

Student Email



St. Lawrence College

This manual contains pertinent
information about your Student
Email account.

June 2019

About

Your student email address is the email address the College will use to send you any important emails, including any information about upcoming student events, important dates to remember, job opportunities, etc. It will also be the email address where you will receive blackboard notifications, as well as announcements and updates from your department and program. We encourage you to use this email account as your main correspondence when contacting instructors and other students.

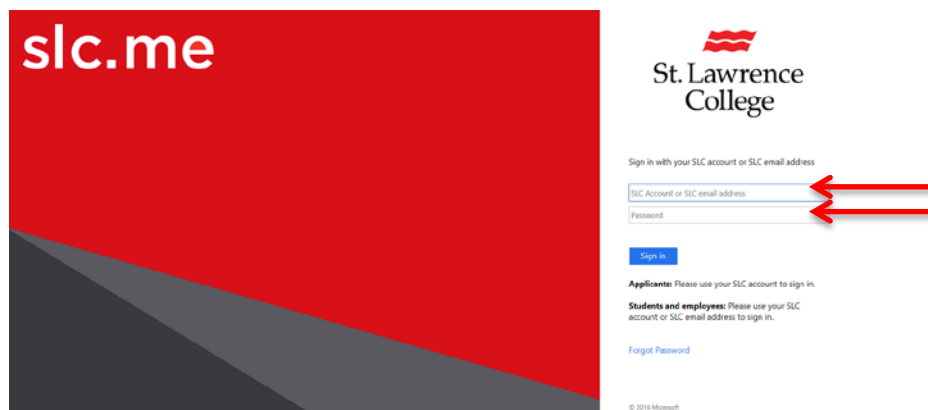
Accessing Email Account

You can access your student email account through your SLC.me portal.

Login

Go to <http://SLC.me>

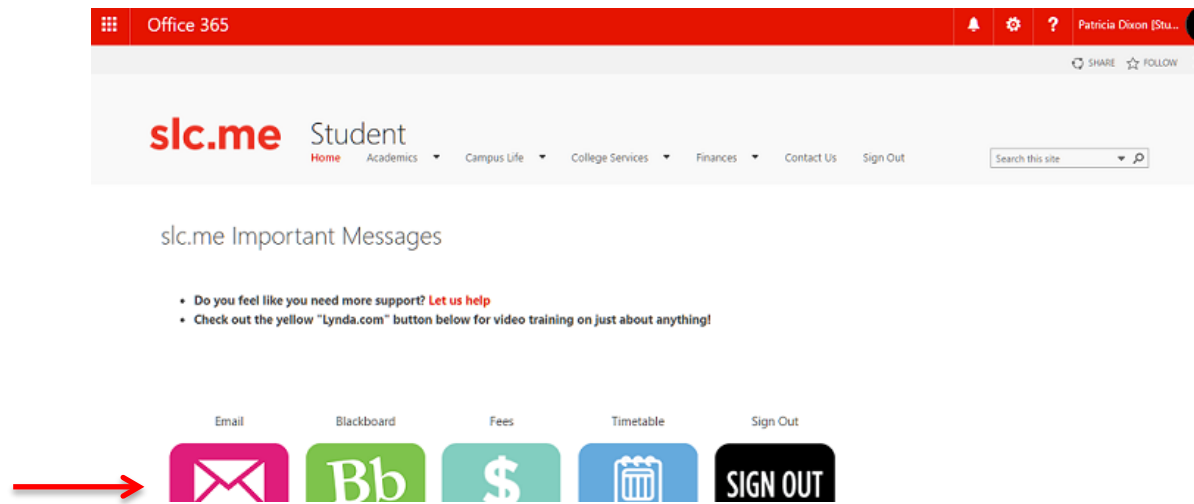
You will be presented with the login screen. On the right hand side is where students can login with their **username** and **password**. Enter the information and click the **Sign in** button. If you have registered for Duo security, you will require authorization from your Duo mobile application.



Once logged in, you will see a screen similar to the following (your homepage). **Remember:** *You can always get to the main screen by clicking the big **SLC.me** logo in the top left.*

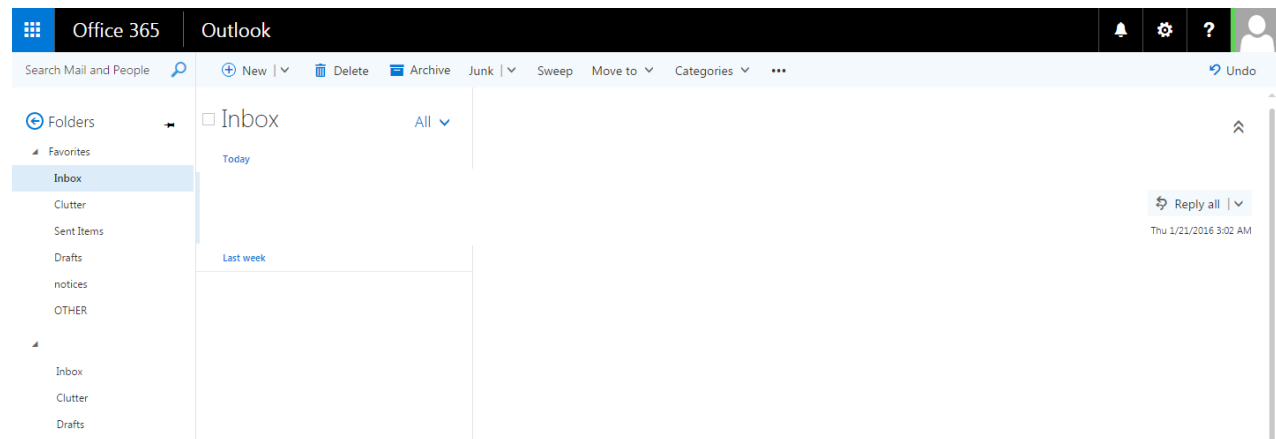
From the main SLC.me homepage, navigate to your **SLC email account** by clicking on the pink **My Email icon** on the left-hand side.

Student Email



Once you click on this icon, your **student email** will load in a new window. It should look similar to the following:

Along the top of the inbox are icons to create a new email or delete emails.



To return to your SLC.me homepage, close this window.

Student Email

Email Features

Microsoft Office Suite

All students are provided with a **free subscription** for select MS Office programs (*Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook*) through your college email account. You will be able to install these programs on up to 5 personal devices (including mobile devices) and use them for free by logging in using your SLC email address and password.

For instructions on how to install these programs, please refer to our How to guides on installing MS Office on computer or mobile devices.

One-Drive (cloud based) Storage

Students will have access to **an unlimited amount of file storage** space on One-Drive (cloud based storage) through your college email account.

For instructions on how to access and use your One-Drive (cloud based) storage space, please refer to our How to guide on file storage.

Setting up your email on your smartphone/tablet

To receive all of your emails to your smartphone and tablet, configure your SLC email on all of your personal devices!

For instructions on how to configure your email to your device, please see our how to Guides on configuring the Microsoft Outlook App.