Configure SLC Email to Smartphone/Tablet

St. Lawrence College

This is a manual that contains pertinent information about configuring your SLC Email to your smartphone/tablet.

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 the following devices: *apple (iPhone/iPad), android,* and *blackberry (BB10).* If you have any issues configuring your email to your personal device, please seek assistance at the IT Service Desk.
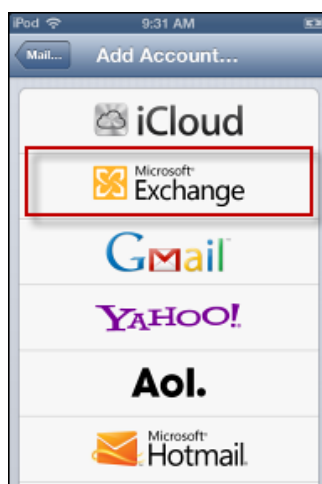
Configuring Settings

Apple (iPhone / iPad)

1. Tap **Settings > Mail, Contacts, Calendars > 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).* 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.
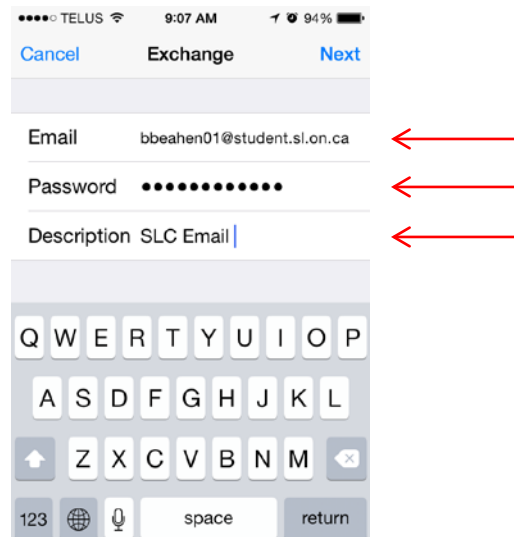
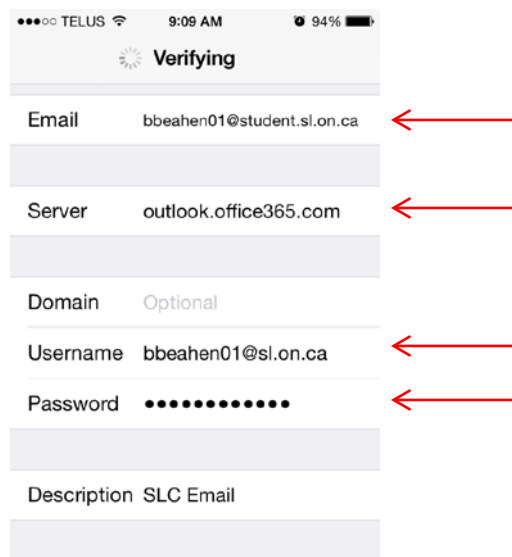

