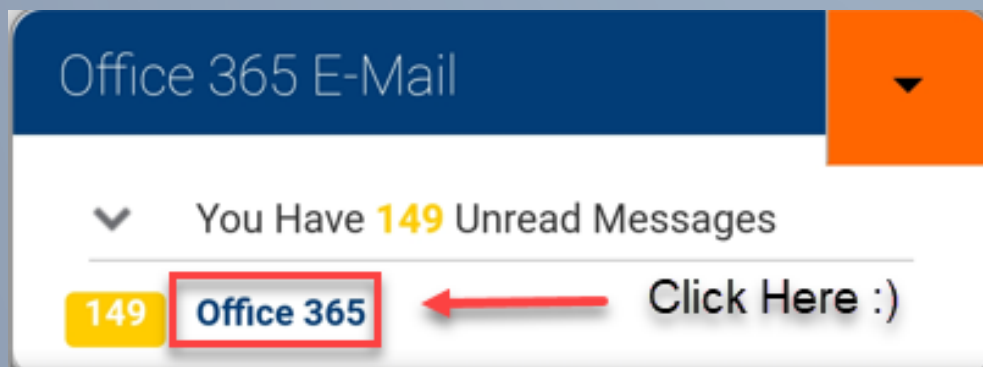


Access your SCC Email on mobile phone

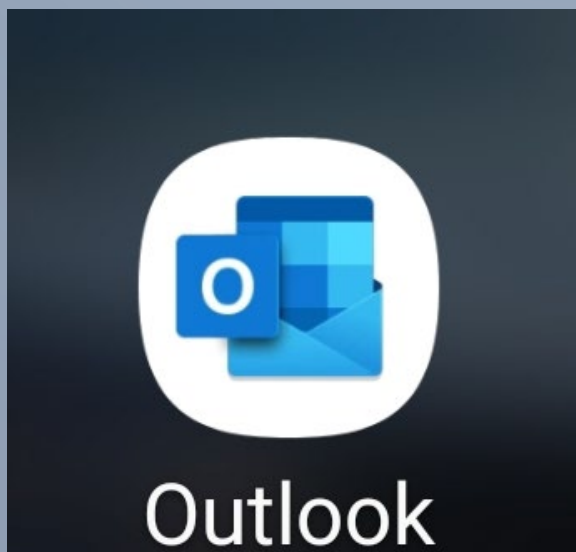
Two easy methods of accessing your SCC Email via your mobile phone are:

- 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!

