

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



**St. Lawrence
College**

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

June 2017

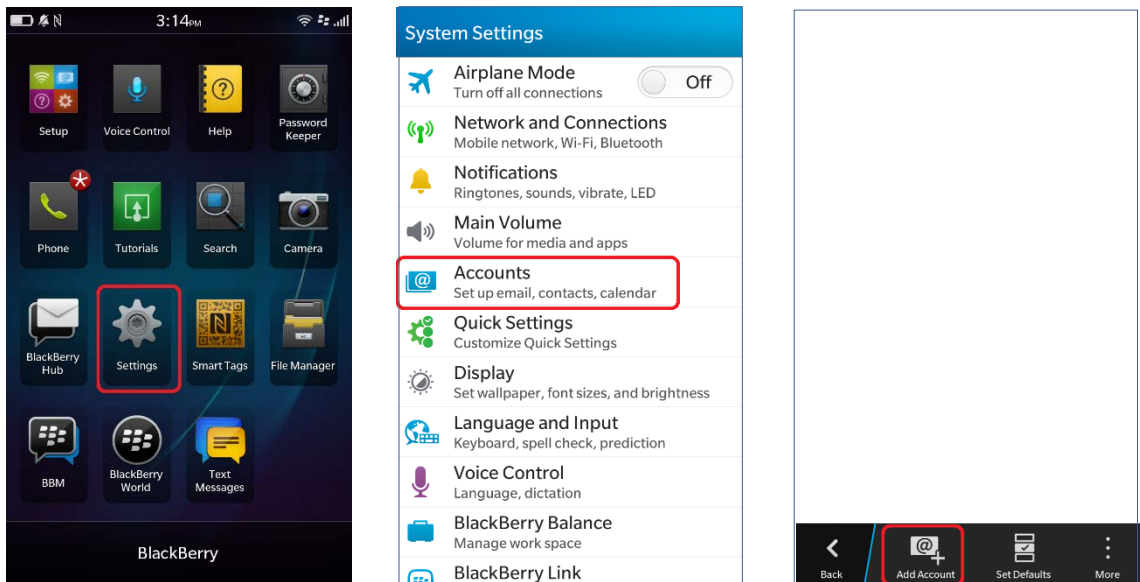
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About

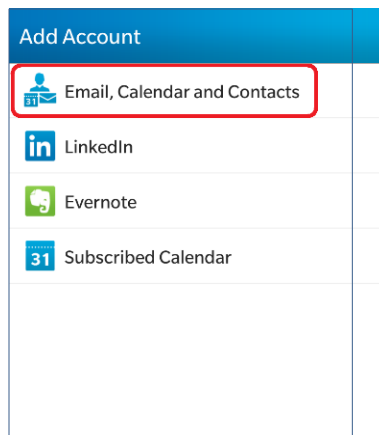
Set up your email account on your smartphone/tablet to receive emails sent to your SLC email account on-the-go! Below are the instructions for configuring your SLC email account on a *blackberry (BB10)* device. If you have any issues configuring your email to your personal device, please seek assistance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

Configuring Settings

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



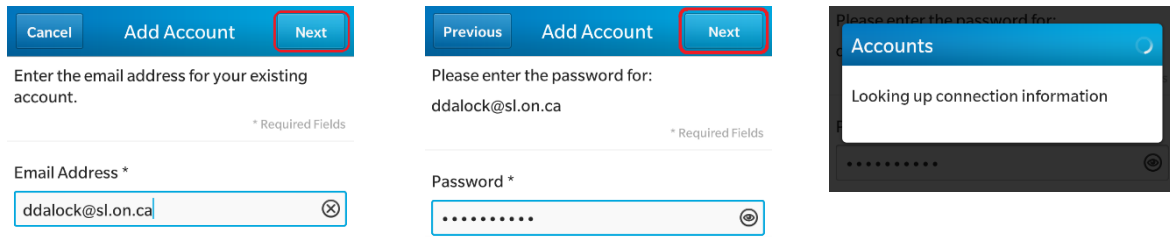
2. Tap **Email, Calendar and Contacts.**



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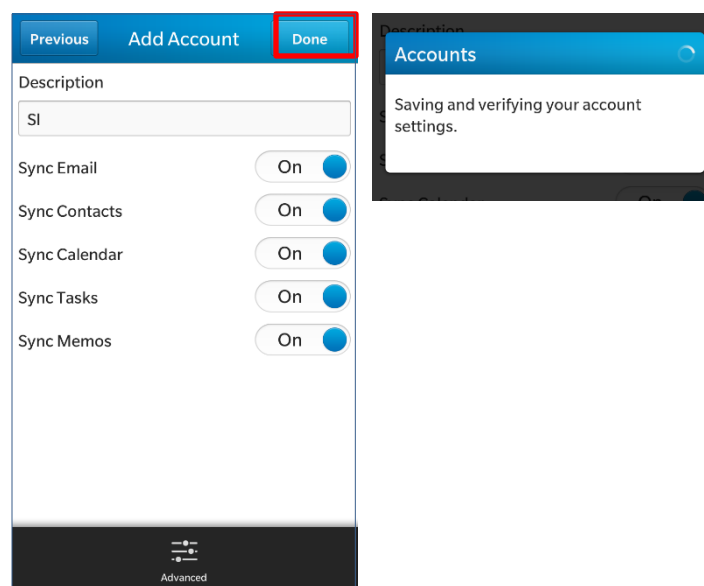
- Enter the information requested in the **Email and Password** boxes.

Please note: You need to enter the **full e-mail address** in the Email box (example: username@student.sl.on.ca). 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). 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.



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6. 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 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.