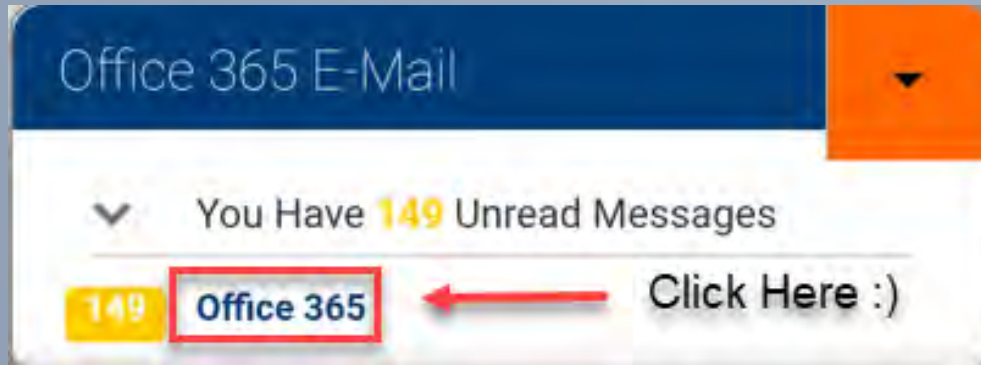


# SCC Email on mobile phone

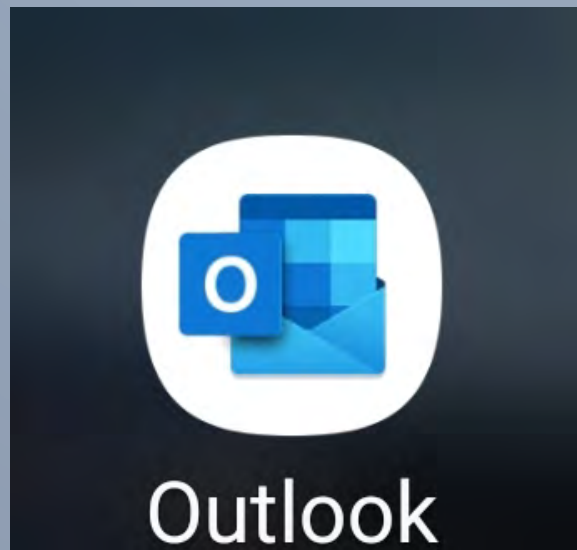
The two primary methods of accessing your SCC Email via your mobile phone are:

- Via the SCC Hub Main page - Microsoft (Office) 365 Email Link
- MS Outlook App (downloaded from the Google Play Store or Apple App Store)



## Office 365 Web Email From the SCC Hub main page

Seamlessly integrated with the SCC Hub, the Outlook Web App is tied to your SCC email account automatically and is accessible with one click!



