How to Set Up Your Student E-Mail on Mobile Devices

Before setting up your BCC student email account on your mobile device, it is recommended that you sign in to your email account and verify that your credentials are working properly.

The instructions below are global and apply to most major mobile devices.

1. Go to your mobile device’s email setting menu
   a. Select add mail Account
   b. Select Exchange
      (for some Android devices, it may say Corporate)
   c. Enter the required information
      Click Next

2. Enter your information:
   a. Email          Enter your Bcc email address
                        [first name.last name@stu.bcc.cuny.edu]
   b. Server         Enter outlook.office365.com
   c. Domain         Enter m.outlook.com
   d. Username       Enter your Bcc email address
                        [first name.last name@stu.bcc.cuny.edu]
   e. Password       Enter your email account password
   f. Description    Enter a descriptive name for the account, such as BCC Email
   g. Use SSL        Must be set to On