

How to install and access your college e-mail account on Android and iPhone

Android

Open **Outlook for Android**. If you haven't already, you can download Outlook for Android from the Google Play Store. The icon looks like this.



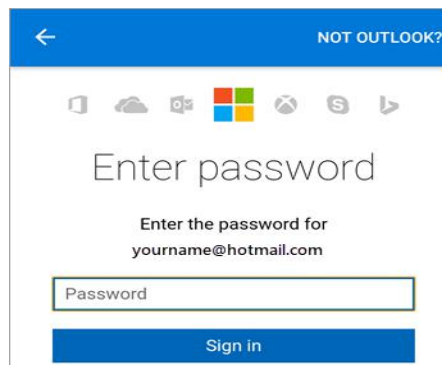
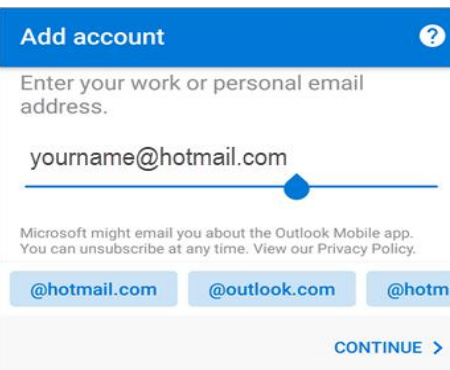
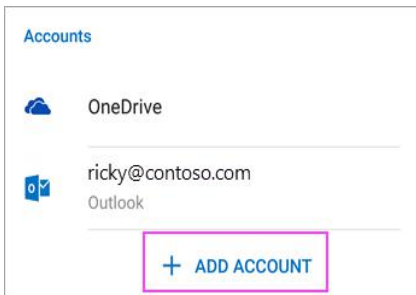
Tap Get Started if it's your first time, or go to **Settings > Add Account > Add Email Account**.



Enter your college email address, then tap continue. Your CNA email includes your **first and last name** separated by a period as well as the **last two digits** of your student number. Student email addresses end with **@ed.cna.nl.ca.. Example: john.doe02@ed.cna.nl.ca.**

Enter your college email password and tap **Sign In** or **Next**. If this is your first time logging into College Outlook Web App, please use your birthdate which must be entered in the appropriate format dd-Mmm-yyyy; (eg.12-Jan-1994).

NOTE: Do not use leading zeros if the "day" is less than 10 (eg.1-Jan-1994) and the first letter of the month must be uppercase (eg. Oct, Dec, etc.)

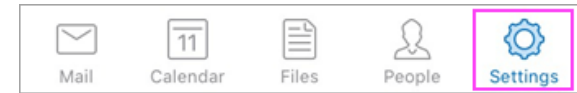


iPhone

Open **Outlook for iOS**. If you don't have it yet, download it from the Apple Store. The icon looks like this:



Tap Get Started if it's your first time, or go to **Settings > Add Account > Add Email Account**.



Enter your college email address, then tap **Add Account**. Your CNA email includes your **first and last name** separated by a period as well as the **last two digits** of your student number. Student email addresses end with **@ed.cna.nl.ca.. Example: john.doe02@ed.cna.nl.ca.**

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