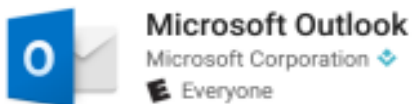


HOW TO SETUP YOUR MYBC3 EMAIL ON YOUR SMARTPHONE OR TABLET

FOR APPLE, ANDROID & WINDOWS DEVICES

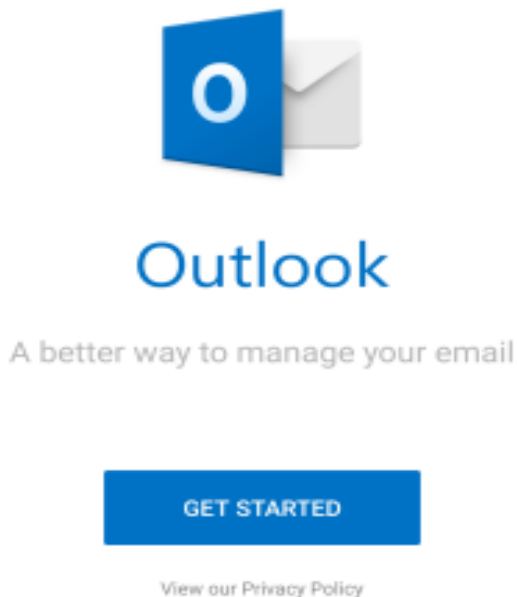
1. Go to **your devices native app store** (the images are from installing through Google play store, you may see minor differences when downloading/installing from an Apple and Windows device)

2. Search for **Microsoft Outlook**

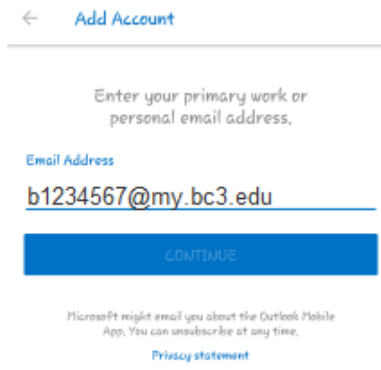


3. Click to **install** and **open** the app on your device.

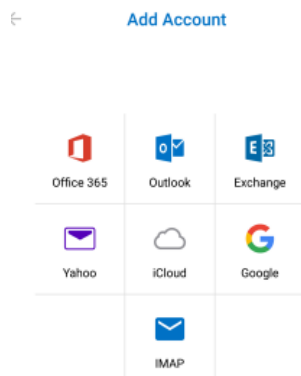
4. Click the **Get Started** button



5. Enter your student id number (i.e. b1234567@my.bc3.edu) the click **Continue**



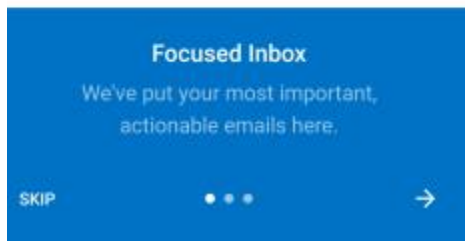
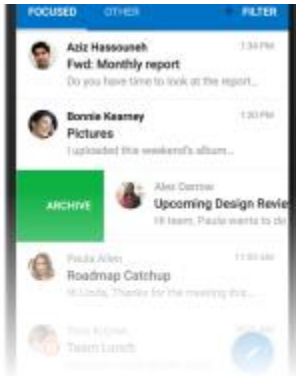
6. Choose Office 365



7. On the BC3 login page, **remove** the **@my.bc3.edu** and enter the password you use to log into everything. (if you haven't changed it, this will be your 8-digit birth date) Click the **Login** button.



8. You will be asked if you would like to add another account now, choose **Maybe Later**.
9. You will be asked to setup the focused Inbox tutorial, you can skip this step. (Apple users may see a different screen)



10. Congratulations! You are inside your e-mail!

Note: To remove (delete) e-mail from your account, click the icon to the right of the e-mail (this is a letter in a circle) to check. Select and check all e-mails that need to be deleted and click the garbage can icon on the top right.