

# Accessing Student Webmail

## USING THROUGH THE OUTLOOK APP ON YOUR PHONE

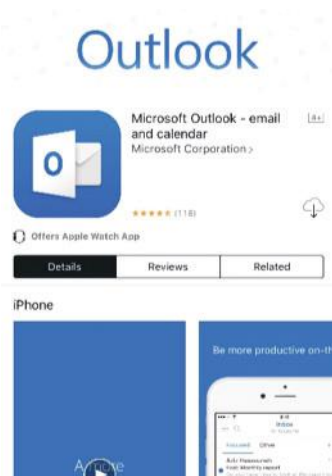
**Step 1:** Visit the App Store and download “Outlook”

**Step 2:** Enter your college email and select “Sign In with Office 365”

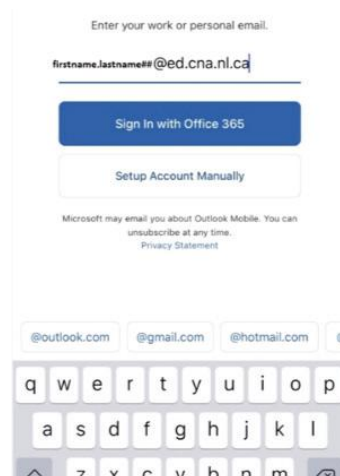
**Step 3:** You will be forwarded to a page where it will prompt you to enter your password for your college email. Enter the password and press “Sign In with Office 365”

**Step 4:** A message should pop up asking you to either turn on or off notifications; turn it on so you get a notification when you get an email. Your e-mail is now set-up! The orange circle is the college email and if you click the one in under it you can add another email such as a personal.

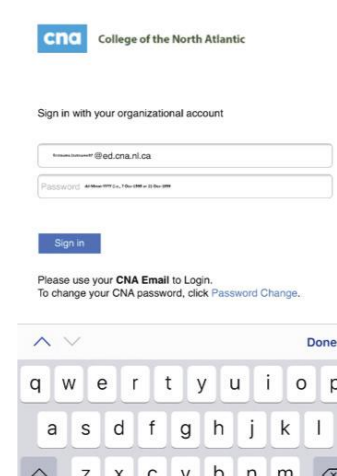
Step 1:



Step 2:



Step 3:



Step 4:

