

Add to Existing Email App

IPHONE

1. Add your account to the Mail app

Tap **Settings** > **Passwords & Accounts** > **Add Account** > **Exchange**

2. Enter your address

Enter your full email address, then tap **Next**. Your email address is *username@my.stchas.edu*

3. Connect to your account

After you enter your email address choose Sign In or Configure Manually.

Tap **Sign In** to automatically set-up your Exchange Information.

Tap **Configure Manually**. Enter your password. If prompted to provide more information: enter **outlook.office365.com** for server, leave domain field empty.

4. Sync your content

You will be prompted to synchronize your account and device information. Choose what you would like to sync and then hit **Save**.

ANDROID

1. Add your account to Gmail app

Go to **Menu** > **Settings** > **Add Account**. Select **Exchange and Office 365**

2. Enter your address

Enter your full email address, then tap **Continue**. Your email address is *username@my.stchas.edu*

3. Connect to your account

Enter your password and select **Sign In** or **Next**. You may be redirected to sign-in through St. Charles Community College. Be sure to sign in with your *email* and *password*.

Set Up New Email App

MICROSOFT OUTLOOK APP

1. Download the Microsoft Outlook app

Download the **Microsoft Outlook app** from your app store

2. Enter your address

If not automatically prompted for your email, go to **Settings > Add Account**.

Enter your full email address, then tap **Continue**.

Select **Office 365**.

Your email address is *username@my.stchas.edu*

3. Connect to your account

Enter your password and select **Sign In**.

4. Sync your content

Select **Yes** to Let this app access your info? Then select **Maybe Later** to access your account.

EFFECTIVELY USING YOUR EMAIL

It's important for you to **check your SCC email daily**. This is how the college will let you know about upcoming events, deadlines, or changes to your schedule. Departments on campus such as Academic Advising or Financial Aid can only communicate with you via your SCC email – if you have a question, be sure to reach out through this email address.

Many instructors for your courses will ask you to send messages through the Canvas Inbox. Please note that this is NOT the same as your SCC email. By default, you will receive several types of Canvas notifications to your SCC email. For some students this is helpful and for others it may distract from seeing important updates that only come to your SCC email. If you would like to adjust your settings, please [refer to this tutorial from Canvas](#).