

# LINKING YOUR HAMPDEN-SYDNEY COLLEGE EMAIL TO YOUR PHONE

1: Download and Install The Microsoft Outlook App From Either The Google Play Store (Android Devices) or App Store (Apple iOS Devices):

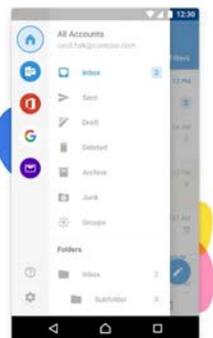


Contains ads

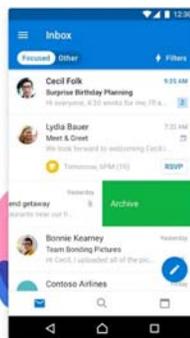
The official Microsoft Outlook app for Android phones and tablets.

[READ MORE](#)

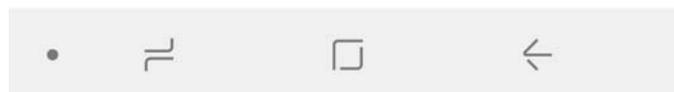
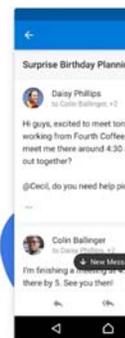
Add all your accounts



