

# Configure SLC Email – Apple (iPhone, iPod, iPad)



# St. Lawrence College

This manual contains pertinent information about configuring your SLC email account to your apple (iPhone, iPod, iPad) device.

August 2018

### About

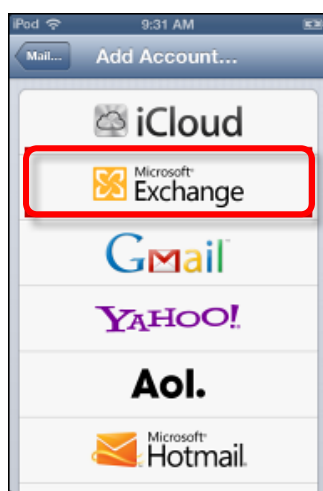
Set up your email account on your smartphone/tablet to receive emails sent to your SLC email account on-the-go! Below are the instructions for configuring your SLC email account on an *apple* device (*iPhone, iPod, iPad*). If you have any issues configuring your email to your personal device, please seek assistance at the IT Service Desk.

### Configuring Settings

#### Apple (iPhone / iPad)

**Please note:** If you are connected to an SLC WIFI network, please ensure you are connected to SLCCconnect for email to configure.

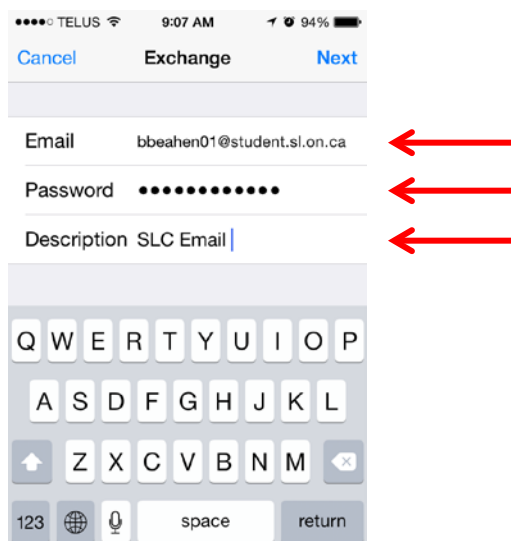
1. Tap **Settings > Accounts & Passwords > Add Account**
2. Tap **Microsoft Exchange**.



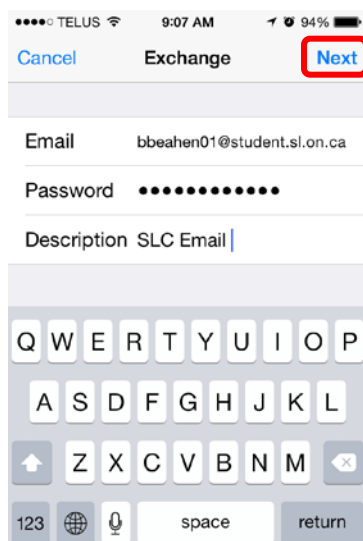
3. Enter the information requested in the **Email** and **Password** boxes.

**Please note:** You need to enter the **full e-mail address** in the Email box (example: *bbeahen01@student.sl.on.ca* or *Joe.Doe@student.sl.on.ca*). Your **Password** is the same password you use to log in to the school computers, your slc.me account, blackboard, etc.

In the **Description** box, name the email account so you recognize it on your device. Leaving it as your email address (default) or naming it *SLC Email* is recommended.



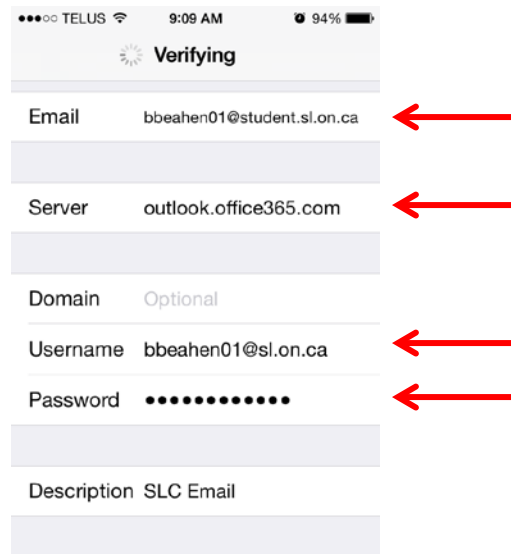
4. Tap **Next** on the upper-right corner of the screen.



5. On the next screen you will be required to enter a **server** and **username**.

The **server** you will need to enter is ***outlook.office365.com***.

Your **username** will be your email address, but without the *student* in it (example: *bbeahen01@sl.on.ca* or *Joe.Doe@sl.on.ca*). Please ensure that your email address is still written in the correct format (example: *bbeahen01@student.sl.on.ca* or *Joe.Doe@student.sl.on.ca*) and that your password is correct and then click **next** in the top right hand corner. Your phone will then verify the settings.



Verifying

Email bbeahen01@student.sl.on.ca

Server outlook.office365.com

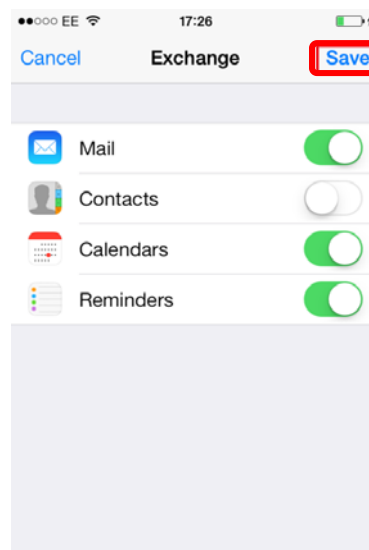
Domain Optional

Username bbeahen01@sl.on.ca

Password .....

Description SLC Email

6. Tap **Save** on the upper-right corner of the screen. Customize your settings to sync *Mail, Contacts, Calendar, and Reminders* or any combination you'd like.



Cancel Exchange Save

Mail ☒

Contacts ☐

Calendars ☒

Reminders ☒