

**Configure  
SLC Email -  
Android**



**St. Lawrence  
College**

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This manual contains pertinent information about configuring your SLC email account to your android device.

May 2018

## Configuring SLC Email - Android

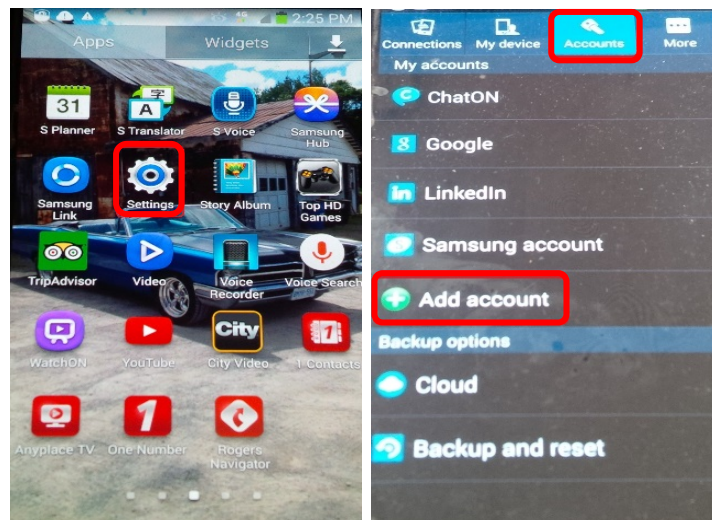
### About

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 *android* device. If you have any issues configuring your email to your personal device, please seek assistance at the IT Service Desk. Computer Lab Access.

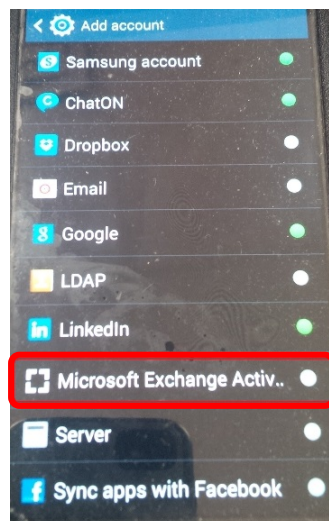
### Configuring Settings

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

1. Tab Settings > Accounts> Add Accounts.



2. Tap Microsoft Exchange Active Sync or Exchange.

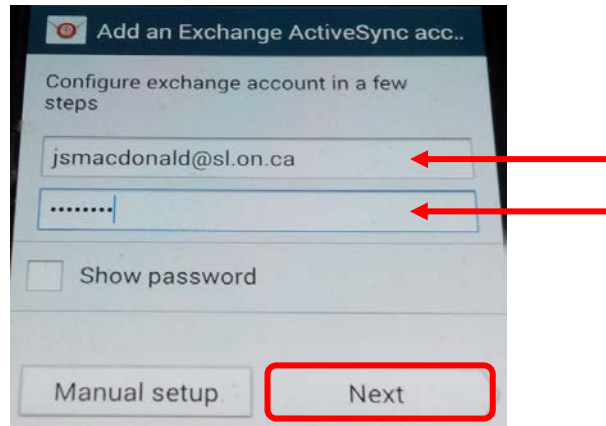


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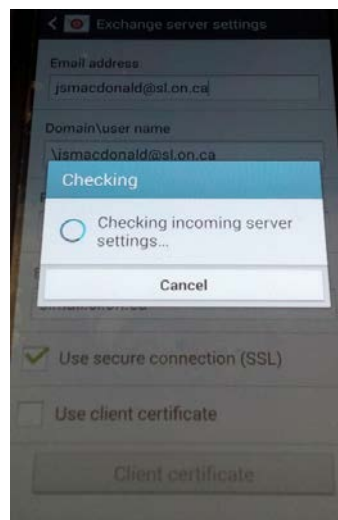
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3. Enter the information requested in the **Email and Password** fields.

