

Access your
Student Email
Directly



St. Lawrence
College

This manual contains pertinent
information about accessing
your Student Email directly
without going through slc.me

May 2018

Email

About

Email is your primary source of communication between the college, staff and students. Through your student email you will be able to receive announcements from your instructors, college updates, notices, and more! Available through your slc.me portal and through: <https://Outlook.office365.com>

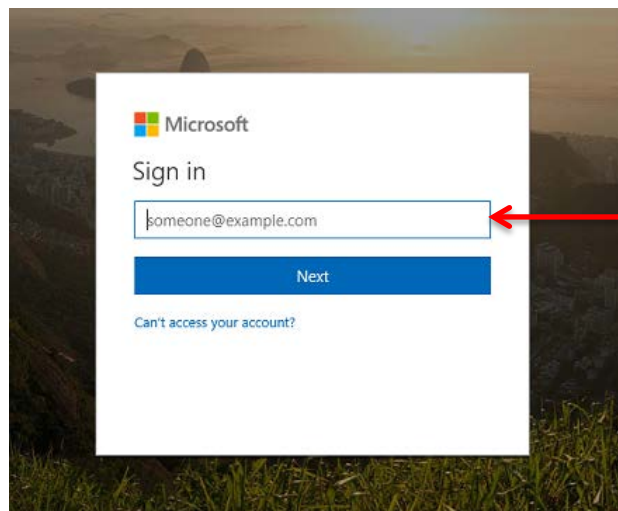
Accessing your College email directly without going through slc.me

Sign In:

From any computer system; launch any web browser and key in the following URL:

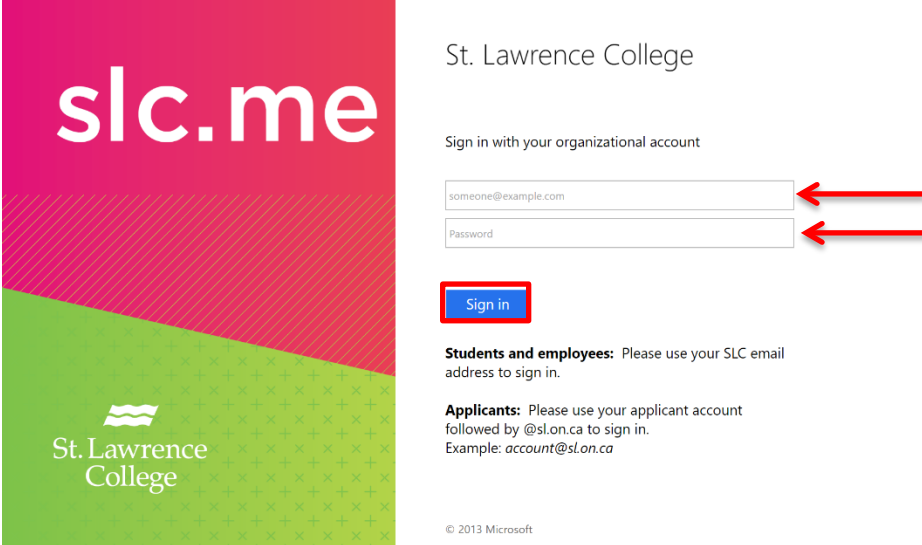
<https://Outlook.office365.com>

On the log in screen, you will need to enter your student email address. When you click to enter your password, you will be redirected to a second log in screen.



The second log in screen will display again asking for your student email account and password. When you click Sign in, you will be taken to your email account.

Email



The screenshot shows the login page for slc.me. On the left is a large graphic with 'slc.me' in white on a red background and the St. Lawrence College logo on a green background. The main content area is white and contains the text 'St. Lawrence College' at the top. Below that is the instruction 'Sign in with your organizational account'. There are two input fields: the first is for an email address, containing 'someone@example.com', and the second is for a password. Two red arrows point to the right side of each input field. Below the fields is a blue 'Sign in' button with a red border. Underneath the button are two paragraphs of instructions: one for 'Students and employees' and one for 'Applicants'. At the bottom left of the page is the copyright notice '© 2013 Microsoft'.

You will then see your email inbox.

Please note: if this is the first time you are signing in to your student email account, you will be asked for the time zone and various other questions.

