2023 Fall Orientation

WELCOME Package

cna
College of the North Atlantic

College of the North Atlantic, Seal Cove Campus

CAMPUS CONTACTS

Campus Director: **Sonya Keeping**
758-7142
sonya.keeping@cna.nl.ca

Administrative Support: **Deborah Noseworthy** (Front Desk)
744-2047
deborah.noseworthy@cna.nl.ca

Admissions Officer: **Natasha Quinlan**
744-1059
natasha.quinlan@cna.nl.ca

Accessibility Services: **Colleen Hickey**
Coordinator of Accessibility Services
284-3024 or 758-7213
colleen.hickey@cna.nl.ca

Michelle Connolly
Resource Facilitator
744-6827
michelle.connolly@cna.nl.ca

Bookstore: **Jeff Bishop**
744-6823
jeff.bishop@cna.nl.ca

Computer/IT Services: **Justin Ricks**
744-6836
justin.ricks@cna.nl.ca

Cashiering Services: **Bernadette Woodford**
744-6846
Bernadette.woodford@cna.nl.ca

Guidance Counsellor: **Bertha Tobin (Subject to change)**
758-7136
bertha.tobin@cna.nl.ca

Library services: **Crystal Mercer**
744-6829
crystal.mercer@cna.nl.ca

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YOUR WAY

Instructional Services: **Kevin Brake**
Instructional Coordinator
Phone - TBD
kevin.brake@cna.nl.ca

CAMPUS ADDRESS AND CONTACT INFORMATION

Civic Address: 1670 Conception Bay Highway, Seal Cove

Mailing Address: **PO Box 19003, Station Seal Cove   Tel: 744-2047**
Conception Bay South NL A1X 5C7   Fax: 744-3929

COVID PROTOCOLS

Masks are **strongly recommended** (but not mandatory)

Masks will not be required in CNA's residences at this time.

CNA employees and students currently on work terms or off-campus placements will be required to adhere to the COVID protocols of their on-site employer.

Physical Distancing

CNA is **strongly recommending** all individuals maintain physical distancing while on its sites.

Recommended Public Health Measures

Individuals are reminded to protect themselves by practicing good hygiene and staying home and self-isolated should they feel ill. Individuals with symptoms of COVID-19 should stay home until your symptoms have improved and you haven't had a fever for at least 24 hours. You may also choose to use a rapid test kit if you have them on hand. Should an individual test positive for COVID-19, all recommendations from Public Health should be followed. Students who test positive are to contact their instructors immediately to ensure they are updated with course requirements.

Although there is no longer a mandated requirement for vaccinations, CNA does recommend a vaccination protocol for all students and employees. CNA will continue to work with Regional Health Authorities to promote vaccine and booster clinics for students and employees where possible.
Review

CNA will continue to work with Public Health authorities and follow any changes in public mandates as announced. In recognition of possible changes in the provincial public health situation throughout the fall semester, CNA is also committed to a monthly review of its COVID-19 protocols.

GETTING STARTED
BRIGHTSPACE PULSE APP

[Brightspace Pulse](#) is an app that helps students find out what's new and what's next. You can use it to stay up to date and prepared by unifying course calendars, assignments, grades, and news during the busiest times.

BRING YOUR OWN DEVICE (BYOD)
In Fall 2023, all CNA students will be expected to have their own computer for use in their program of studies. All programs do not have the same technology requirements, so the college has identified four levels of computers based on the technology used throughout your entire program of studies. You can purchase any device as long as it meets the specific minimum hardware requirements for your program. For portability and productivity reasons, the college does recommend purchasing laptop devices. Google Chromebooks are not recommended for use by students at CNA. CNA operates predominantly in a Windows based environment (Outlook e-mail, MS Office 360, etc.) and compatibility and accessibility issues with Chromebooks exist. Additionally, many of the software programs associated with course textbooks require a Windows operating environment for their use. Please refer to the laptop specifications outlined in this document when purchasing a computer for your upcoming program of studies. All students must have access to the internet to allow for a full educational experience. Students may access free Wi-Fi when working on campus. For more information on the requirements of your device, please read our [BYOD manual](#).

MICROSOFT TEAMS
Students at CNA have access to Microsoft Teams through your MS Office 365 account (see below). Microsoft Teams is an online platform with capabilities to do many things as a student, first and foremost being the ability to meet virtually with not only staff/faculty at the College but also students. It has a range of capabilities that includes online calling, video conferencing, screen sharing, instant messaging, and creating "team" groups for collaboration. Training videos on how to use this platform can be found [here](#) and also on this [website](#)

MY CNA
[My CNA](#) is your gateway to student supports and resources at College of the North Atlantic such as Student Self Service (course registration, access grades, student finances, etc.) and Student Webmail as well as peer tutoring, student services, policies governing student conduct, scholarships, and awards, and much more.