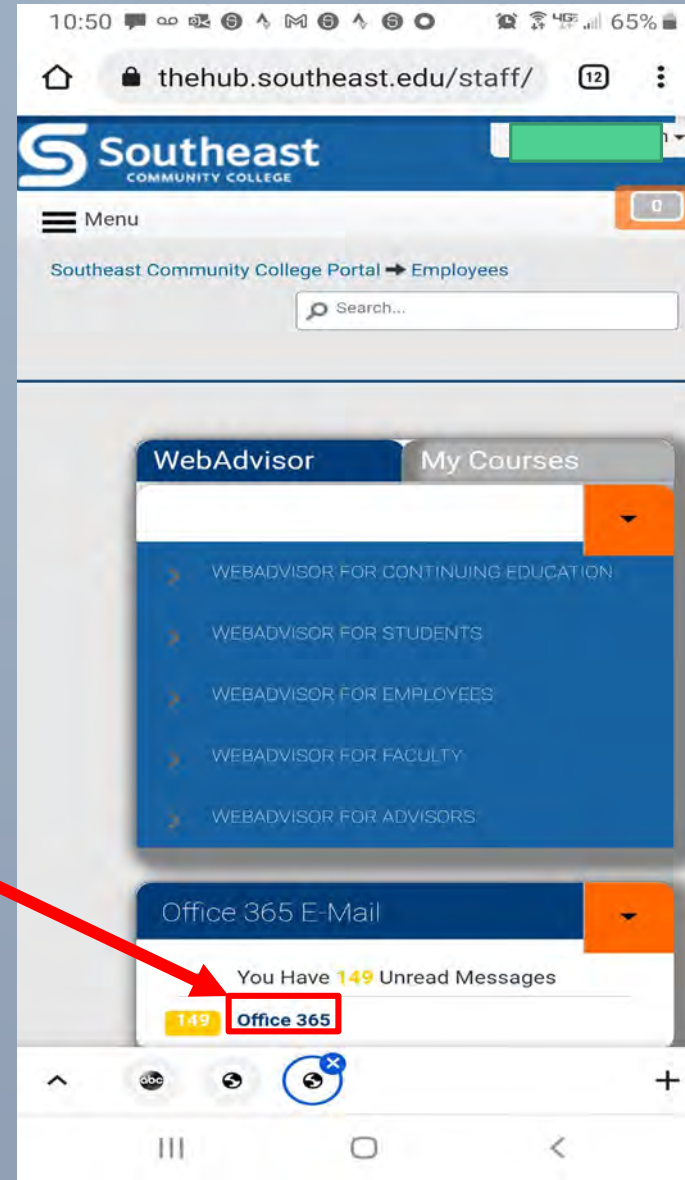
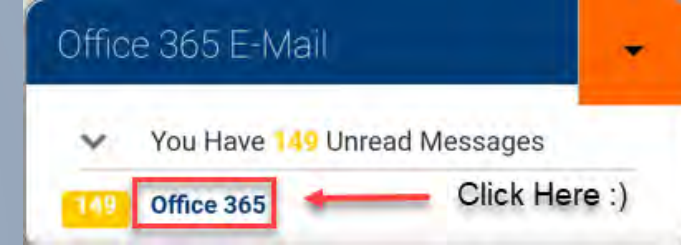
## Outlook Mobile App

A powerful Email, Calendar and planning application that can manage multiple email addresses and more

# Office 365 Web Email

The Outlook Web App is easily accessed from the Hub and automatically ties in to your SCC Account

From the Hub main page, you can launch your email by clicking on Office 365 here



# Office 365 Web Email

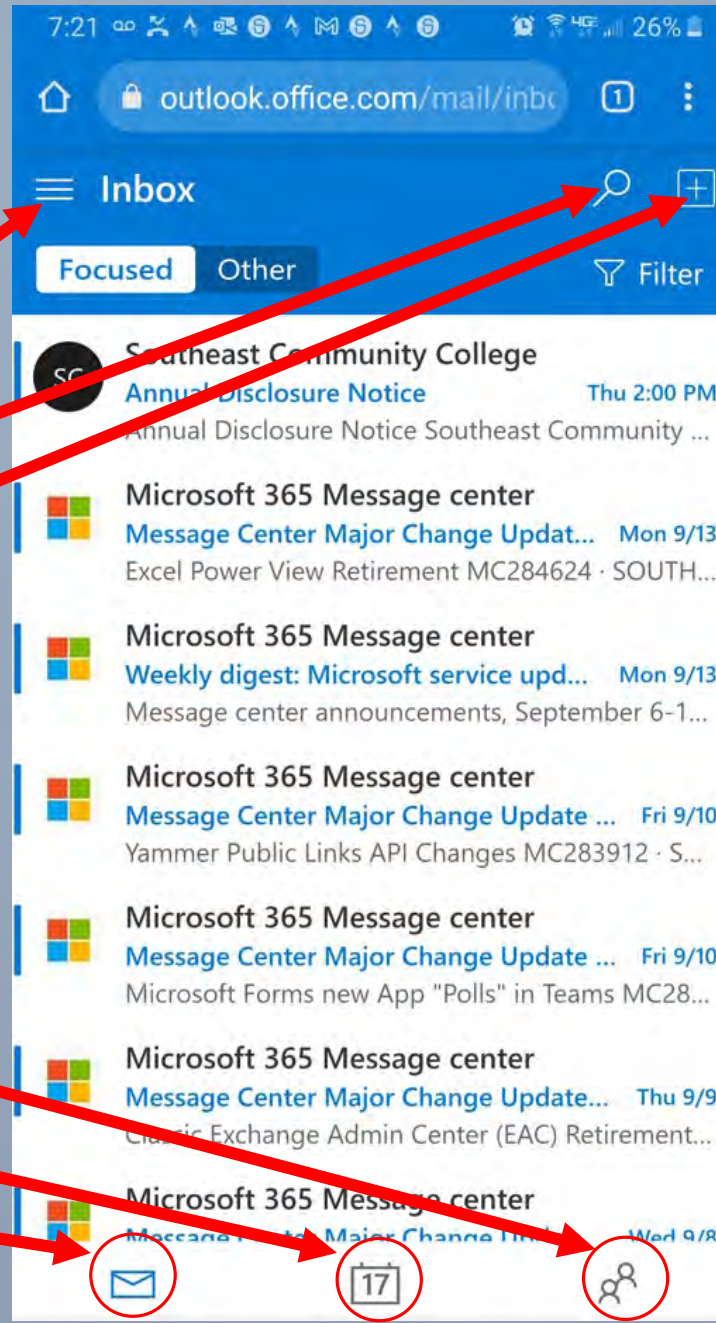
You will be taken to your  
SCC Email **Inbox** via the  
web browser you are using