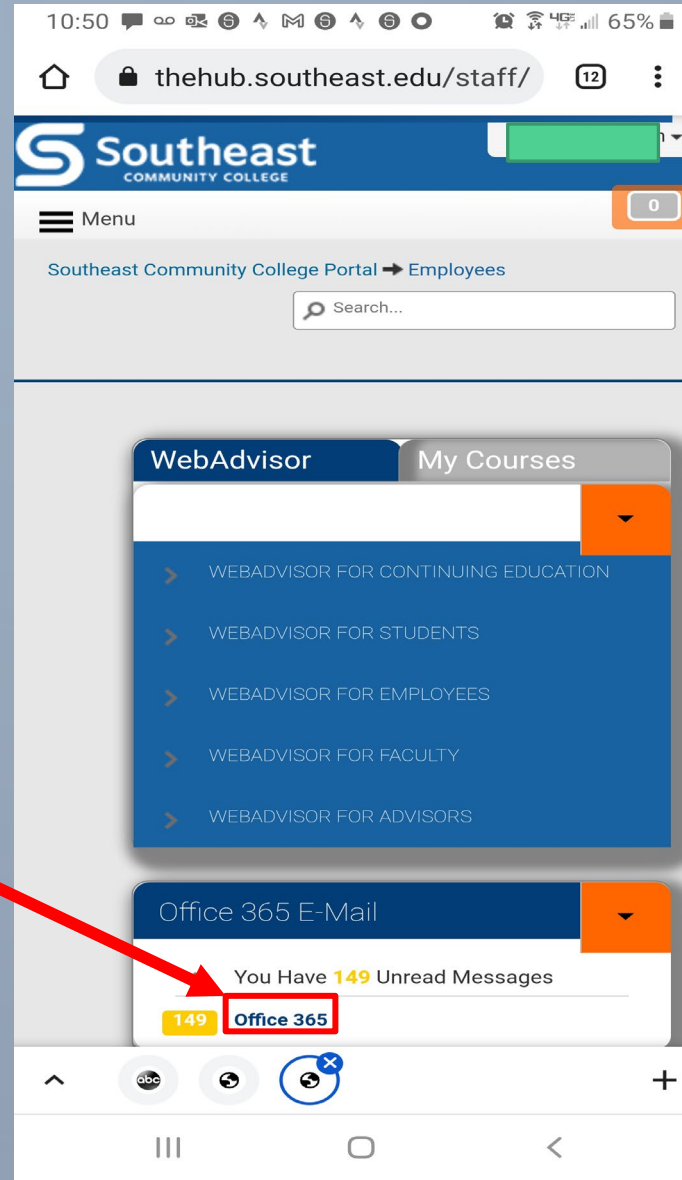
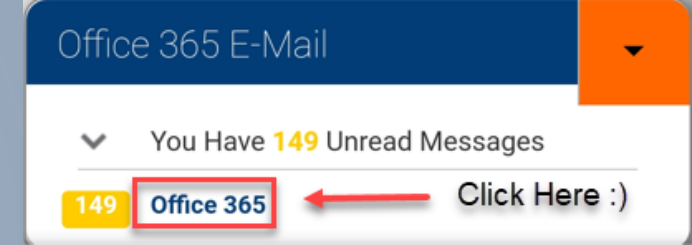


Outlook Mobile App

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

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



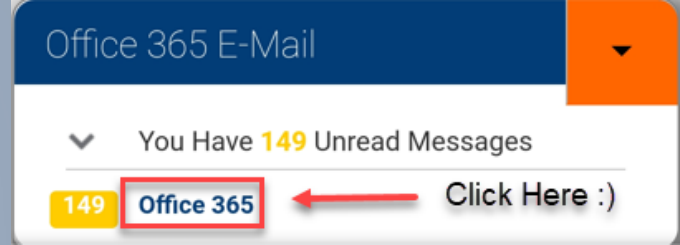
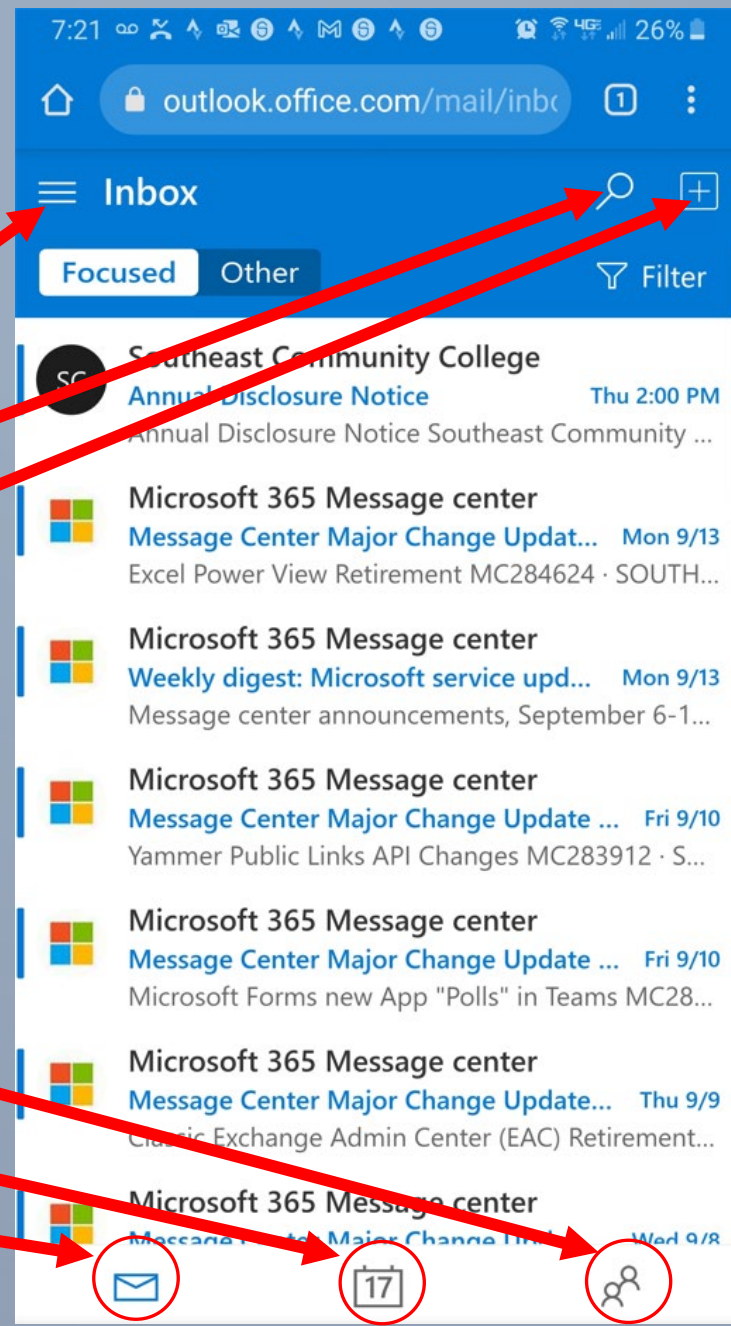
You will be taken to your
SCC Email **Inbox** via the
web browser you are using

