Student Email

St. Lawrence College

This manual contains pertinent information about your Student Email account.

February 2022

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. Please remember that your SLC email address is valid while you're a student and up to two years after graduation. Your email address controls your ability to access not only your College email, but your OneDrive access and your MS Office Suite downloads. You should use this time after graduation to transition your files and contacts to your own personal accounts.

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 **email** 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.
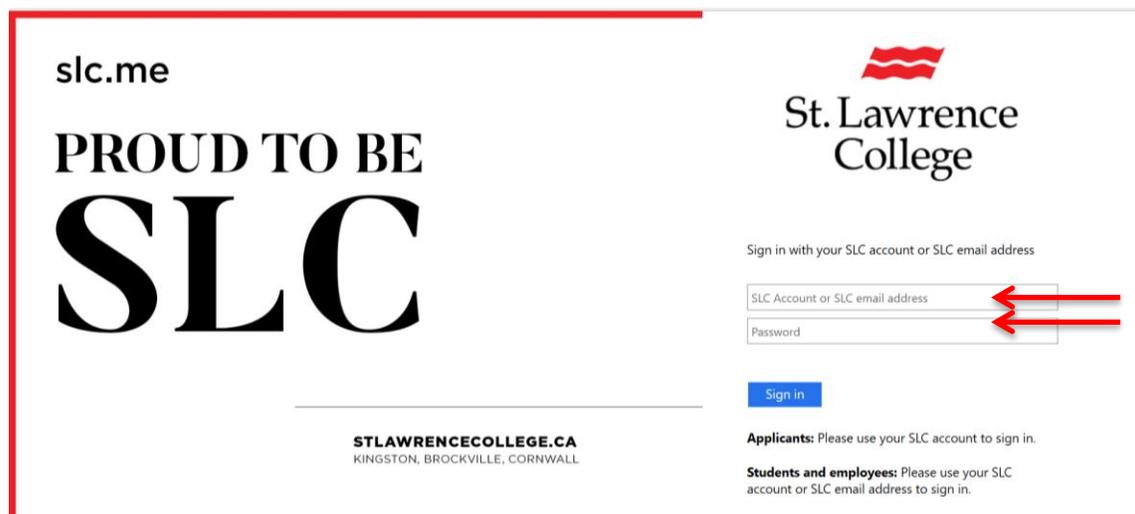
Student Email

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 small 'Outlook' icon on the left-hand side.
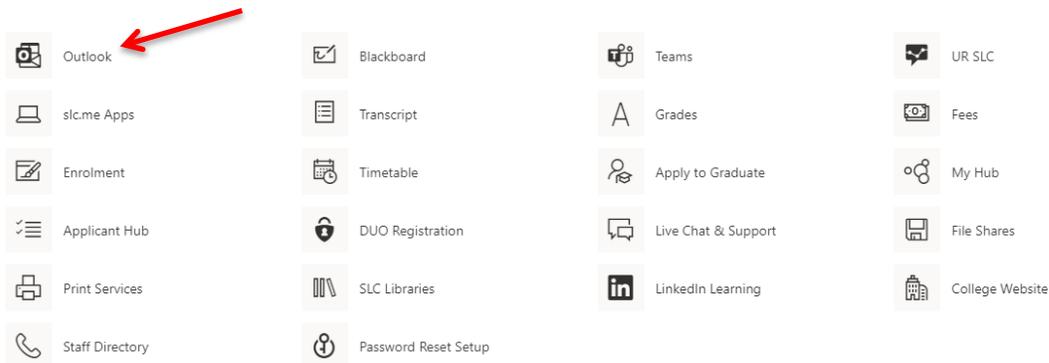
The first time you launch your Email, it will walk you through a setup wizard. It is very important to pay attention if you get a prompt about 'Setting your Time Zone'. If this is not done correctly, your emails, assignments, and MS Team Meetings will all be 3 hours late. The default is set to Pacific Time, so be sure to set your Time Zone appropriately.

For most people, you will need to change your time zone to UTC-5:00 Eastern Time (US & Canada). If you forget to do this at the start-up wizard, you can do this at a later date by doing the steps on the next page.

Resetting the Time Zone on your Email

Your Email (Outlook) time zone is set differently than the time on your computer itself.