## Mail Functions

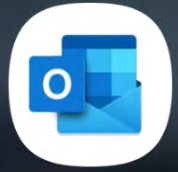
- Settings
- Search
- New Email

## Main function toggles

- People  
(Contacts)
- Calendar
- Mail







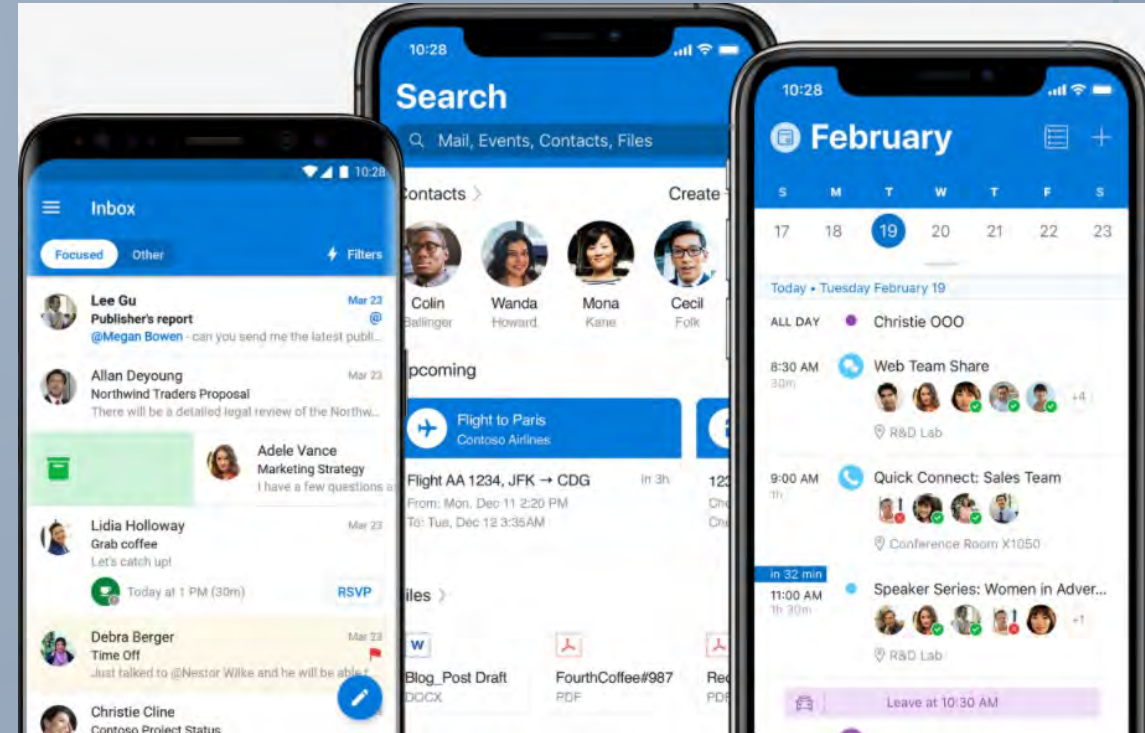
Outlook

# Outlook Mobile App

**Everything you need in one place**  
**Outlook** mobile delivers a connected experience across email, search and calendar and deeply integrates with Office apps, files and teams to power your productivity and collaboration.

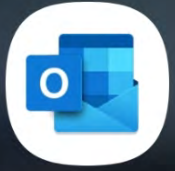
## Integrated calendar

Plan meetings, check availability, track RSVPs and share your calendar right from the palm of your hand. Outlook helps you manage your whole day and keeps you organized.



