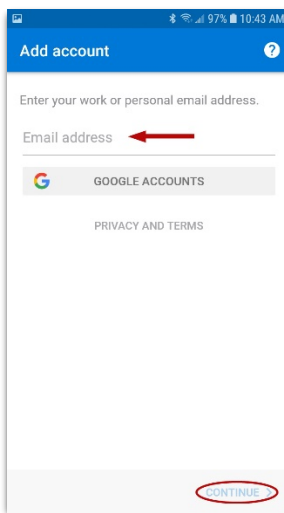


Sync your Mobile Device(s) with your SSCC Office 365 Email

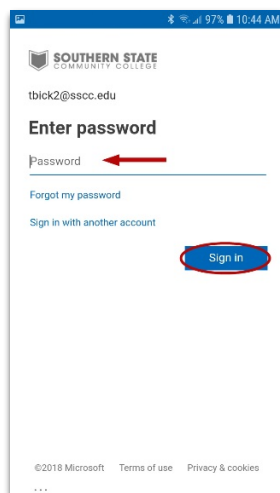
1. To Sync your Mobile Device(s) with your SSCC Office 365 Email account you will first need to **download the Office 365 Outlook app** for [Android](#) or [iOS](#).



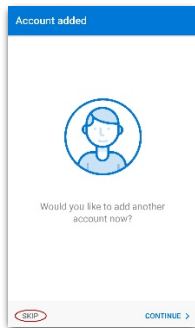
2. Once the app is installed on your mobile device launch the app and follow the on-screen instructions. First you will select **Get Started**.
3. Then enter your **SSCC Office 365 Email** address and select **Continue**.



4. This will lead you to the SSCC Office 365 Email login you are used to seeing on the desktop version. **Enter your password** then select **Sign In**.



- The application will then ask if you would like to add another account. If you have another account you would like to add select Continue, otherwise select **Skip**.



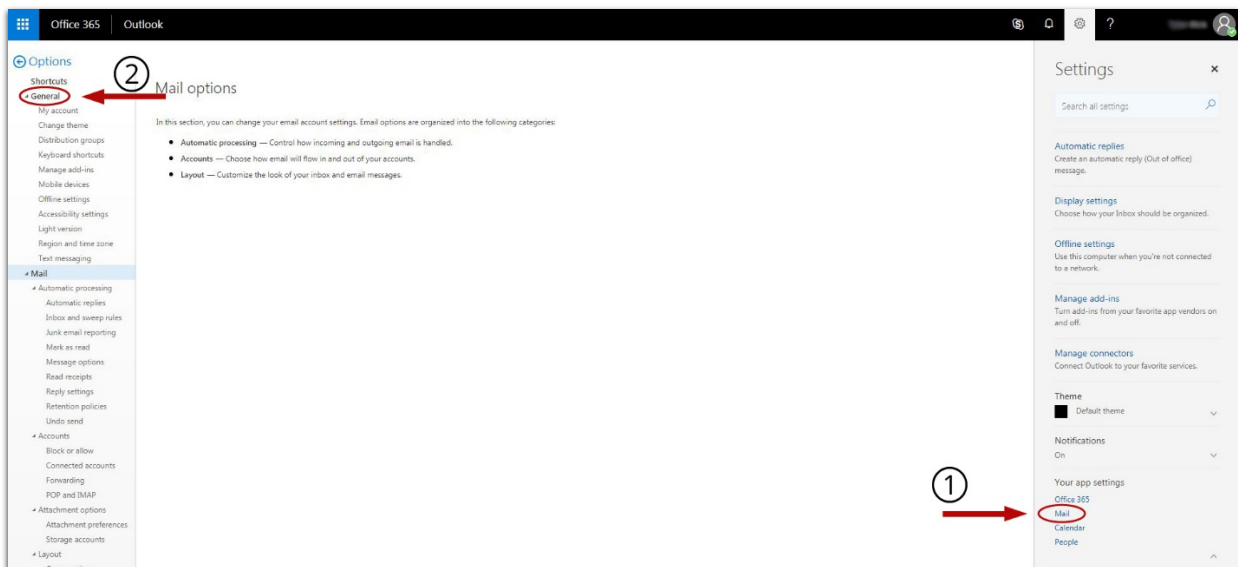
- The next set of screens will display tutorials on using the Office 365 Outlook app. You can either read through them by selecting the arrow in the bottom right, or you can skip the tutorials by selecting **Skip**.
- Your SSCC Office 365 Email account is now synced with your mobile device**, and the app will now display your SSCC email.

Confirm that your accounts Synced

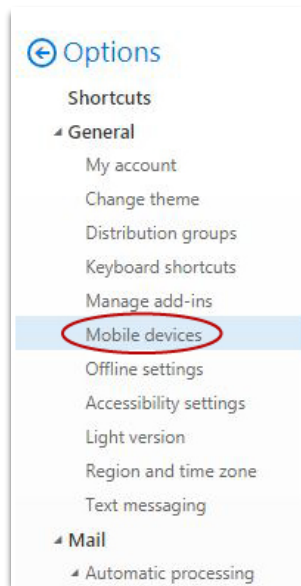
- To confirm that your mobile device and SSCC email are synced, log into your Office 365 Email account on a desktop or laptop. Then select the **Settings Menu** located in the top right corner of the screen.



- From there, you will need to select **Mail** from the drop down menu on the right, then expand the **General** drop down menu on the left.



3. Then select **Mobile Devices** from the drop down on the left.



4. This screen will show the Mobile Devices that are synched with your account. You can remove a mobile device, access your device recovery password, initiate a remote device wipe, or block your phone if you lose it.