- Open your email through slc.me
- In the top right-hand corner, click on the Settings Gear Icon,
- and then scroll to the bottom and click on 'View all Outlook Settings'
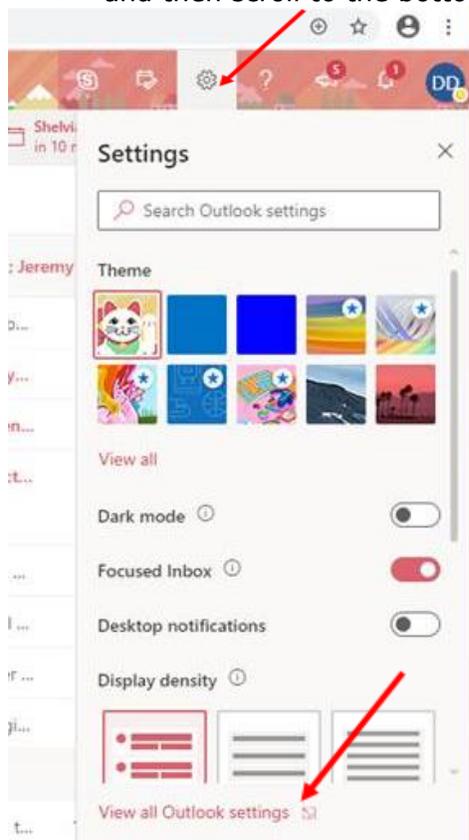
Then click on General>'Language and time' and make sure your Current time zone indicates 'UTC-5 Eastern Time (US & Canada)
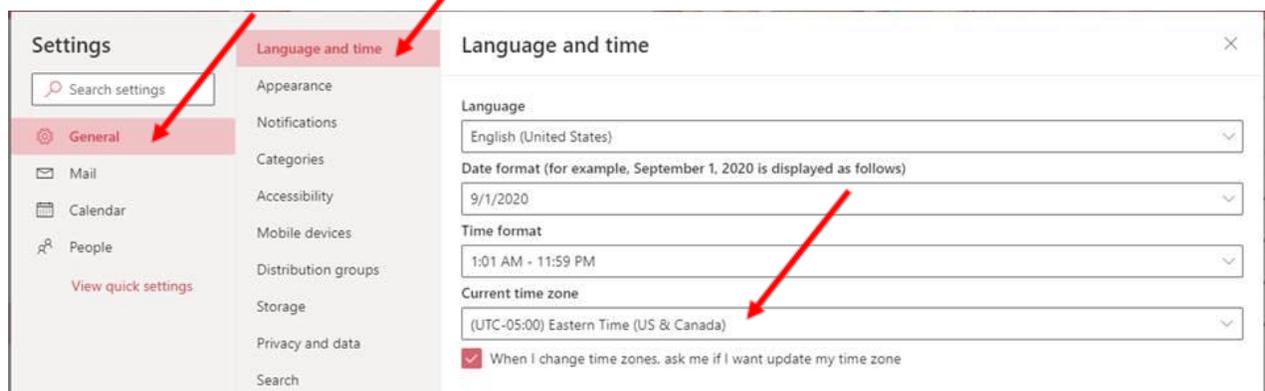
Click on 'Save'

Student Email

Once you click on the Outlook email 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 message' (email) or delete emails. If you are expecting an email, and don't find it in your Inbox, please check in your 'Junk Email' just in case it landed there.
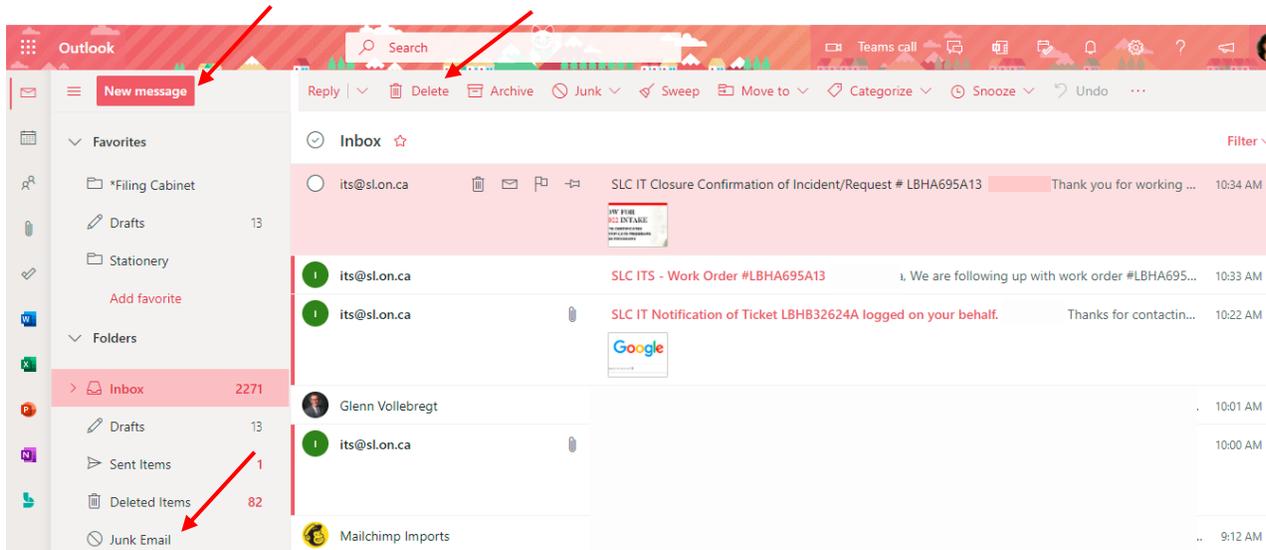
If you click on the 'Settings' Gear icon, you will be able to turn off your 'Focused Inbox'. If you don't turn off your Focused Inbox, then Microsoft will automatically separate your emails into 'Focused' or 'Other' depending on whether they feel the email is important to you. If you want all of your emails to go into the same Inbox, you must turn off the Focused Inbox.
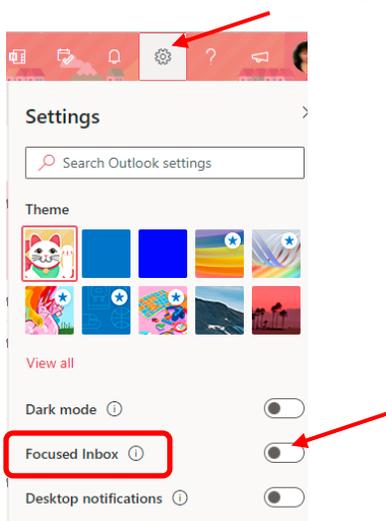
To return to your SLC.me homepage, close this window.

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. You will be able to use the MS Office programs for free for as long as you have a valid SLC student email address.

For instructions on how to install these programs, please refer to our How-to guide 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 your emails to your smartphone and tablet, configure your SLC email on all 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.