## People and connections

Keep people who matter front and center. View organizational information and who contacts work with to help get things done. @mention people in your company for quicker email collaboration.



Outlook

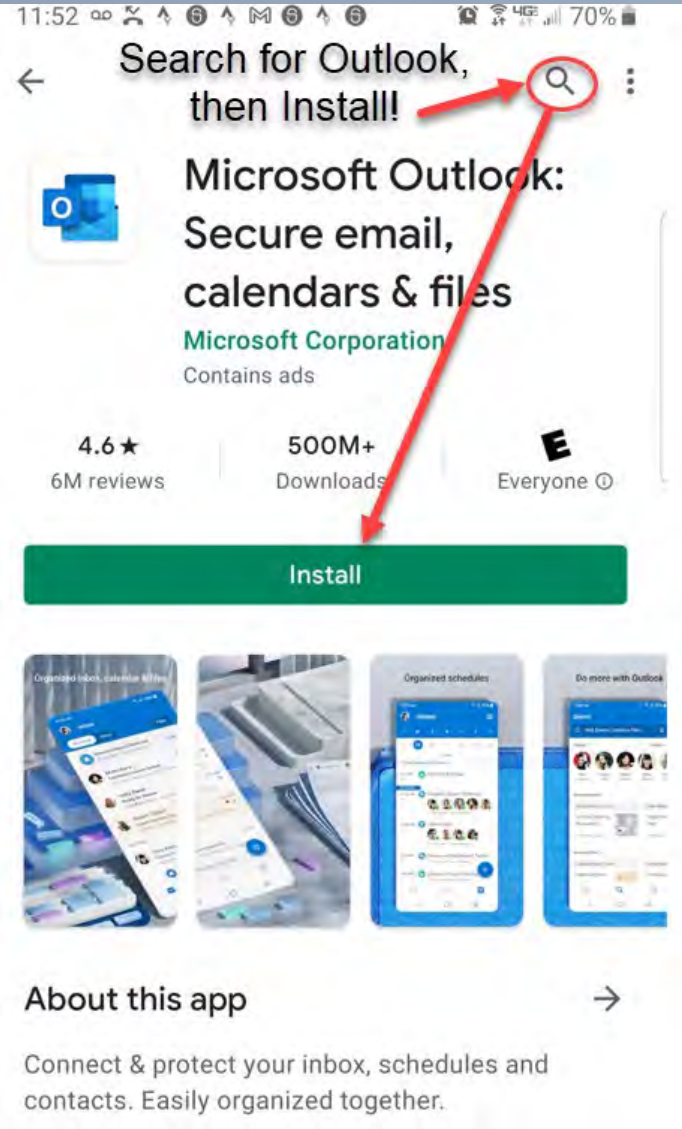
# Outlook Mobile App

The Outlook Mobile App is very powerful, configurable and secure but adding it to your phone or mobile device is simple!

