

## Adding Your DCC Email to Your Phone

### iOS Instructions (iPhone, iPad, etc.)

1. Select and open the "Settings" menu from your iOS device's home screen.
2. On the left hand side find and select the "Mail, Contacts, Calendars" option.
3. On the same screen in the top right select the "Add Account" option.
4. In the same area select "Exchange" as the Email type.
5. In the window that pops up fill in your DCC Email address and password.  
Press "Next". You may wish to add a description to your account. It can be anything "Exchange" being the default.
6. After you press "Next" additional fields will appear. Make sure the fields are filled in as follows:  
Email - youremail@sunydutchess.edu  
Server - outlook.office365.com  
Domain - \*leave blank\*  
Username - \*your myDCC username\*  
Password - \*your myDCC password\*  
Description - Exchange
7. Press "Next".
8. A verification message will pop up. Click "Continue".
9. If all information is filled out correctly a pop up will appear asking which apps you wish to sync with your iPad and new Exchange account.  
  
Be sure that the Mail option is selected. You may wish to leave the other options on as well.
10. Click "Save". You will now be able to access all of your DCC Emails from your iOS device.

### Android Instructions

1. Find the Email App in your applications list and tap it.
2. Enter your Email address and password then tap the Manual Setup button.
3. Tap the Exchange button on the account type screen.
4. Enter your Email address into the Username field and set the server to outlook.office365.com then tap next.
5. It may bring up a Service Agreement. Just check the box that says "I agree" and tap next.  
Now you can specify which mailbox folders you wish to synchronize and how often.
6. You will be returned to the Email setup wizard and be prompted to enter a name to identify the Email account. This can be anything meaningful to you.
7. Your Inbox will appear. It may take several minutes to sync your Email depending on your mailbox size.

### Outlook App

You can also install the Outlook App from the Google Play Store or App Store on iOS. To set it up after installing, simply enter your myDCC email address, and use your myDCC username and password when asked to log in.

### Blackboard Mobile Learn is now available!

Blackboard Mobile Learn is now available FREE for iOS and Android to all DCC students and staff!

To get the Mobile App:

1. Search for "Blackboard Mobile Learn" on the App Store or Google Play store and install.
2. Inside the app, simply search for "Dutchess" in the school list. You should see "SUNY - Dutchess Community College - Blackboard" as an option. Select this option.
3. Log in using your myDCC username and Password, and you will have access to your courses!