

**Configure
SLC Email -
Android**



**St. Lawrence
College**

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

June, 2017

Configuring SLC Email - Android

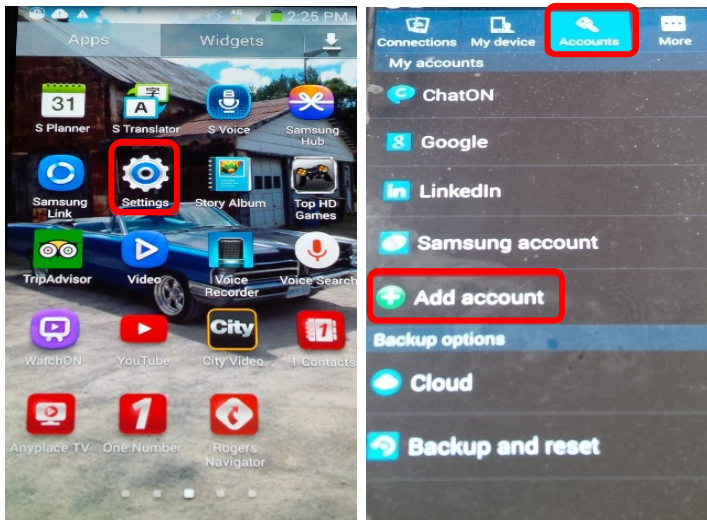
About

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.

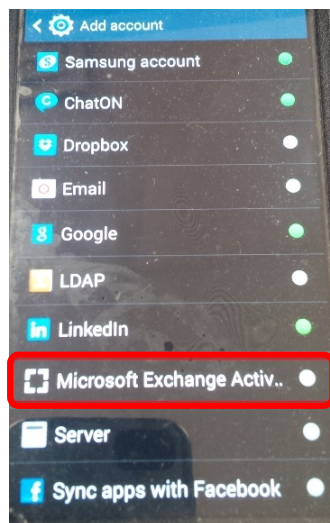
Configuring Settings

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.



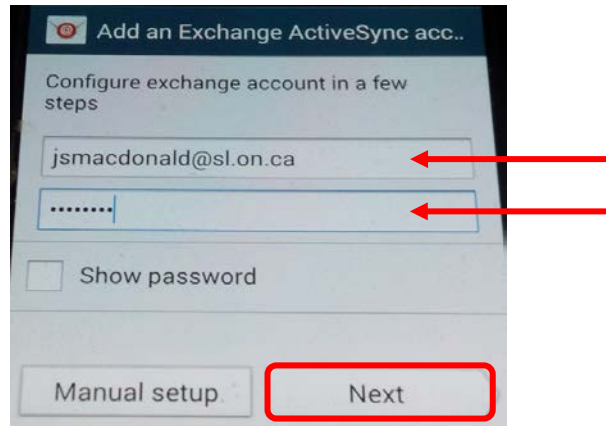
2. Tap Microsoft Exchange Active Sync or Exchange.



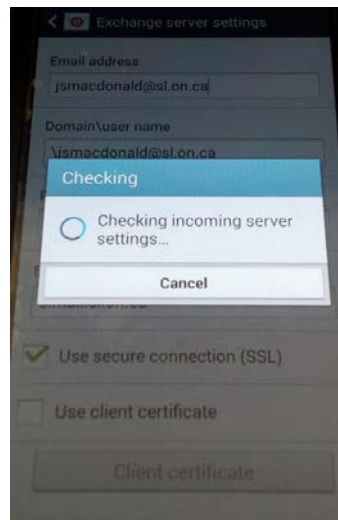
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3. Enter the information requested in the **Email and Password** fields.

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.

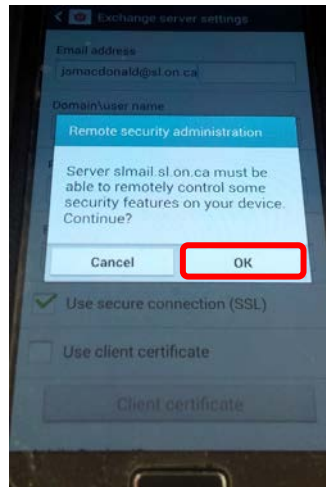


4. Tap **Next** in the lower right corner of the screen. The device will try and find the settings it needs to set up the account. It may take a few moments with the following displayed on the screen. You will then be asked to enter a **domain\username**, enter **\sl\username@sl.on.ca** (Example: \sl\Jdoe17@sl.on.ca 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**.

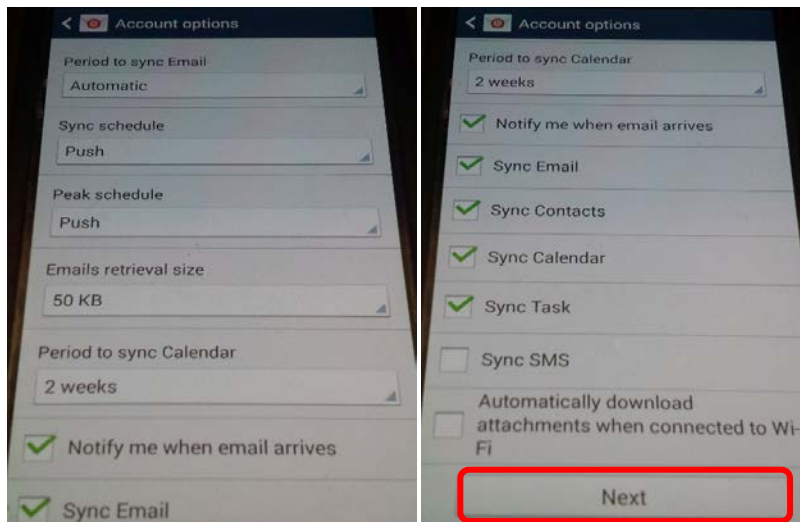


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- In order for the Corporate Email to work properly, our mail server needs to be given permission to control certain security features on your device. The most noticeable will be a requirement to setup a pin or security code to access your device.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

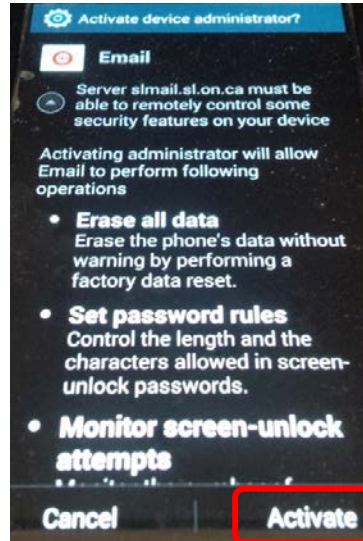


- Customize your setup to *sync Email, Contacts, Calendar, Tasks* or any combination you'd like. Click **Next**. The default settings are below. Please do not sync SMS.



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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** 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.