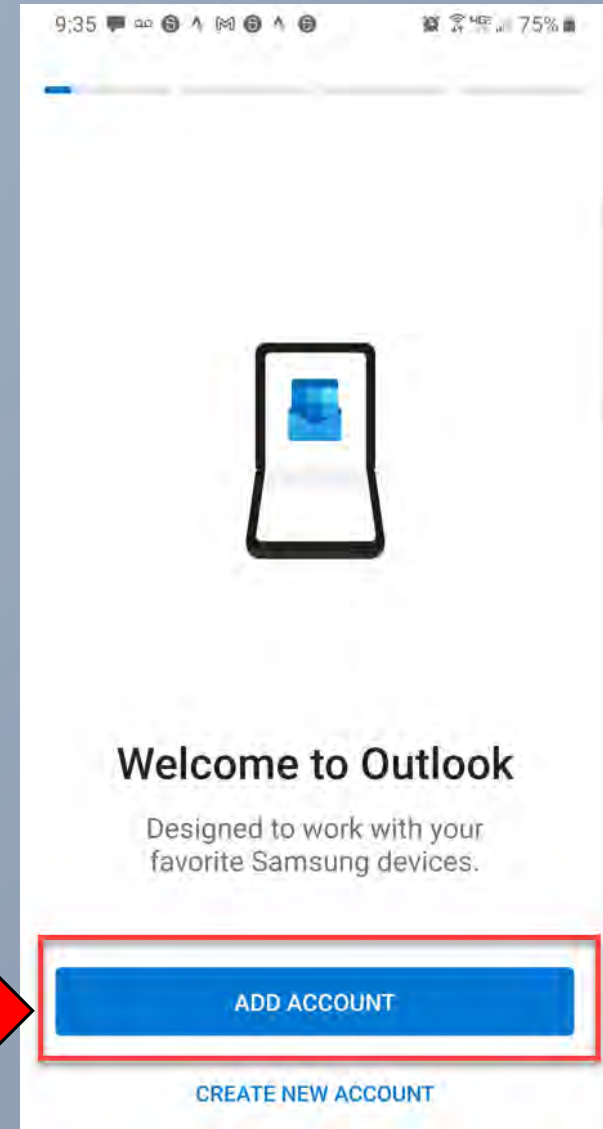
## STEP #1

### Search for Outlook

- App Store (Apple) 
- Play Store (Android) 

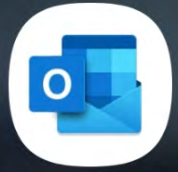


## #2 Click Install



## #3

### Click ADD ACCOUNT



Outlook

# Outlook Mobile App

**Enter your SCC  
Username**

**Click CONTINUE**

9:37 75%

×


## Add account


?

Enter your work or personal email address.