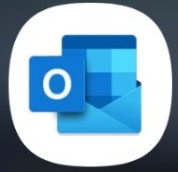
Mail Functions

- Settings
- Search
- New Email

Main function toggles

- People (Contacts)
- Calendar
- Mail



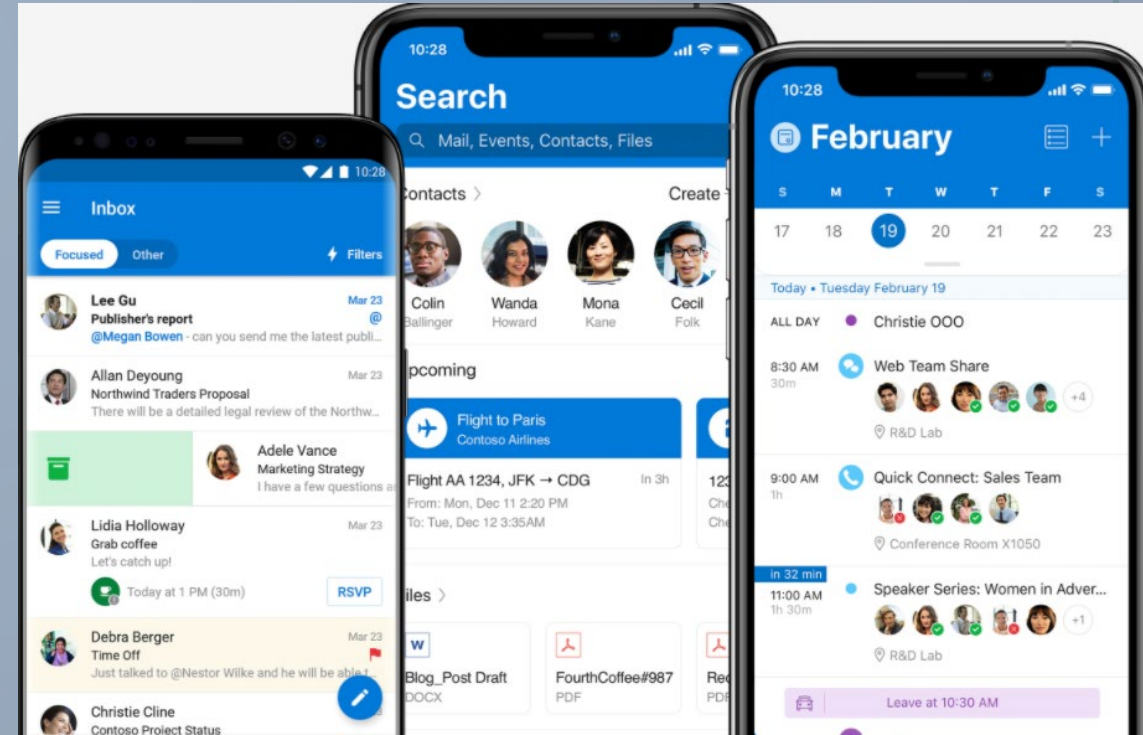


Outlook

Outlook Mobile App

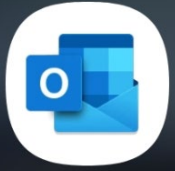
Everything you need in one place
Outlook mobile delivers a connected experience across email, search and calendar and deeply integrates with Office apps, files and teams to power your productivity and collaboration.

