

**Configure  
SLC Email –  
Blackberry  
(BB10)**



**St. Lawrence  
College**

---

This manual contains pertinent information about configuring your SLC email account to your blackberry (BB10) device.

May 2018

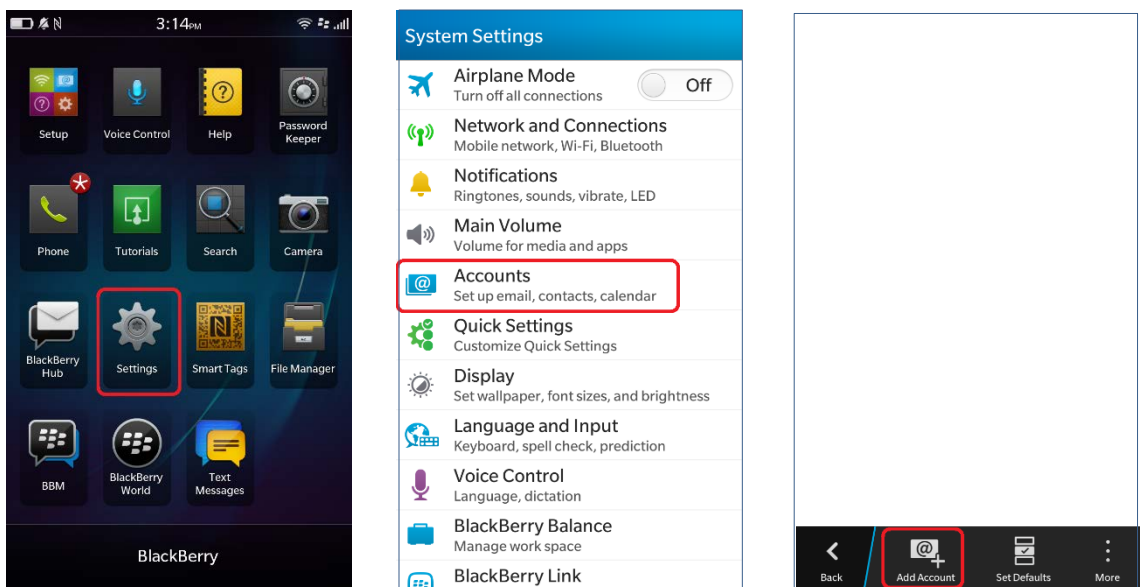
## Configuring SLC Email – Blackberry (BB10)

### About

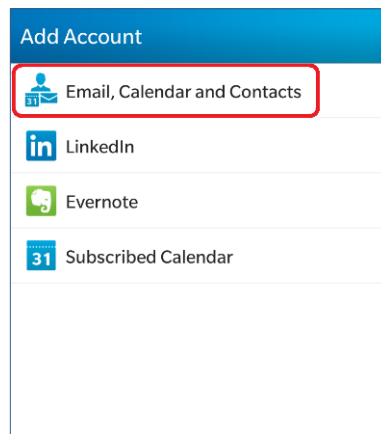
Set up your email account on your smartphone/tablet to receive emails sent to your SLC email account on-the-go! Below are the instructions for configuring your SLC email account on a blackberry (BB10) device. If you have any issues configuring your email to your personal device, please seek assistance at the IT Service Desk.

### Configuring Settings

1. Tap **Settings > Accounts > Add Account.**



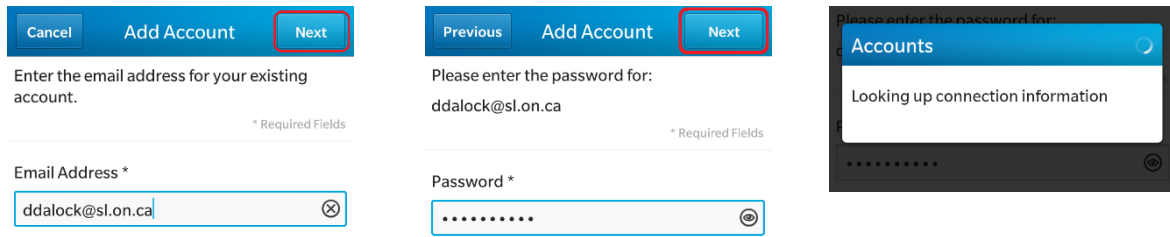
2. Tap **Email, Calendar and Contacts.**



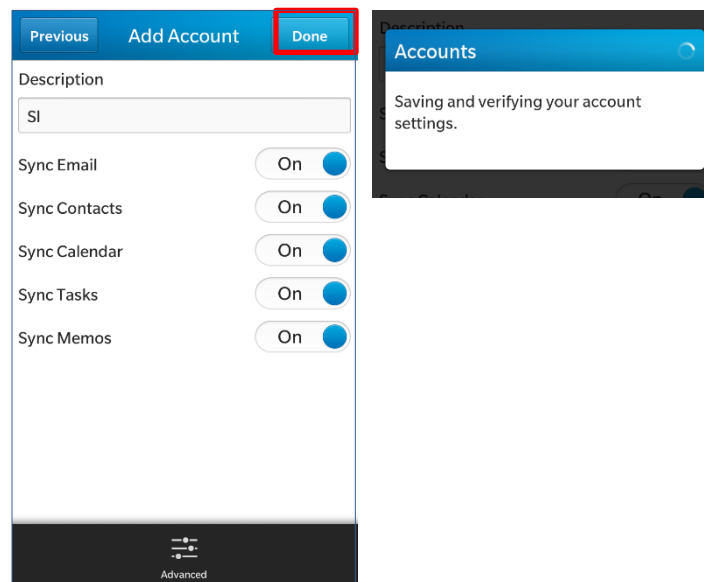
## Configuring SLC Email – Blackberry (BB10)

- Enter the information requested in the **Email and Password** boxes.

**Please note:** You need to enter the **full e-mail address** in the Email box (example: [username@student.sl.on.ca](mailto:username@student.sl.on.ca)). The **Password** will be the same password you use to log in to the school computers, your slc.me account, blackboard, etc.



- After clicking **next**, your phone will try to verify your account settings. If it asks you to enter more information please enter the following. Your **username** will be your email address, but without the *student* in it (example: [username@sl.on.ca](mailto:username@sl.on.ca)). In the **server** box you will need to enter **outlook.office365.com**.
- Customize your setup to *Sync Email, Contacts, Calendar, Tasks* or any combination you'd like, and then click **Done**. The default settings are below.



- If you already have a secure passcode setup on your device your email, calendar entries, and contacts will begin to be downloaded to your phone. If you don't

## Configuring SLC Email – Blackberry (BB10)

---

currently have a passcode, your phone will ask you to create one. Follow the prompts to create a secure code and once it is created your email, contacts, and calendar entries will be downloaded.