fl123456@southeast.edu

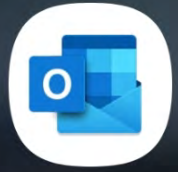
@live.com @msn.com @hotmail.com

 ADD GOOGLE ACCOUNT

 Sign in using the QR code on your computer

PRIVACY AND TERMS

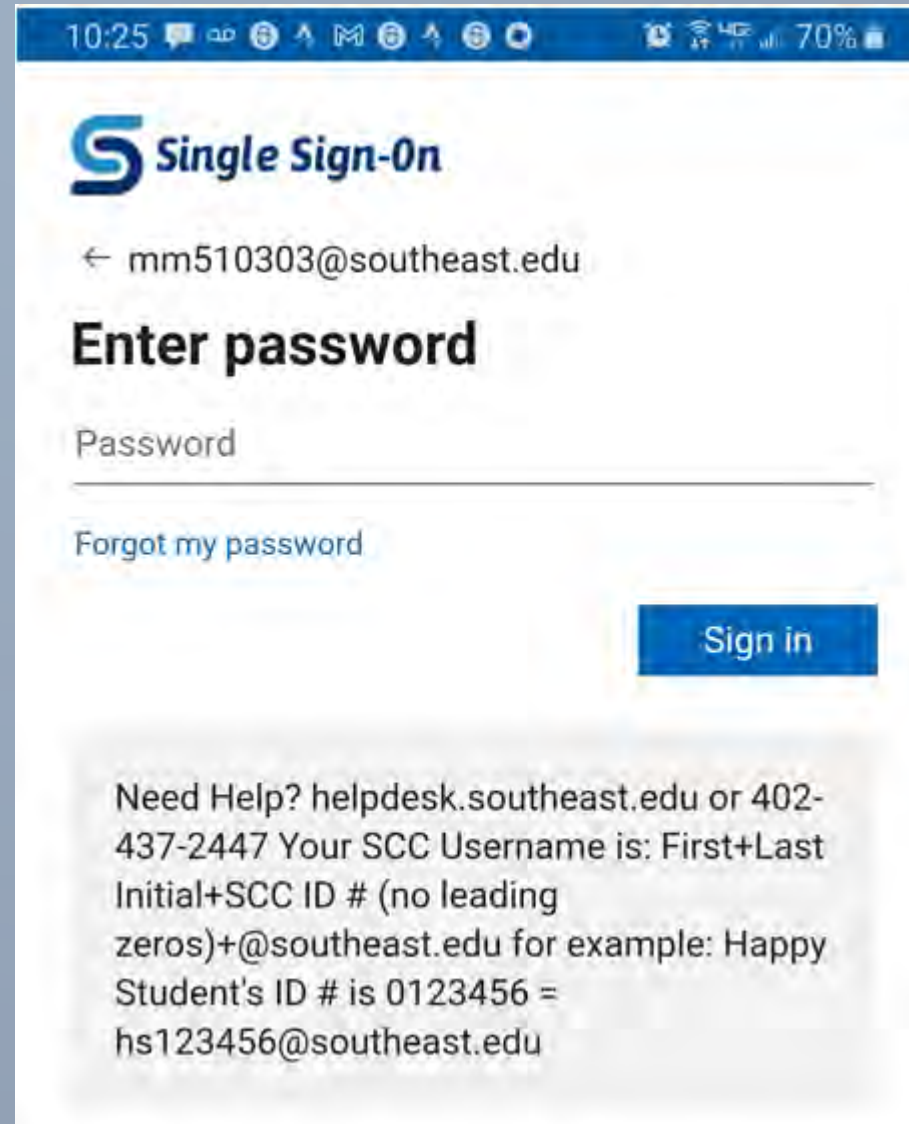
CONTINUE >



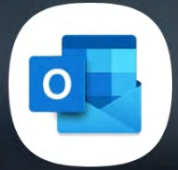
Outlook

# Outlook Mobile App

**Finish logging  
in with your  
SCC Hub  
Password**

A screenshot of the Outlook mobile app login screen. The status bar at the top shows the time 10:25, signal strength, Wi-Fi, and 70% battery. The main content area has a white background with a blue header. The header contains the Outlook logo and the text "Single Sign-On". Below the header, there is a back arrow and the email address "mm510303@southeast.edu". The main heading is "Enter password". Below this is a "Password" input field with a horizontal line underneath. To the left of the input field is a link that says "Forgot my password". To the right of the input field is a blue "Sign in" button. At the bottom of the screen, there is a grey box containing help text: "Need Help? helpdesk.southeast.edu or 402-437-2447 Your SCC Username is: First+Last Initial+SCC ID # (no leading zeros)+@southeast.edu for example: Happy Student's ID # is 0123456 = hs123456@southeast.edu".