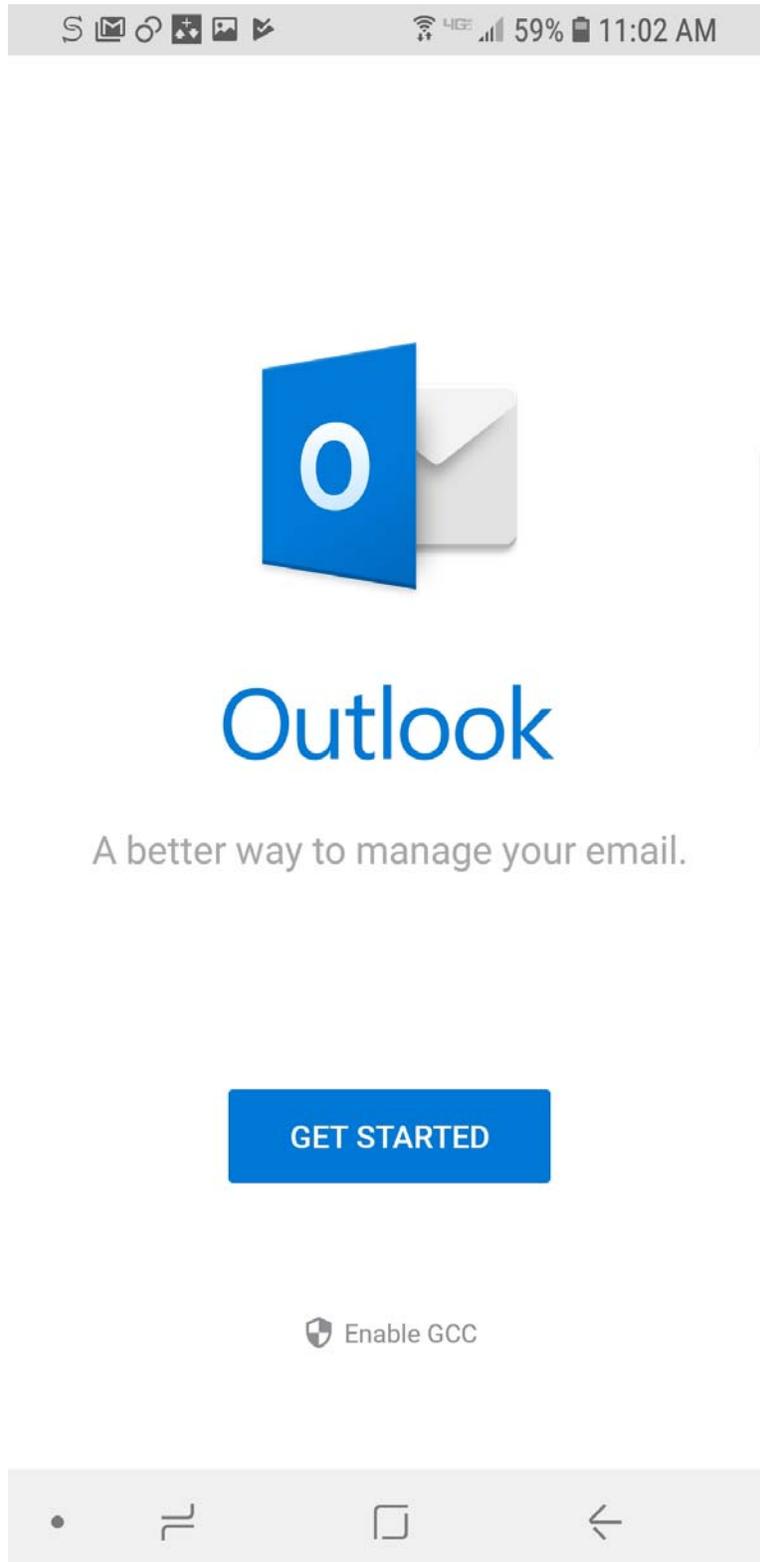
Do more



Reply on th



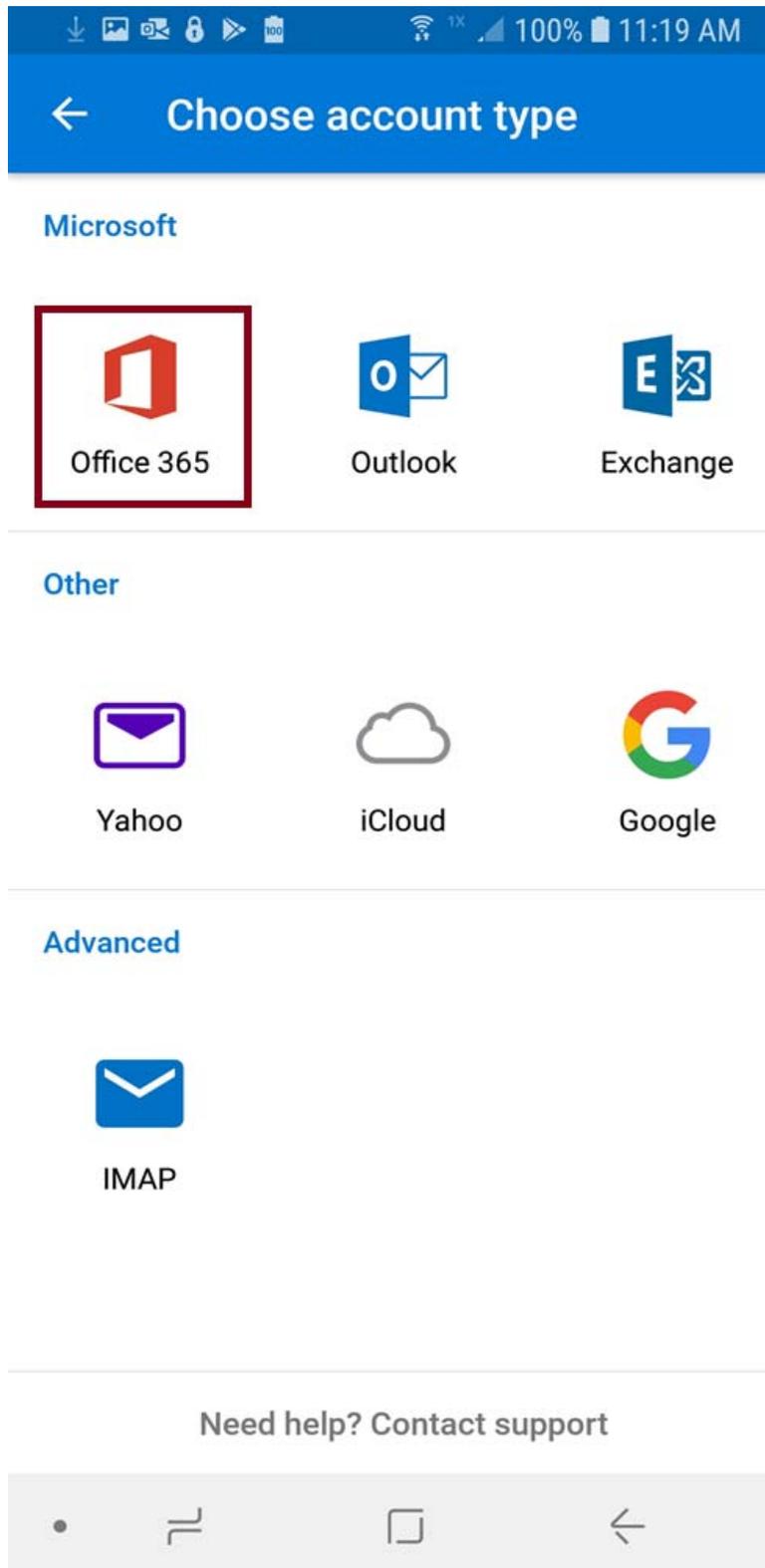
2. Open The App To Get Started:



