

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 2022

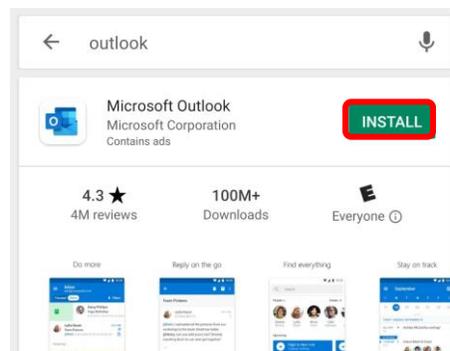
Configuring SLC Email

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

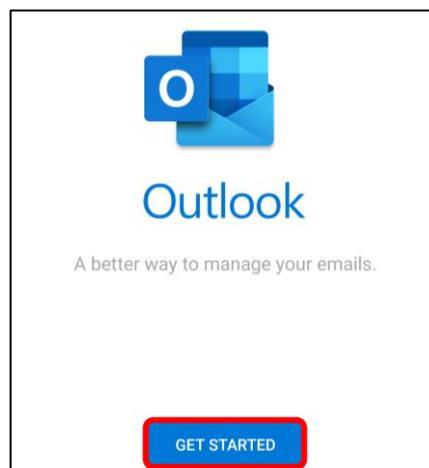
- 1) Go to your app store (Google Play/ App Store/ iTunes). You can search for the app by entering "outlook" in the search field



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

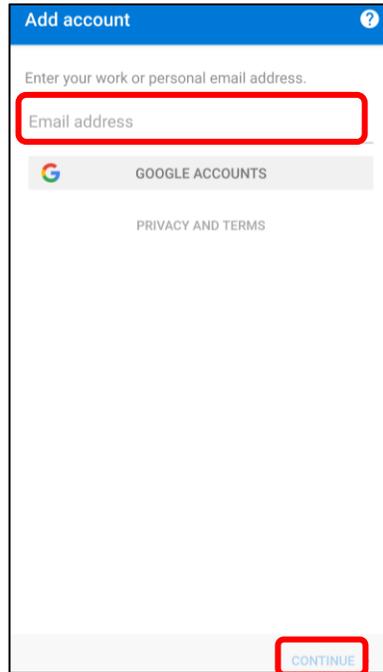


- 3) Once installed, open the app. To begin adding your account, click the "Get Started" button.



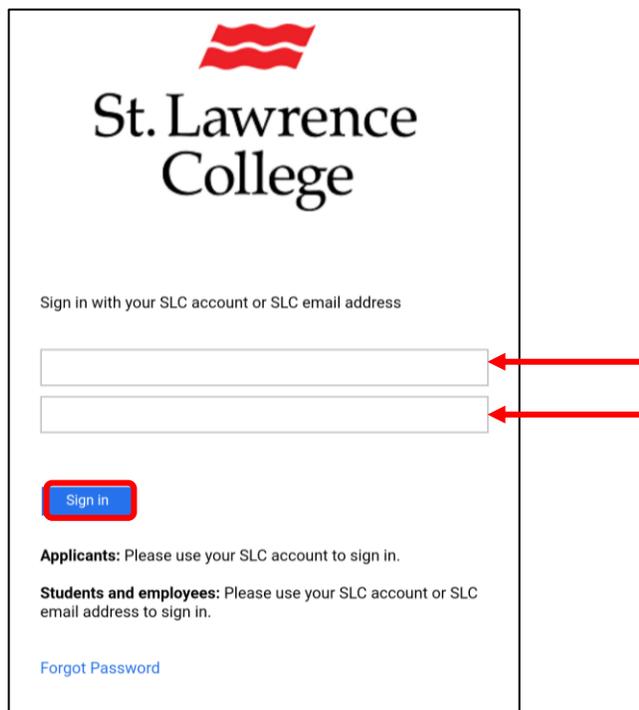
Configuring SLC Email

- 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



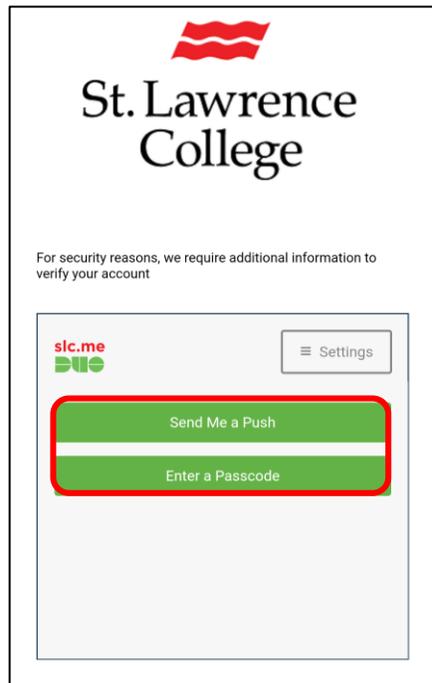
The screenshot shows a mobile interface for adding an account. At the top, there's a blue header with the text 'Add account' and a question mark icon. Below the header, the text 'Enter your work or personal email address.' is displayed. A text input field labeled 'Email address' is highlighted with a red rectangular box. Below the input field, there is a button with the Google logo and the text 'GOOGLE ACCOUNTS', which is also highlighted with a red rectangular box. Underneath that button, the text 'PRIVACY AND TERMS' is visible. At the bottom right of the screen, a 'CONTINUE' button is highlighted with a red rectangular 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, there is the St. Lawrence College logo. Below the logo, the text 'St. Lawrence College' is displayed. Underneath, the text 'Sign in with your SLC account or SLC email address' is shown. There are two input fields: the top one is for the email address and the bottom one is for the password. Two red arrows point to these input fields from the right. Below the input fields, there is a blue 'Sign in' button with a red border, which is highlighted with a red rectangular box. At the bottom, there is a 'Forgot Password' link. Below the 'Sign in' 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.'

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, contact IT Services at slc.me@sl.on.ca or ext. 1000.