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

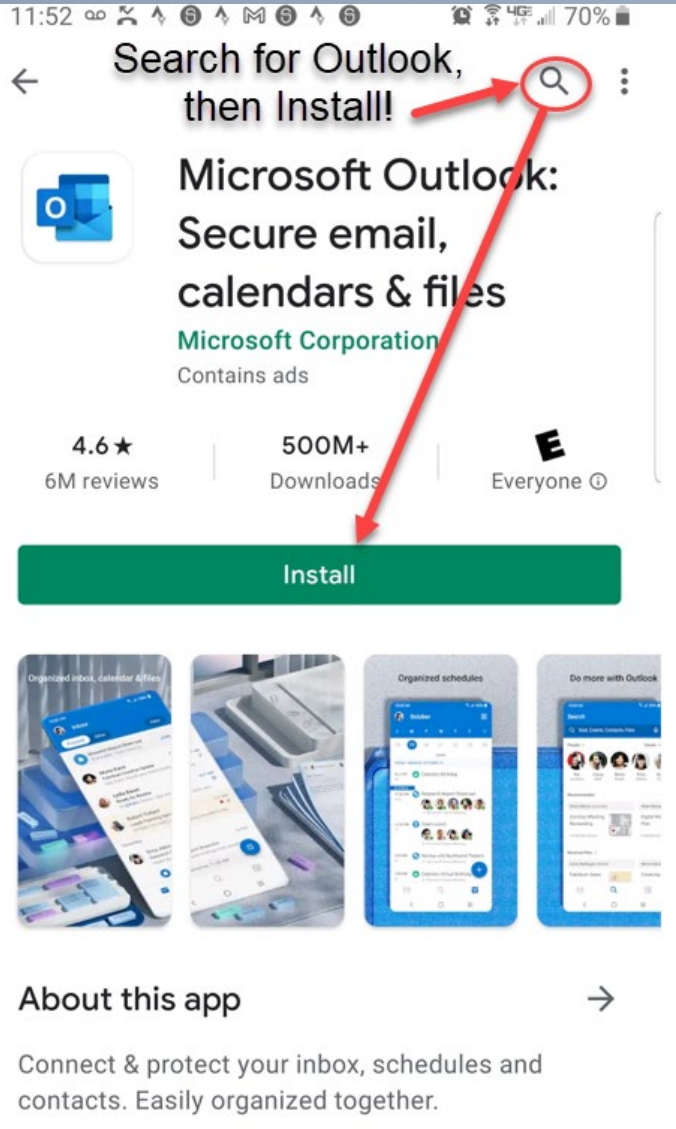
Outlook Mobile App

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

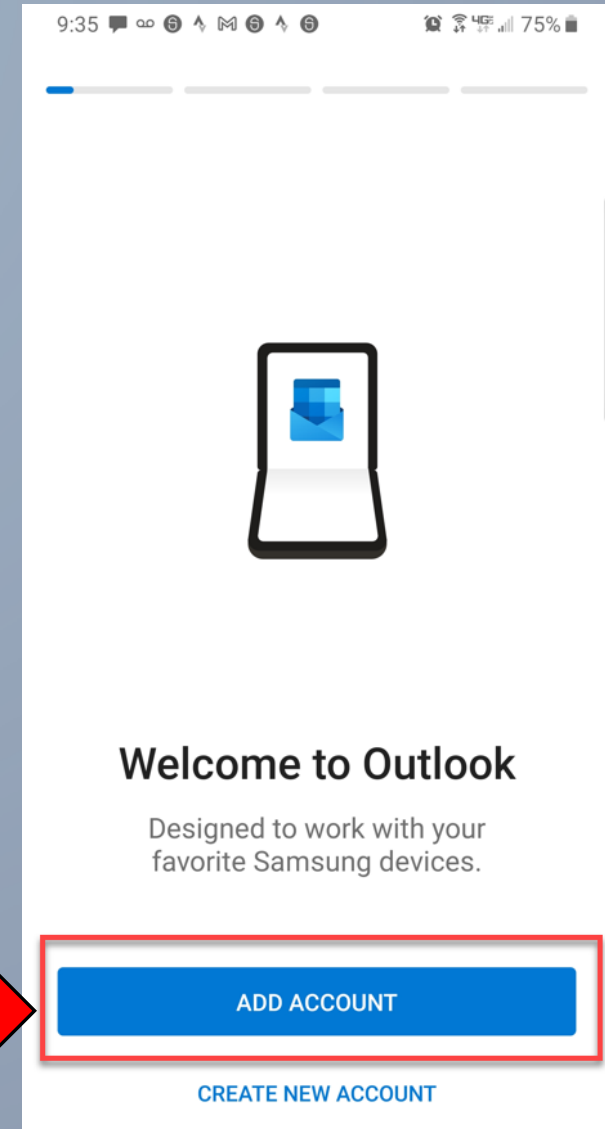
STEP #1

Search for Outlook

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

