

How to Set Up Your Student E-Mail on Mobile Devices

Before setting up your BCC student email account on your mobile device, it is recommended that you sign in to your email account and verify that your credentials are working properly.

The instructions below are global and apply to most major mobile devices.

1. Go to your mobile device's **email setting menu**
 - a. Select **add mail Account**
 - b. Select **Exchange**
*(for some Android devices, it may say **Corporate**)*
 - c. Enter the required information

Click **Next**



Other

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2. Enter your information:
 - a. **Email** Enter your Bcc email address
[first name.last name@stu.bcc.cuny.edu]
 - b. **Server** Enter **outlook.office365.com**
 - c. **Domain** Enter **m.outlook.com**
 - d. **Username** Enter your Bcc email address
[first name.last name@stu.bcc.cuny.edu]
 - e. **Password** Enter your email account password
 - f. **Description** Enter a descriptive name for the account, such as **BCC Email**
 - g. **Use SSL** Must be set to **On**