4. Tap **Next** on the upper-right corner of the screen.
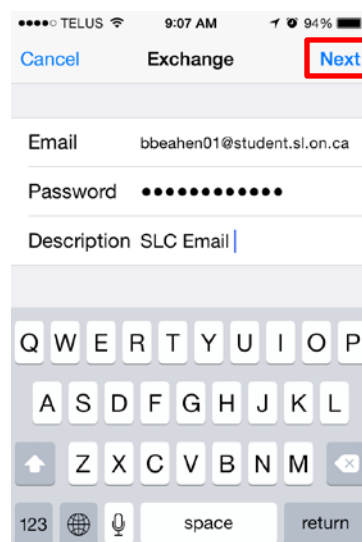
5. On the next screen you will be required to enter a **server and username.**
    The **server** you will need to enter is ***outlook.office365.com***.
    Your **username** will be your email address, but without the *student* in it
    (example: bbeahen01@sl.on.ca).
    Please ensure that your email address is still written in the correct format
    (example: bbeahen01@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.
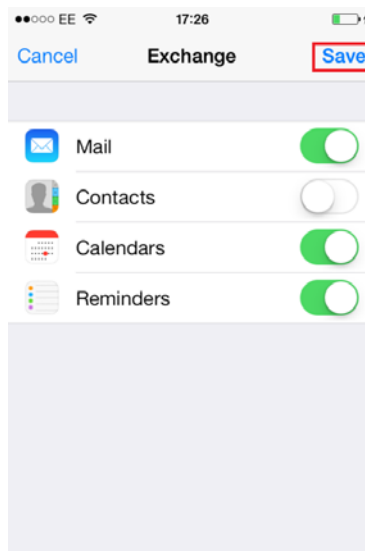
6. Tap **Save** on the upper-right corner of the screen. Customize your settings to sync
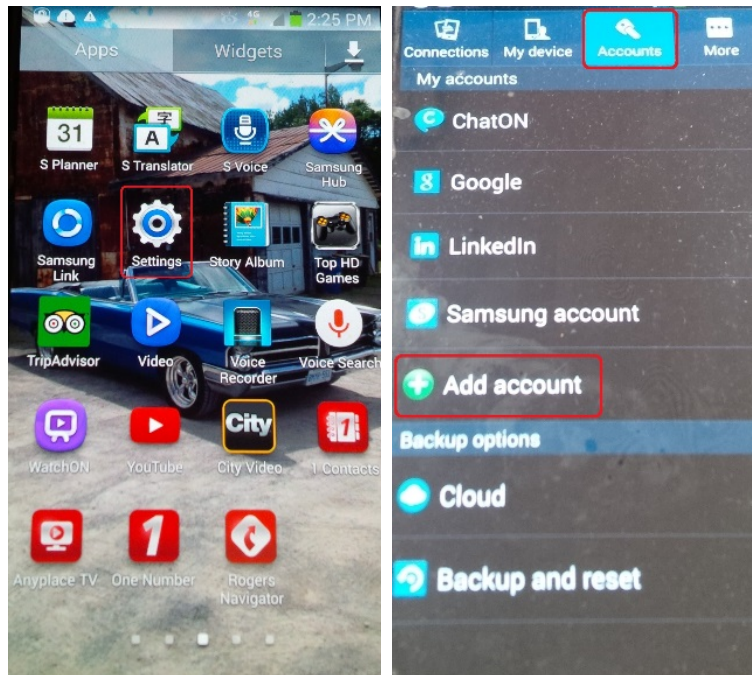   *Mail, Contacts, Calendar, and Reminders* or any combination you'd like.

Android

1. Tap **Settings > Accounts > Add Account.**

2. Tap **Microsoft Exchange Active Sync**.
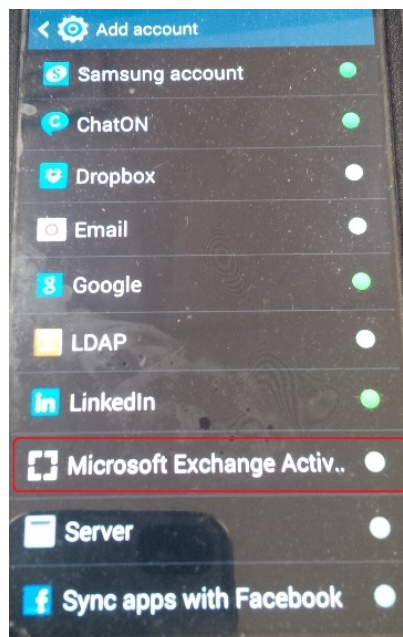
3. Enter the information requested in the **Email and Password** boxes.

   Please note: You need to enter the ***full e-mail address*** in the Email box *(example: jdoe17@student.sl.on.ca).* Your **Password** is the same password you use to log in to the school computers, your <u>slc.me</u> account, blackboard, etc.
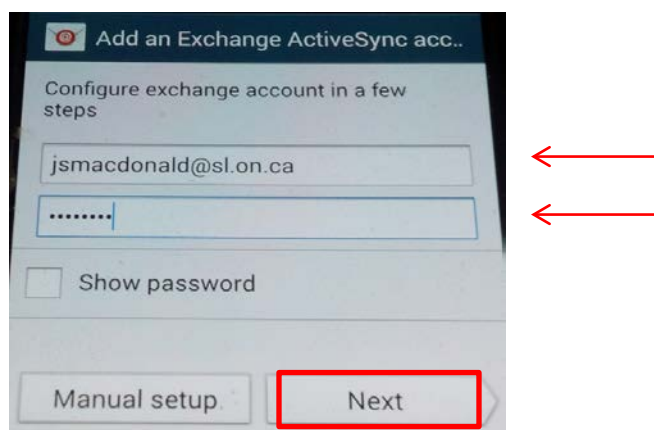