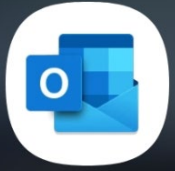


#2 Click Install



#3

Click ADD ACCOUNT

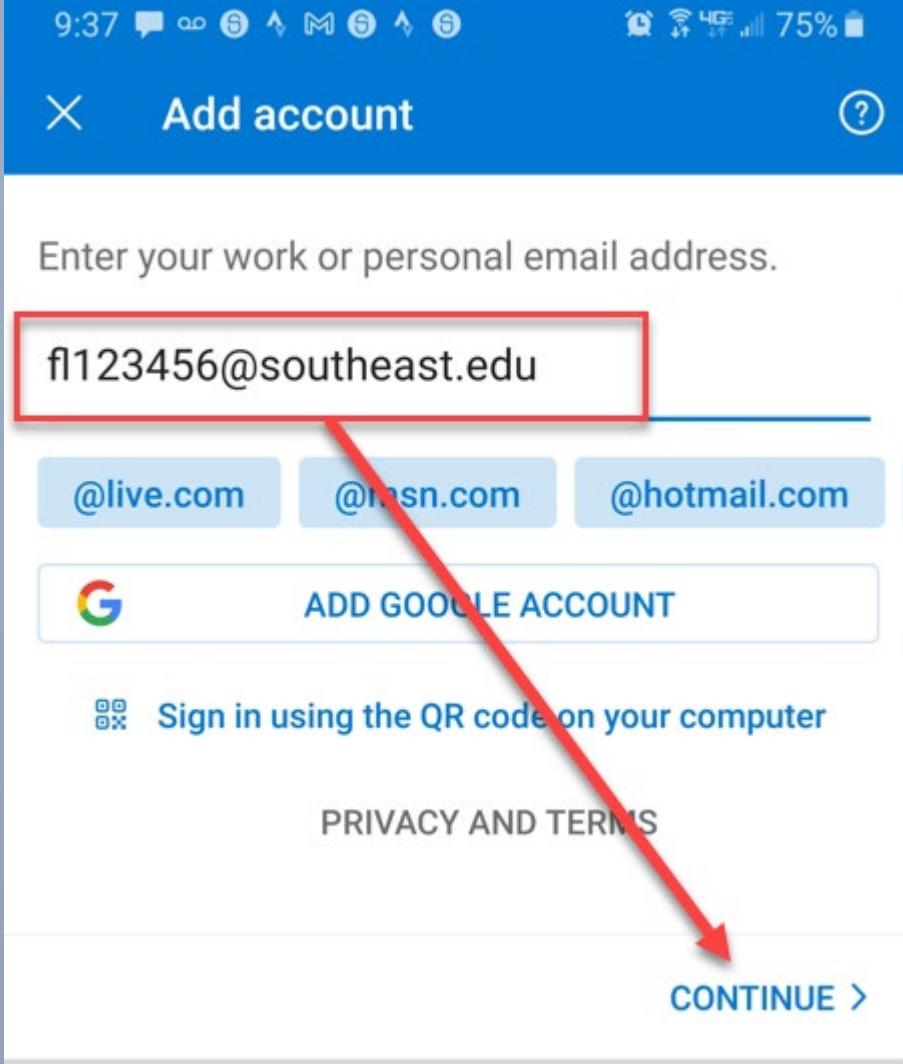


Outlook

Outlook Mobile App

**Enter your SCC
Username**

Click CONTINUE




9:37 90% 4G 75%


× Add account ?

Enter your work or personal email address.

