the app by entering "outlook" in the search field



- 2) Install the outlook application. Once the application is installed, it will display the app icon on your device.

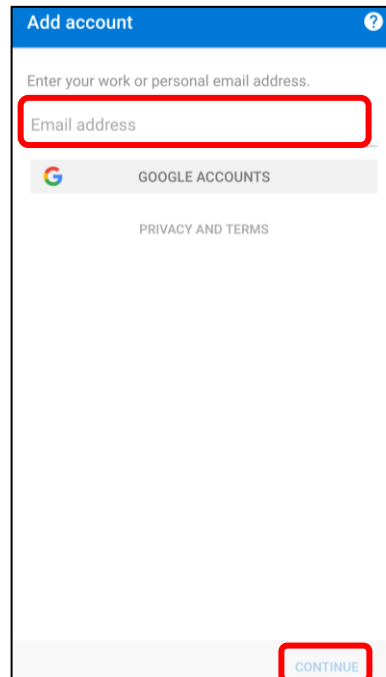


- 3) Once installed, open the app. To begin adding your account, click the "Get Started" button.



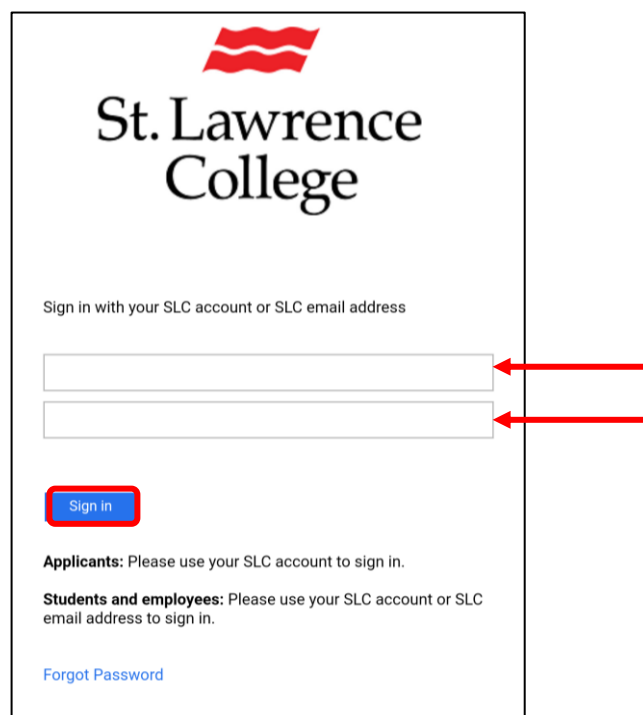
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- 4) Sign in with your SLC email address and click continue. Your email address is usually in the format (FirstName.LastName@student.sl.on.ca) There are some exceptions to this rule, but you will always need to enter 'student' before sl.on.ca



The screenshot shows a mobile interface for adding an account. At the top, it says 'Add account' with a help icon. Below that, it prompts the user to 'Enter your work or personal email address.' There is an 'Email address' input field, which is highlighted with a red box. Underneath the input field are two links: 'GOOGLE ACCOUNTS' (with a Google logo) and 'PRIVACY AND TERMS'. At the bottom right of the screen, there is a 'CONTINUE' button, also highlighted with a red box.

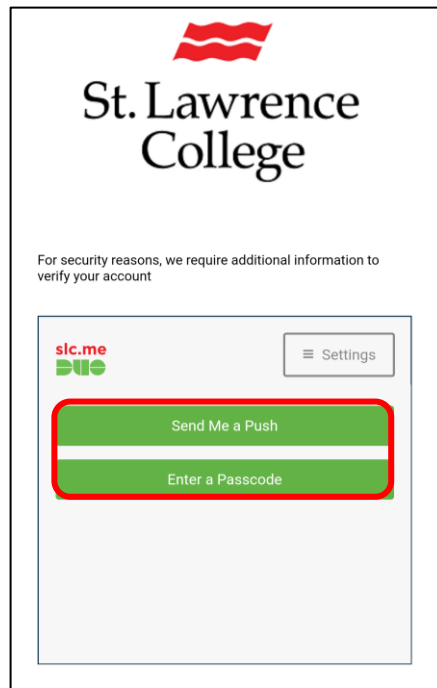
- 5) You will then see the SLC.me account log in screen. Enter your SLC email address and password. Click on 'Sign In'.



The screenshot shows the SLC.me account log in screen. At the top is the St. Lawrence College logo. Below the logo, it says 'Sign in with your SLC account or SLC email address'. There are two input fields: the top one is for the email address and the bottom one is for the password. Red arrows point to these fields from the right. Below the input fields is a 'Sign in' button, highlighted with a red box. Underneath the button, there are instructions: 'Applicants: Please use your SLC account to sign in.' and 'Students and employees: Please use your SLC account or SLC email address to sign in.' At the bottom left, there is a 'Forgot Password' link.

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6) If you have DUO, you will then be asked to authenticate your account



7) You should then see the account added screen. Here you will have an option to view information about using the app or continue to your account.

Please note: there may be a delay as your account information is accessed. If you are not able to see your emails after five (5) minutes, please contact the Student IT Service Desk at ext. 1000 or submit a TopDesk ticket: [Login \(topdesk.net\)](https://topdesk.net).