4. Tap **Next** on the Lower-right corner of the screen. The phone will try and find the settings it needs to set up the account. It may take a couple of minutes with the following displayed on the screen.

   If it asks you to enter a **domain/username**, please enter **\sl\username@sl.on.ca** *(example: \sl\jdoe17@sl.on.ca).*

   If it asks you to enter a **server**, please enter ***outlook.office365.com.***
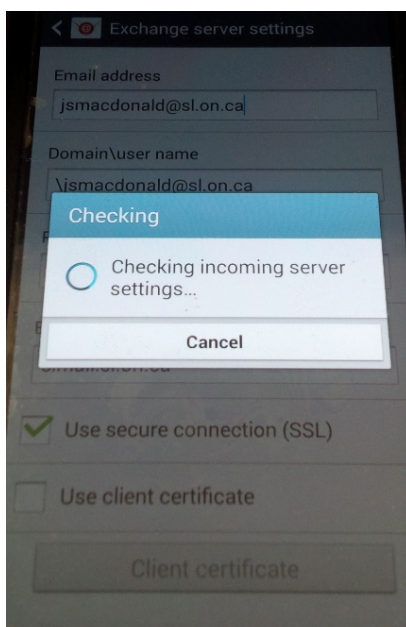
5. In order for the Corporate Email to work properly our mail server needs to be given permission to control certain security features on your device. The most noticeable will be a requirement to setup a pin or security code to access your device. This is required to secure the college data in your email. You must **click ok** for email to work on your phone.
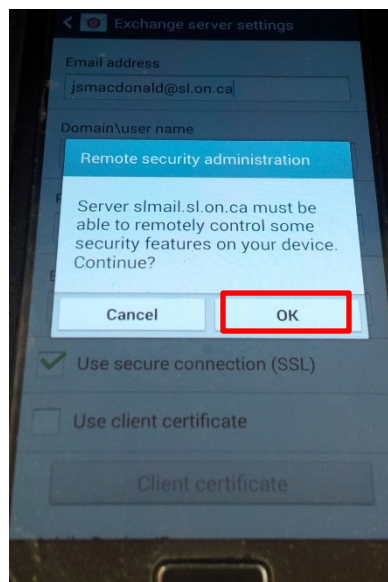

6. Customize your setup to *sync Email*, *Contacts*, *Calendar*, *Tasks* or any combination you'd like. Click **Next**. The default settings are below.
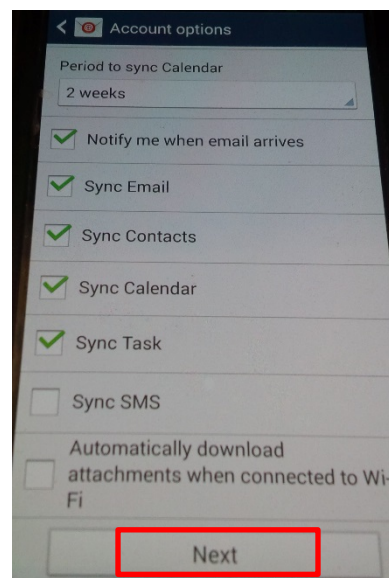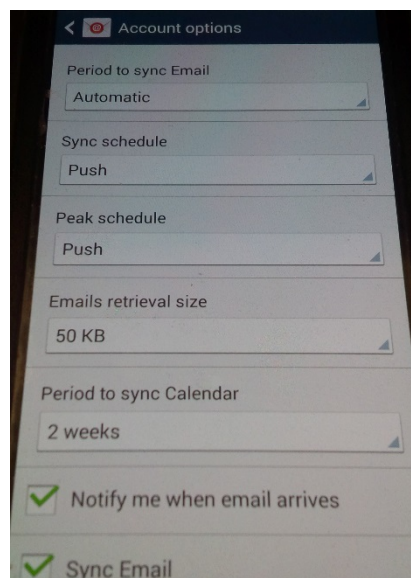
7. You will then see the following screen, which lists the access required on your device for email to function. Please note that ***Activating*** this doesn't mean your device data will be deleted. It is a level of access that is required to secure the corporate email data. It will also ensure that your device is set up with a secure pin or passcode. If you do not select **Activate**, your college email will not work.
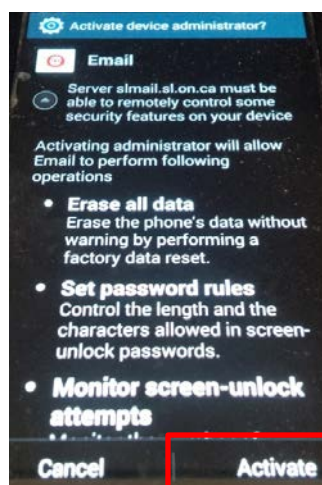

