

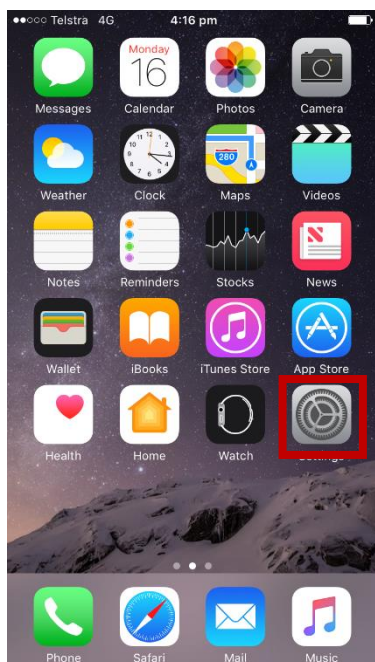


CLC I.T Tips:

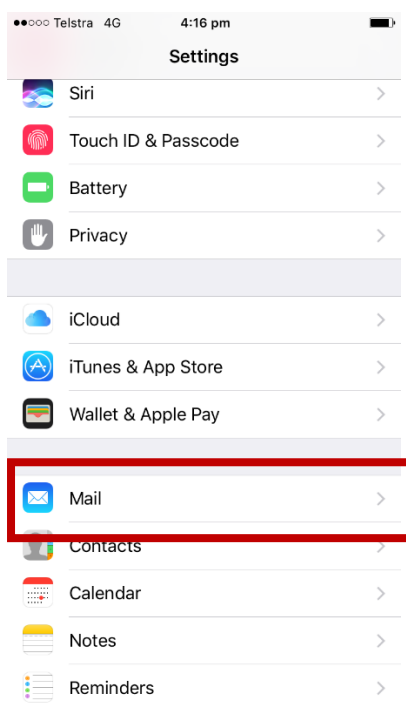
HOW TO: Add CLC Emails to your device

Note – This tutorial is made using Apple devices. The same steps can be followed in almost the exact same way for Android devices.

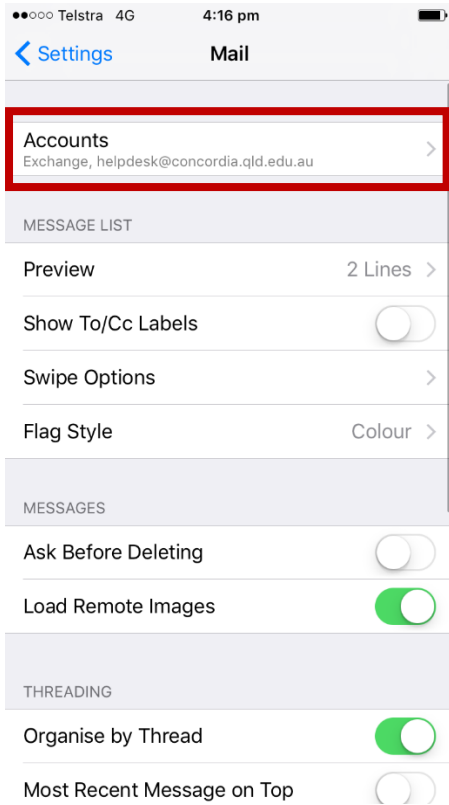
Step 1: Select “Settings” on you home screen



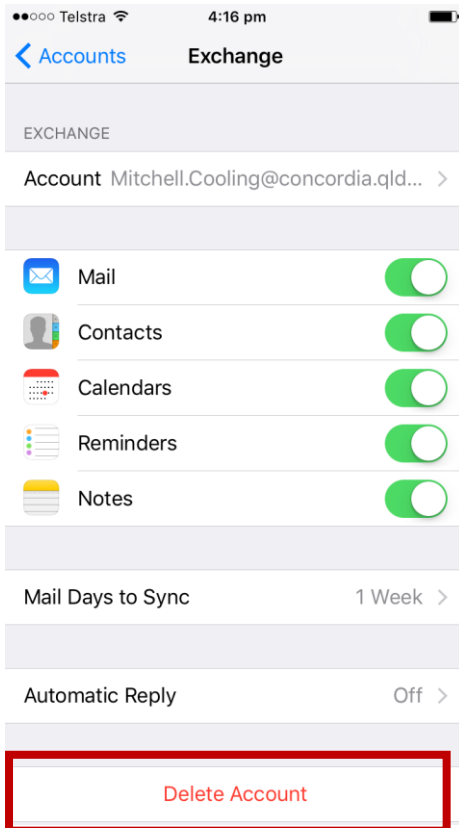
Step 2: Navigate and open “Mail” (“Accounts” for Samsung devices)