fl123456@southeast.edu

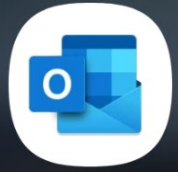
@live.com @msn.com @hotmail.com

 ADD GOOGLE ACCOUNT

 Sign in using the QR code on your computer

PRIVACY AND TERMS

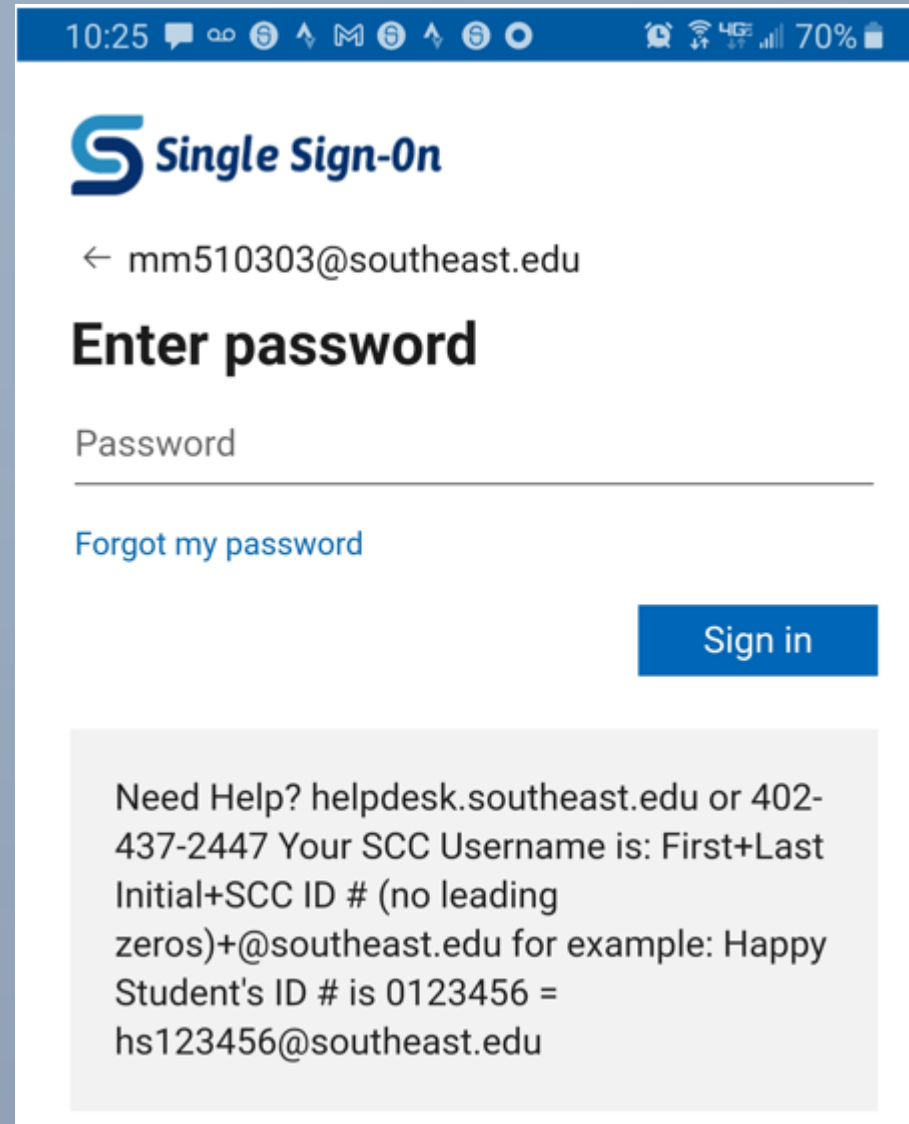
CONTINUE >




Outlook

Outlook Mobile App

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



10:25 [notification icons] [signal strength] [70% battery]