Please note: you will need to enter the full email address in the email field. (Example: Jdoe17@student.sl.on.ca or Joe.doe@student.sl.on.ca). Your password is the same password as you use to log in to the school computers, your slc.me account, blackboard, etc.

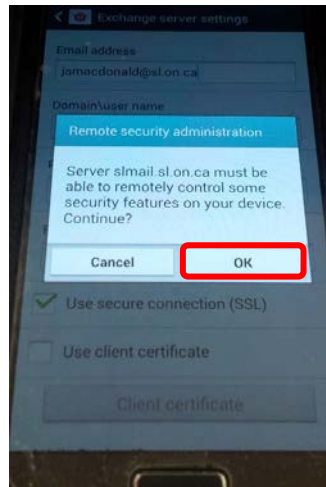


4. Tap **Next** in the lower right corner of the screen. The device will try and find the settings it needs to set up the account. It may take a few moments with the following displayed on the screen. You will then be asked to enter a **domain\username**, enter **\sl\username@sl.on.ca** (Example: **\sl\Jdoe17@sl.on.ca** or **\sl\Joe.doe@sl.on.ca**). On some models these may be separate lines, in which case enter SL as the domain and enter the student email address in the same format at above ([JDoe17@sl.on.ca](#) or [Joe.doe@sl.on.ca](#)). You will also be asked for the server, please enter **outlook.office365.com**.

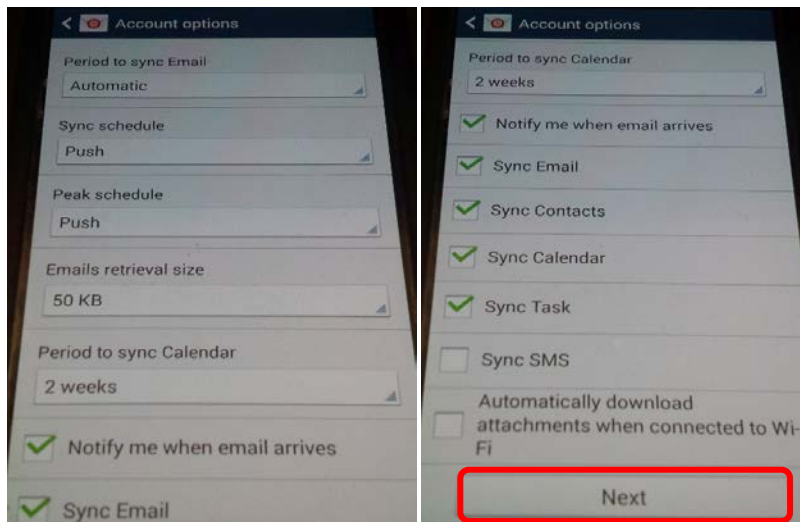


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- In order for the Corporate Email to work properly, our mail server needs to be given permission to control certain security features on your device. The most noticeable will be a requirement to setup a pin or security code to access your device.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



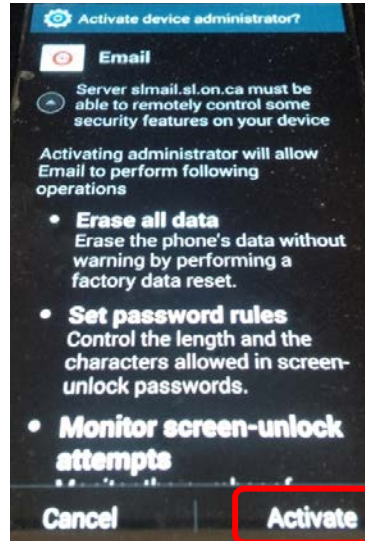
- Customize your setup to *sync Email, Contacts, Calendar, Tasks* or any combination you'd like. Click **Next**. The default settings are below. Please do not sync SMS.



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7. You will then see the following screen, which lists the access required on your device for email to function. Please note that activating the email 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.