3. Enter Your Full Email Address And Hit Continue:

The screenshot shows an Android phone interface for adding an account. At the top, the status bar displays icons for signal, Wi-Fi, 100% battery, and the time 11:19 AM. Below the status bar is a blue header with the text "Add account" and a question mark icon. The main content area contains the instruction "Enter your work or personal email address." followed by the email address "doej23@hsc.edu" entered in a text field. Below the text field are several options: a "GOOGLE ACCOUNTS" button with the Google logo, a "PRIVACY AND TERMS" link, and three domain-specific buttons: "@live.com", "@msn.com", and "@hotmail.com". A "CONTINUE >" button is located below these options. At the bottom of the screen, a keyboard is visible with the email address "doej23@hsc.edu" typed in the input field. The keyboard includes a search icon, a dropdown arrow, and a "Go" button.

4a. Choose OFFICE 365 (IF PROMPTED):



4b. OTHERWISE, Enter Your Password:



SYDNEY  
HAMPDEN COLLEGE  
1776

Sign in with your organizational account

doej23@hsc.edu

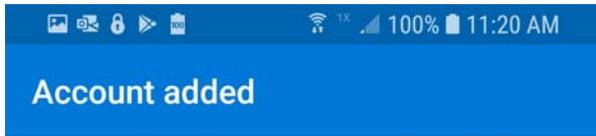
Password

Sign in

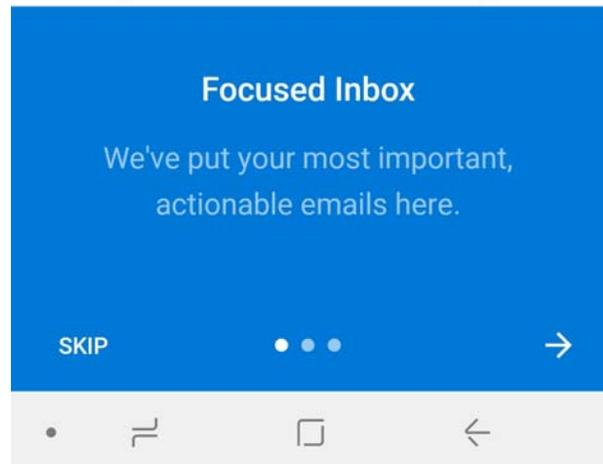
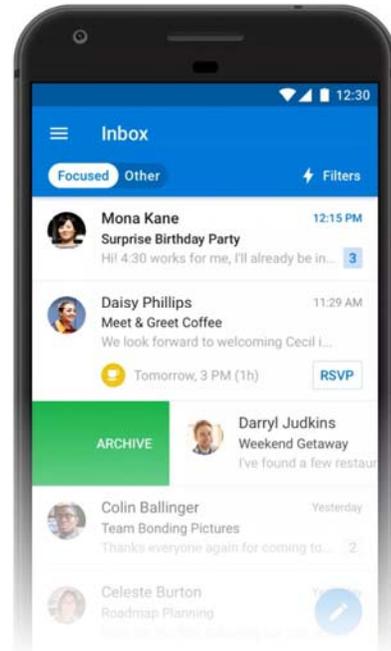
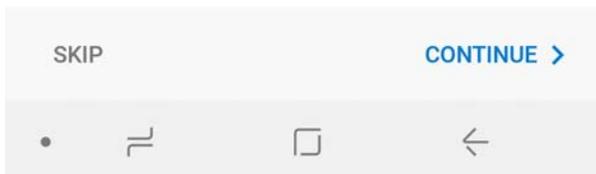
© 2013 Microsoft