 **Single Sign-On**

← mm510303@southeast.edu

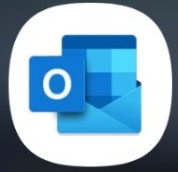
Enter password

Password

[Forgot my password](#)

Sign in

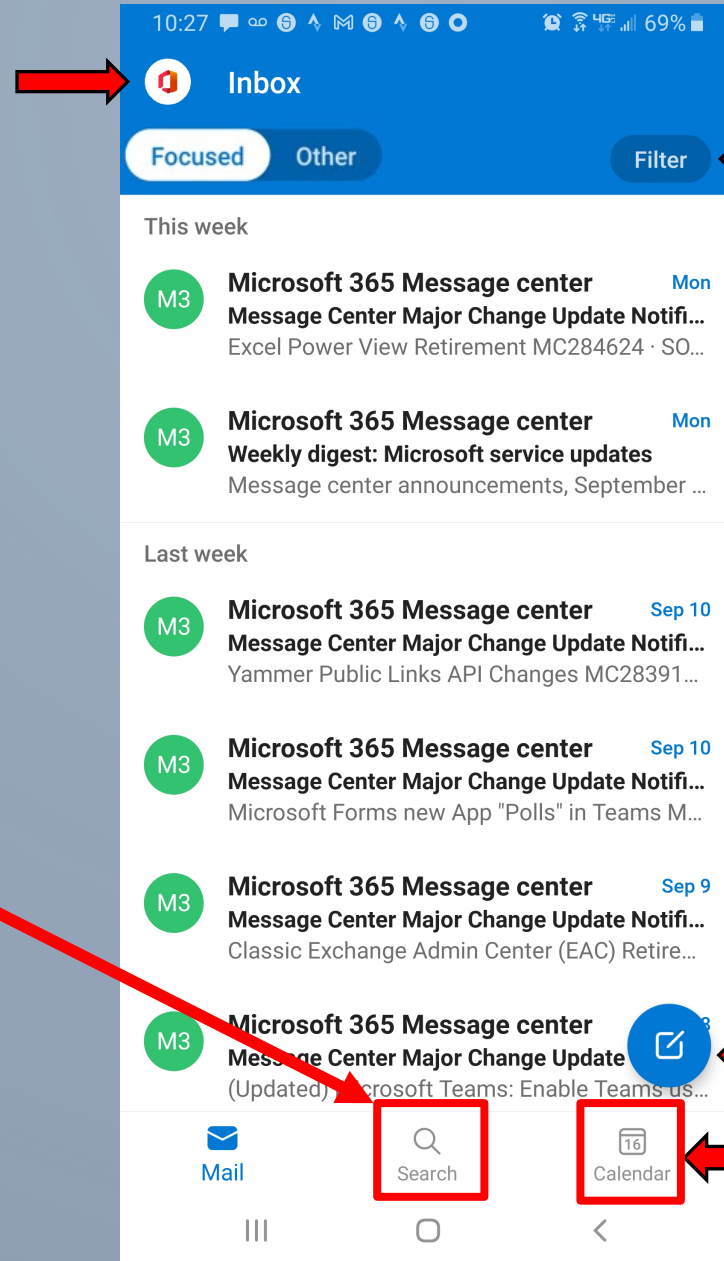
Need Help? helpdesk.southeast.edu or 402-437-2447 Your SCC Username is: First+Last Initial+SCC ID # (no leading zeros)+@southeast.edu for example: Happy Student's ID # is 0123456 = hs123456@southeast.edu