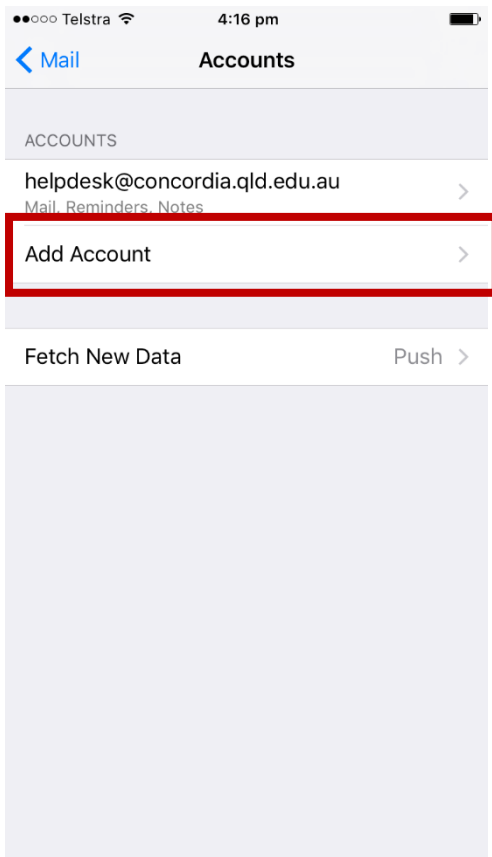
Step 3: Select “Accounts”



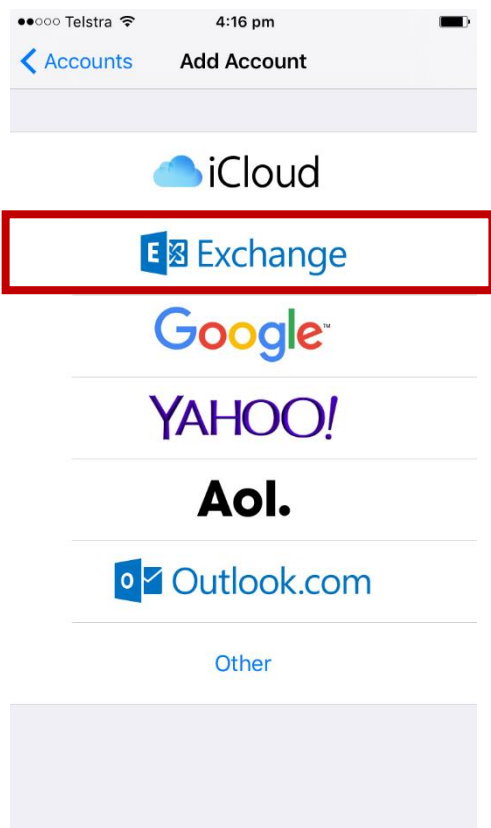
Step 4: If your Concordia email account is already there – Select it and “Delete Account”



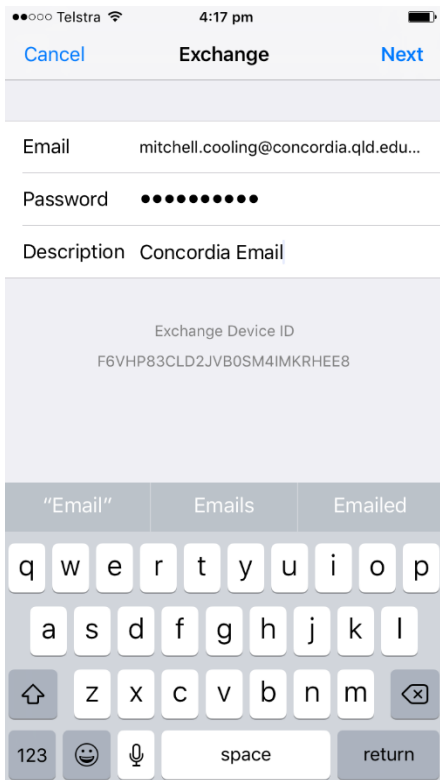
Step 5: Once your Concordia email is no longer on your device, select “Add Account”



Step 6: Select “Exchange”



Step 7: Enter your Concordia email address and password (your normal login password) “Description” can be changed to your liking.



Step 8: Select what you would like to sync with your phone and select “Save”