• ⌵ □ ←

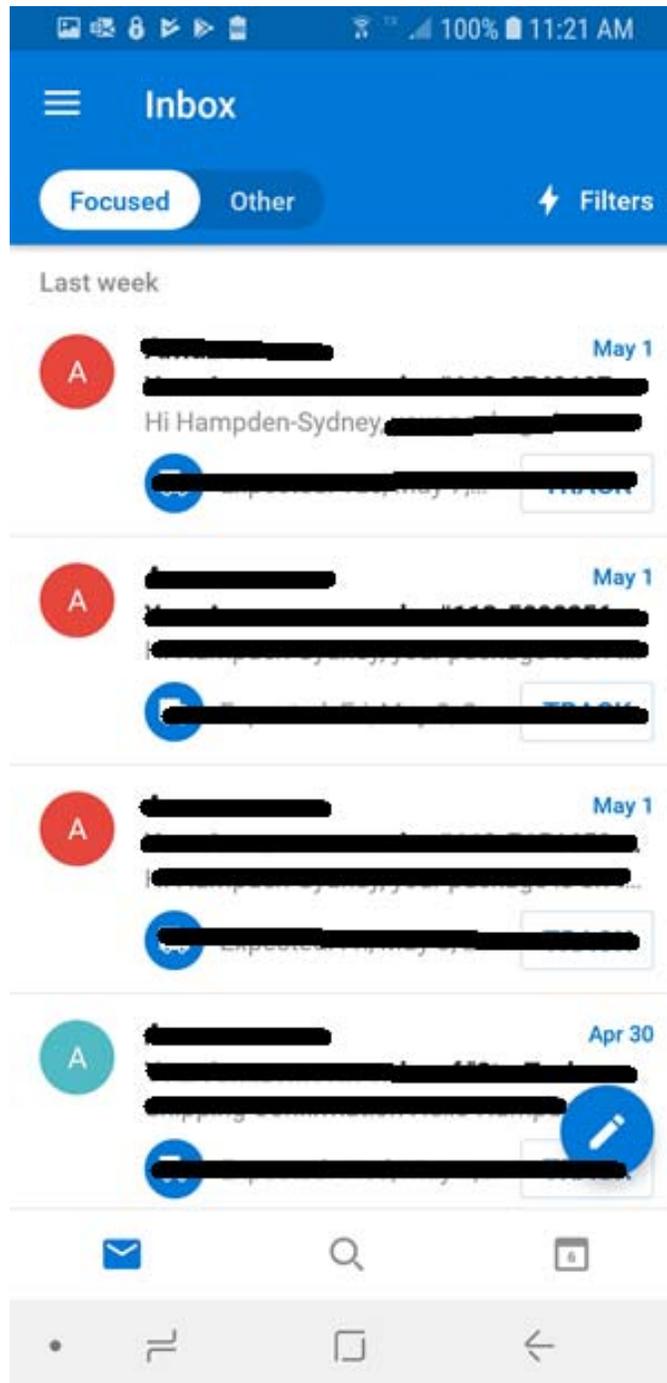
5. When Successful, You Should See These Next TWO Screens: YOU CAN SKIP BOTH



Would you like to add another account now?



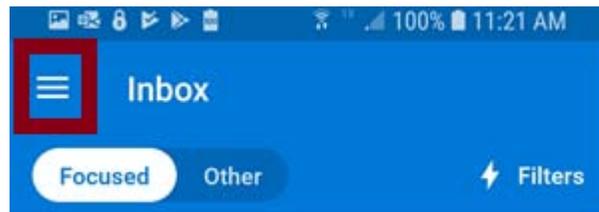
6. You Should Now See Your Inbox:



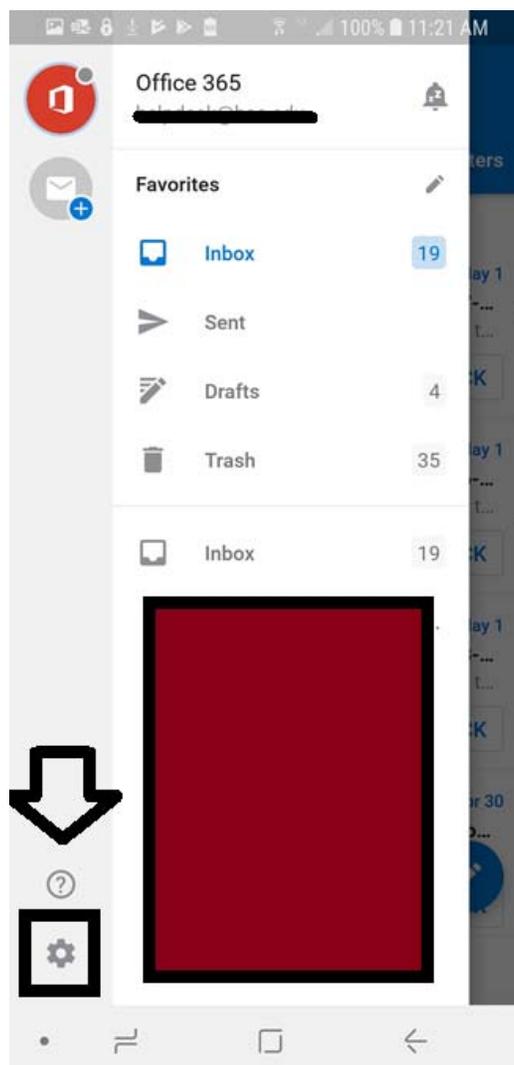
7. Ease Of Use Modifications:

OUTLOOK has TWO Default Options That We Recommend You TURN OFF:

7a. OPEN THE APP MENU:

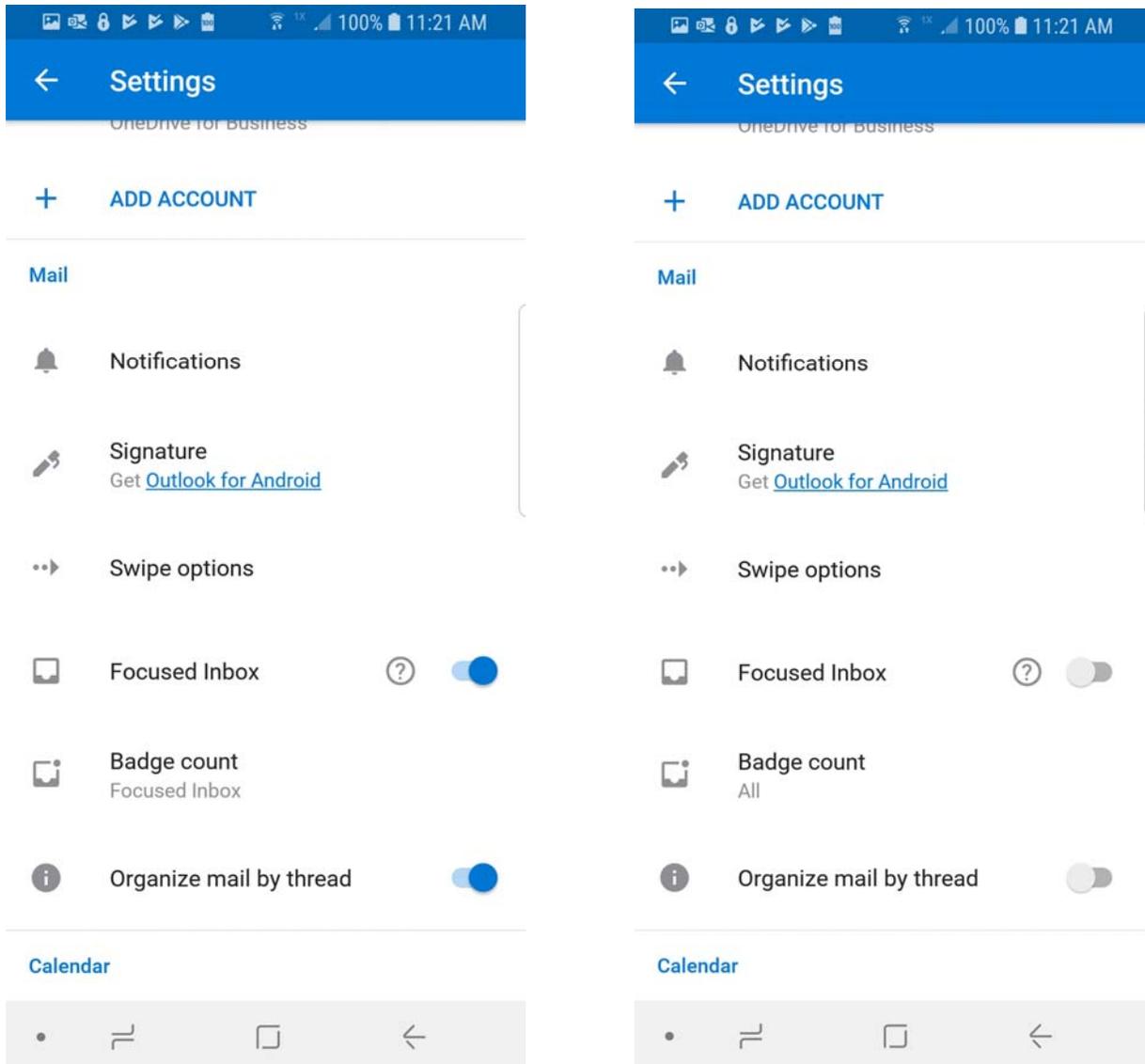


7b. Open The Settings Menu:



7c. Turn The Focused Inbox and Organize Mail By Thread Options OFF By Clicking The Sliders:

(This will make your life MUCH LESS complicated.)



8. Your Hampden-Sydney College Email Is Now Successfully Linked To Your Phone.

If you have any questions or need assistance, please contact the H-SC Computing Center Help Desk @ [helpdesk@hsc.edu](mailto:helpdesk@hsc.edu) or (434) 223-6911.