Outlook

Outlook Mobile App

Click here for
Account, Folder and
Settings options



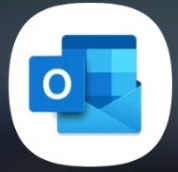
Filter emails

- All messages
- Unread
- Flagged
- Attachments
- Mentions Me

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



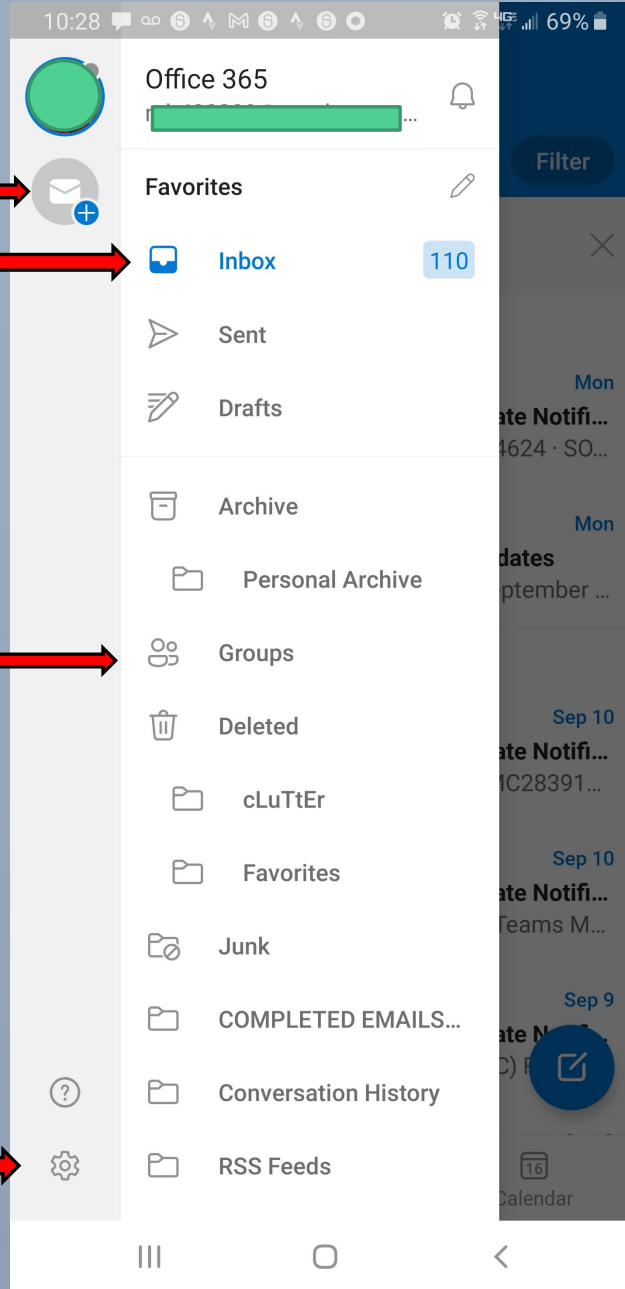
Return to Inbox

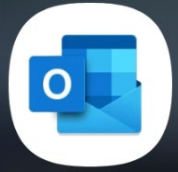


People and Contact Groups



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!**

The SCC Help Desk is here for you!

- **Lincoln- Across from Main Bookstore**
- **Beatrice- in the LRC**



Call at: 402-437-2447
Email us at: helpdesk@southeast.edu

OR

Visit the Help Desk website at: <https://www.southeast.edu/helpdesk/index.php>