8. **Give the email account a name** so you recognize it on your device. Leaving it as your email address (default) or naming it *SLC Email* is recommended. Click on **Done** and your email setup is complete. If you already have a secure passcode setup on your device your email, calendar entries, and contacts should begin to be downloaded to your phone. If you don't currently have a passcode your phone will ask you to create one. Follow the prompts and make note of your passcode.
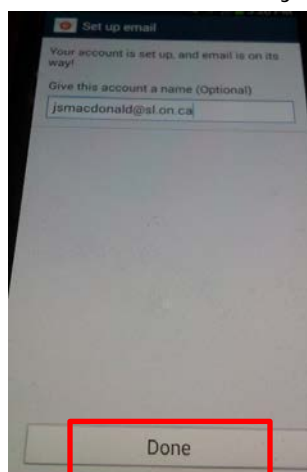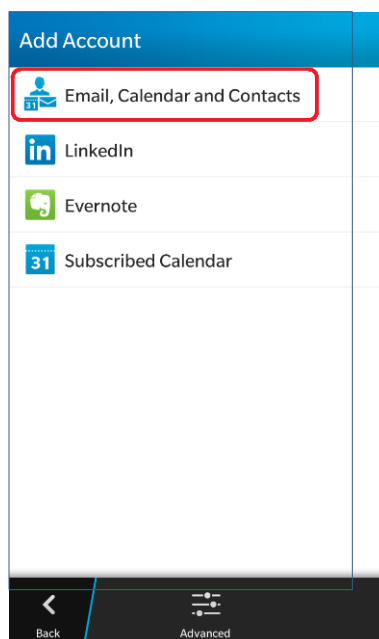

Please note: If you are connected to an SLC WIFI network, please ensure you are connected to SLCConnect for email to configure.

