

## How to Add Your SCKANS Email to Your iPhone or Android Device

As a student at Southwestern College, you have been provided with a student email address for communications with your classmates, instructors, coach, and other SC staff and departments. This email is important to check consistently to stay connected with communications from your instructors as well as updates on school announcements. Many learners find the best way to check their SCKANS email account is by connecting it to their phone. Here are the simple steps of linking your account to your iPhone or Android device:

**Step 1: Access your phone's application store and search for the Microsoft Outlook Application. Install the app.**

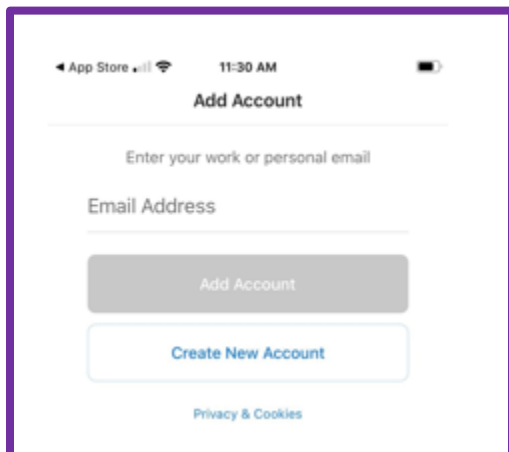
For Apple App Store: <https://apps.apple.com/us/app/microsoft-outlook/id951937596>

For Google Play Store:

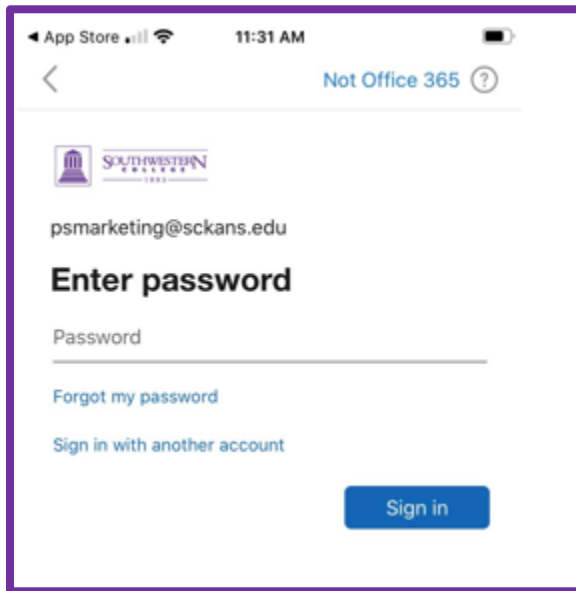
<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

**Step 2: Once the application has been installed, open the app.**

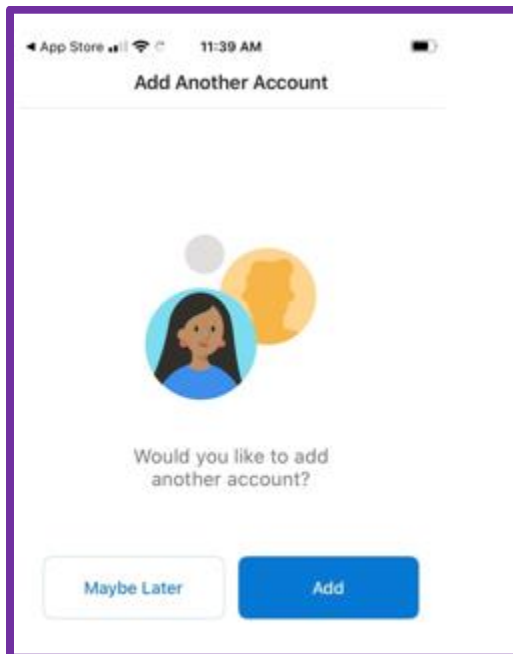
**Step 3: Once the application is open, you will enter your SCKANS email address and select "Add Account"**



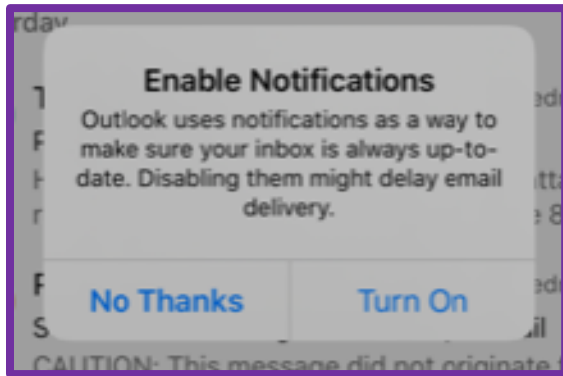
Step 4: Enter your SCKANS email password and click “Sign in”



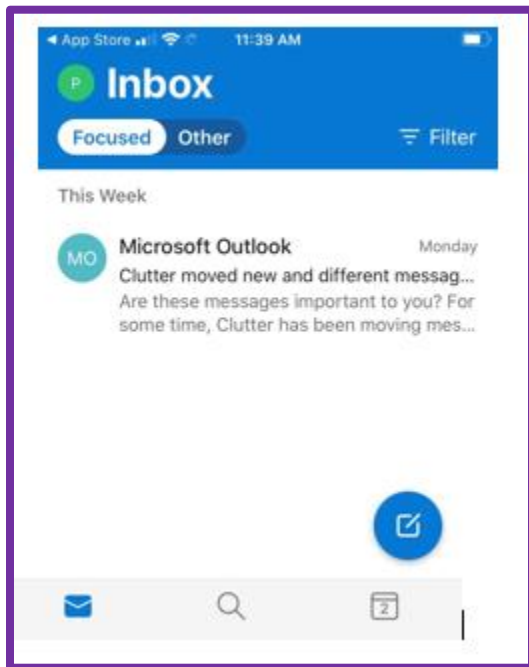
Step 5: It may ask you if you would like to add another account. Select “Maybe Later” to continue.



Step 6: If prompted to enable notifications, we recommend you do so to be alerted of new mail.



Step 7: Your email is now set up to sync to your phone!



For function tutorials, visit: <https://support.microsoft.com/en-us/office/outlook-for-ios-and-android-fb307c71-2df4-4eef-b4ec-1caee01b76f0?ui=en-us&rs=en-us&ad=us>