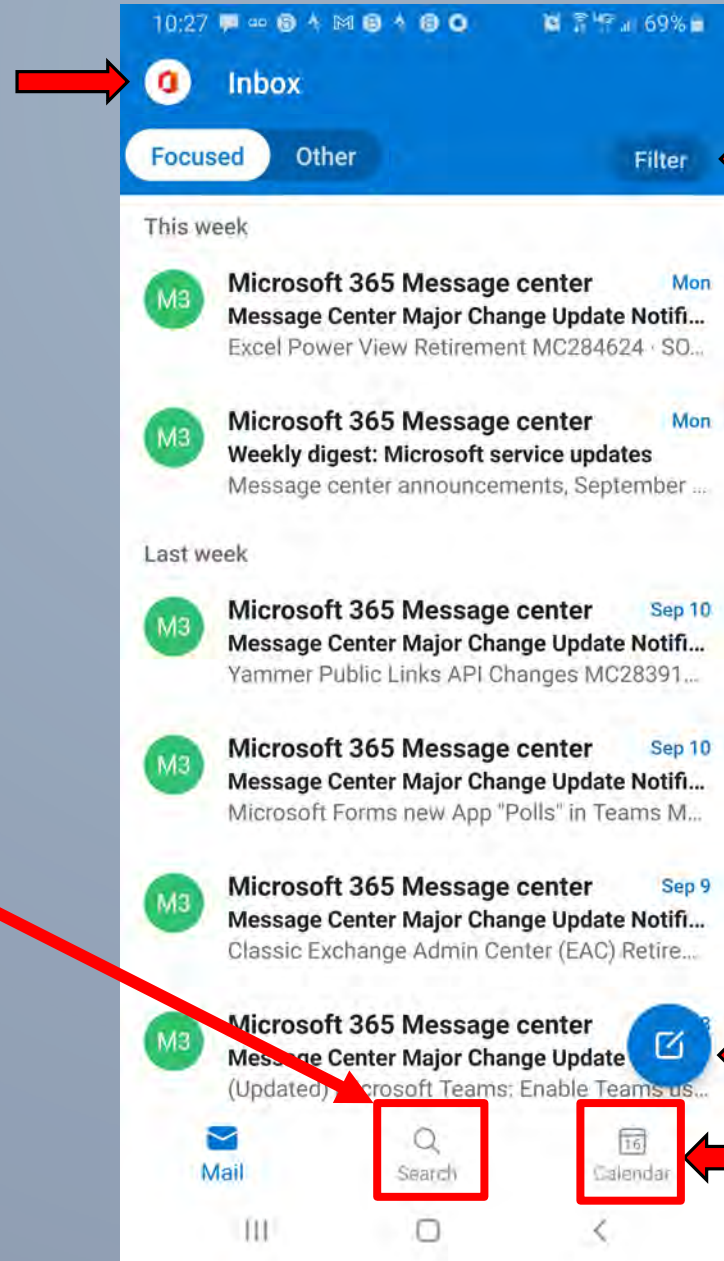




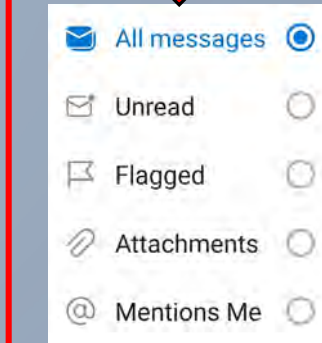
Outlook

# Outlook Mobile App

Click here for  
Account, Folder and  
Settings options



Filter emails

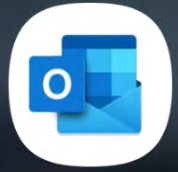


Search Mail,  
Events, Contacts  
and Files

Start new Email

Switch to  
Calendar view





Outlook

# Account, Folder and Settings options

# Outlook Mobile App

Account name and photo



Add Account



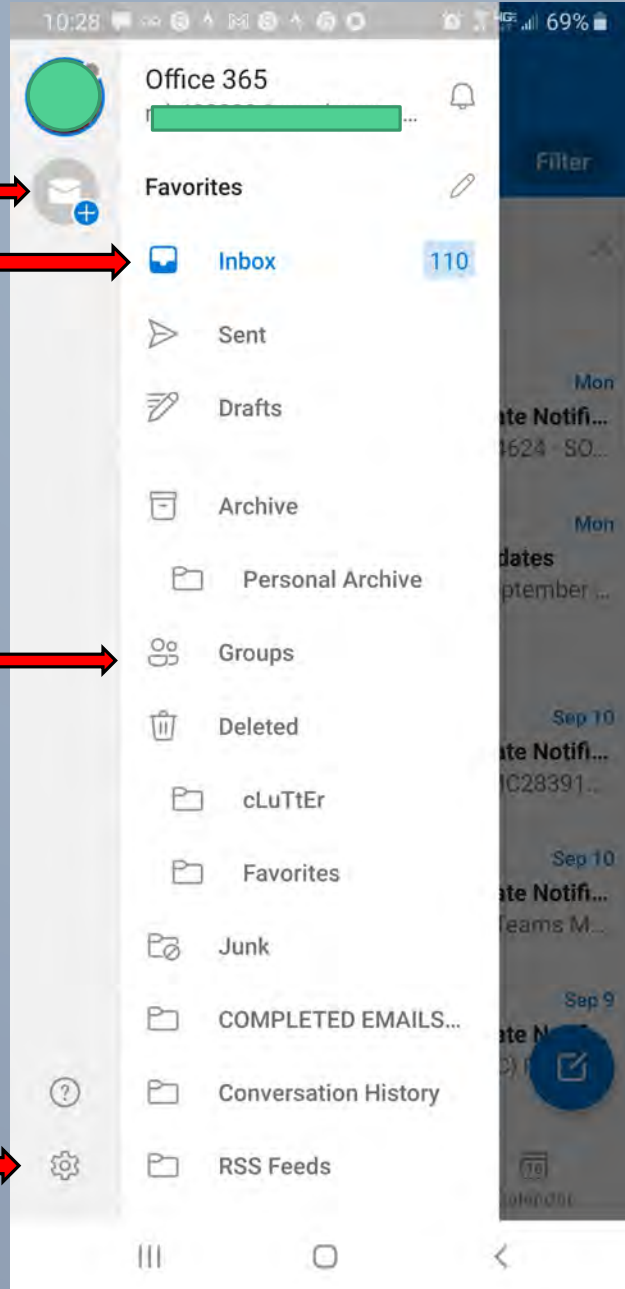
Return to Inbox

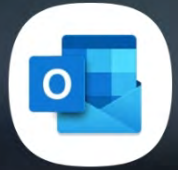


People and Contact Groups



Account Settings





Outlook

## **ADDITIONAL RESOURCES**

***Outlook Mobile: 10 top tips to help you get things done*** [Click Here](#)

**Includes video tutorials for:**

**Calendar Sharing  
Merge Calendars  
Manage Notifications  
And more!**

**If you have any questions, please  
contact the SCC IT Help Desk**

**Email: [Helpdesk@southeast.edu](mailto:Helpdesk@southeast.edu)**

**Phone 402-437-2447**