Blackberry (BB10)
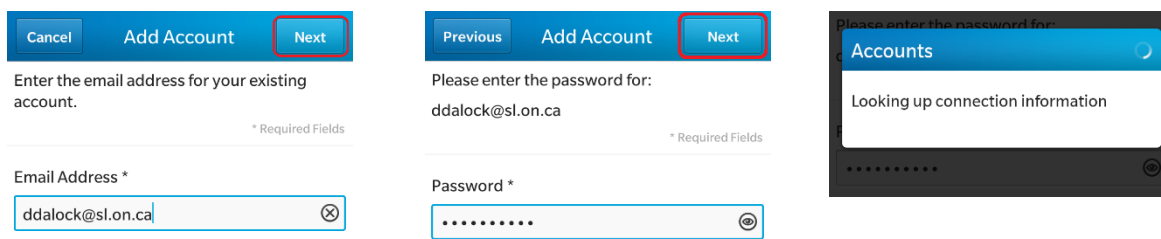
1. Tap **Settings > Accounts > Add Account.**
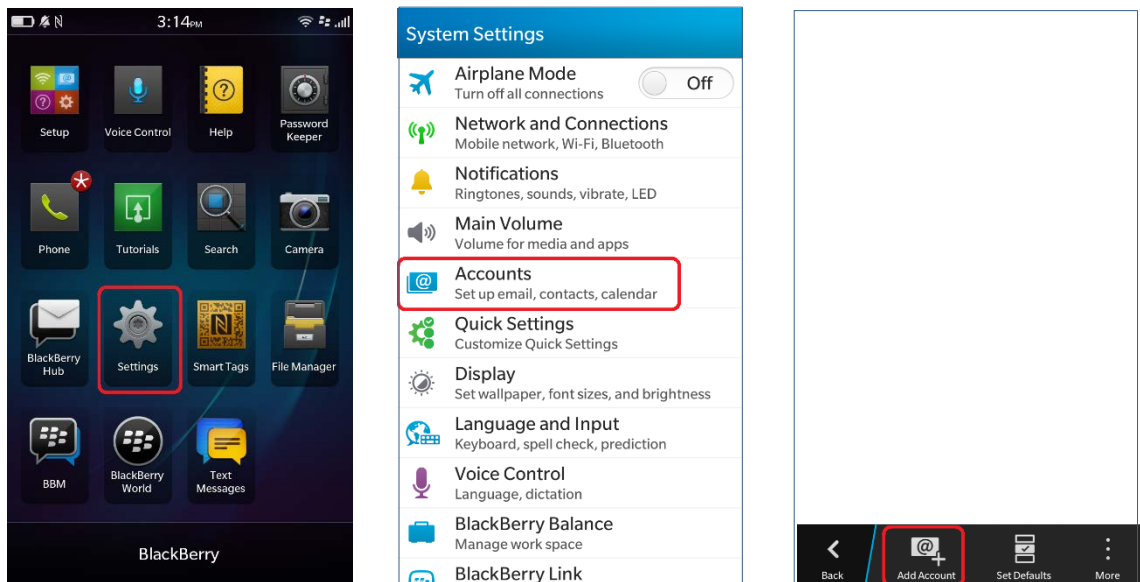
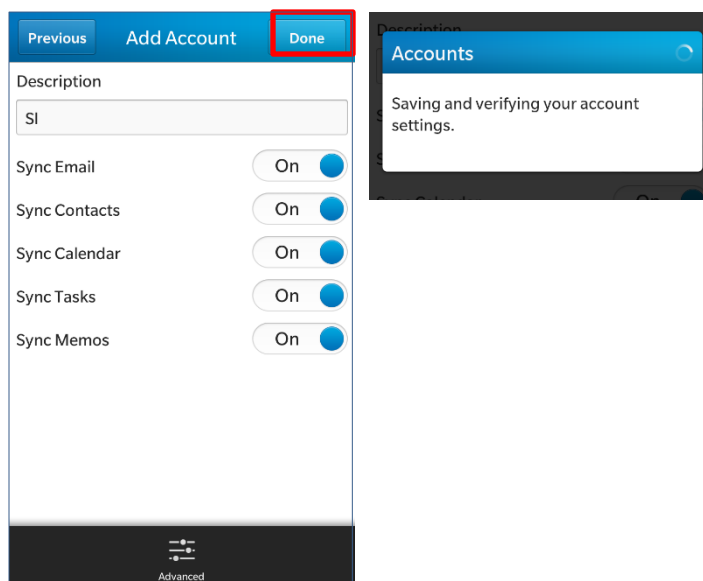2. Tap **Email, Calendar and Contacts.**

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: jdoe17@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.

4. After clicking **next**, your phone will try to verify your account settings.
   If it asks you to enter more information please enter the following.
   Your **username** will be your email address, but without the *student* in it *(example: jdoe17@sl.on.ca).*
   In the **server** box you will need to enter ***outlook.office365.com.***

5. Customize your setup to *Sync Email, Contacts, Calendar, Tasks* or any combination you'd like, and then click **Done**. The default settings are below.

6. If you already have a secure passcode setup on your device your email, calendar entries, and contacts will begin to be downloaded to your phone. If you don't currently have a passcode, your phone will ask you to create one. Follow the prompts to create a secure code and once it is created your email, contacts, and calendar entries will be downloaded.