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.
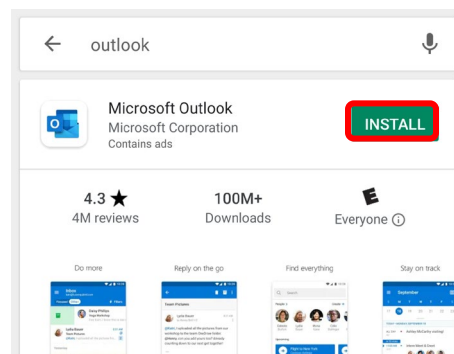
January 2023
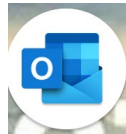
Configuring SLC Email

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.
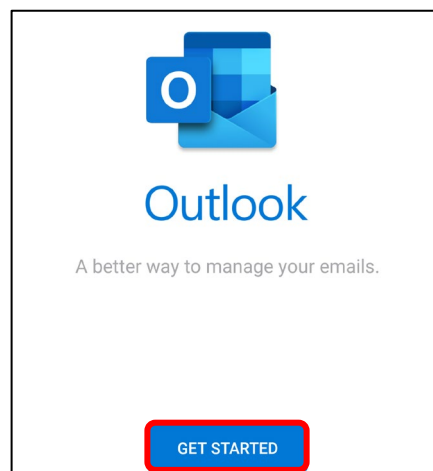
Downloading and setting up Microsoft Outlook Mobile

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

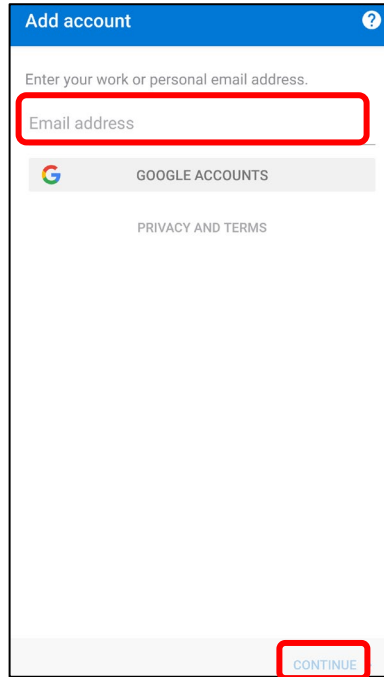2) Install the outlook application. Once the application is installed, it will display the app icon on your device.

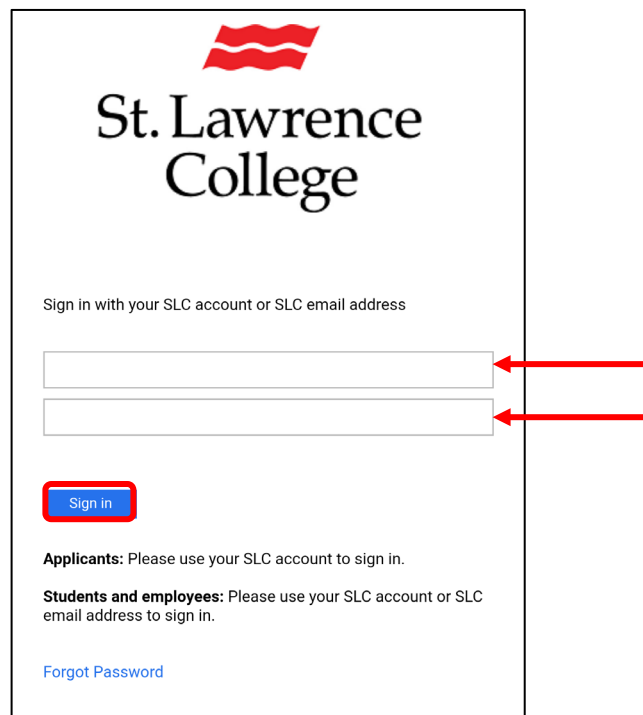3) Once installed, open the app. To begin adding your account, click the "Get Started" button.

4) Sign in with your SLC email address and click continue. Remember for your email address, you will always need to enter sl.on.ca after the '@' symbol.
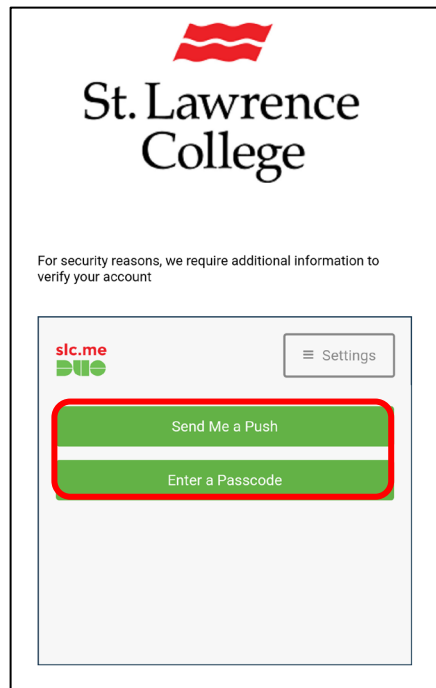

5) You will then see the SLC.me account log in screen. Enter your full SLC email address and password. Click on 'Sign In'.
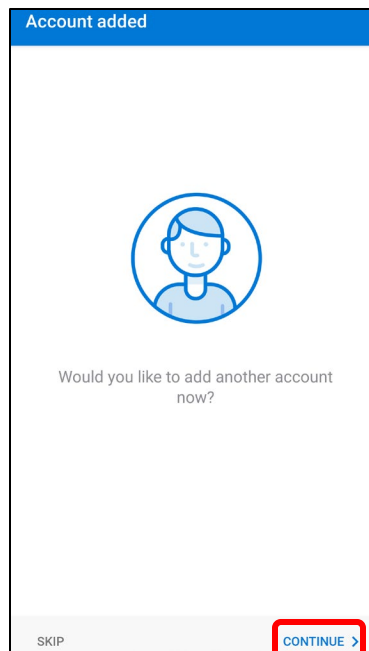
6) You will then be asked to authenticate your account with DUO.

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, contact the IT Service Desk at ITS@sl.on.ca or ext. 4357.