MS OFFICE SOFTWARE
As a student of the College, your Microsoft Office 365 (O365) account provides the following benefits:
- E-mail with at 50 GB limit, attachments of up to 25 MB, Mobile device support
- MS Office Web Apps
- Full copy of MS Office (Current Version) on up to 5 devices
- MS SharePoint

- MS Lync/Skype
- OneDrive with 1 TB of storage P
- MS Teams
- Please see [O365 FAQ](#) for students for more information.

PAYMENT OF FEES
Fees are due **October 3, 2023,** for the Fall 2023 semester. Tuition and course fees can be paid at the campus as well as online using Visa, Visa Debit, and MasterCard through Student Self Service by visiting www.cna.nl.ca/mycna *(MyCNA from the CNA homepage)*. Payment can also be made over the phone by calling Bernadette Woodford at 744-6846. It is not recommended to send cash in the mail, but payment by cheque or money order (be sure to include your student ID) can be sent to:

CNA, Seal Cove Campus
PO Box 19003, Station Seal Cove
Conception Bay South NL A1X 5C7

Immigration, Population Growth, and Skills (Skills Development) cheques will be sent to the campus by the department. Once the cheque is received, you will need to sign-it and it will be applied to your student account.

Student Aid borrowers will have their loans processed when their enrollment status is confirmed. You do not need to do anything and once the loan is processed; you will receive an email to confirm that it has been done. You can also track information regarding your student loan (Newfoundland & Labrador students only) at www.gov.nl.ca/studentaid by logging into the portal using your username and password. Please contact the Student Development Officer at the Seal Cove campus, for more information related to your student loan and its release.

Visit our website https://www.cna.nl.ca/explore-our-campuses/Seal-Cove.aspx for detailed information on all applicable fees and related charges.

START OF CLASSES
Classes will begin on Wednesday, September 6, 2023. Program specific orientation sessions will be scheduled for Tuesday, September 5, 2023 (a schedule will be provided during orientation). You can view your schedule on [Seal Cove Campus](#) website throughout the year!

STUDENT ID
Students can log in to their [student self-service](#) and upload a photo similar to a passport photo. In preparation for this, you may want to have your photo ready to upload when the system is available. To make the process more efficient and avoid photos being rejected we suggest that you have a headshot photo with a white background ready. You will also need a verification document ready to submit. This can be a photo of your driver's license or any recognized photo ID. These photos can be taken with your cell or digital camera but must be saved as JPG or JPEG format to be uploaded. In addition, you will be asked to confirm your correct mailing address during the process to avoid the photo ID being sent to the wrong address. [Click here for](#)

[instructions](#) to submit or view a **Student Photo ID Request**. If you experience any issues with the **Student Photo ID Request** process, contact the Help Desk at sshelpdesk@cna.nl.ca

STUDENT SELF-SERVICE

Self-Service is your portal to register for courses, opt out of health and dental coverage, student self check-in, access your grades, check your account balance, pay outstanding fees, download your T2202A form for income tax (available late February), etc. Please contact the Student Service Help Desk sshelpdesk@cna.nl.ca if you have any issues with your Self-Service account.

STUDENT WEBMAIL

Important information regarding registration, exams, job opportunities, scholarships/awards, etc., are communicated via your [College Student Webmail account](#). Please ensure you check your webmail regularly, so you do not miss valuable information. Instructions on how to access your College Student Webmail through the Outlook app on your mobile device will follow at the end of this document.

USING Desire2Learn (D2L)

Our Distributed Learning courses and programs are offered through a learning environment called **Brightspace** (formerly known as Desire2Learn (D2L)) which contains many features that will enhance your learning experience. Students who use Brightspace can access course content, post to discussions, submit assignments, complete online quizzes, email instructors and other students, and check their grades. Please check out the [DL Know How video](#) below that demonstrates the tools that your instructor may or may not use in your course.

STUDENT SUPPORTS

ACCESSIBILITY SERVICES

The College offers accommodations to students with disabilities. Students are responsible for notifying the College if disability services are required. Students should self-identify on the admission application. If you did not do this, use the [ACCESSIBILITY SERVICES REQUEST FORM (cna.nl.ca)](#) at the beginning of the semester. The request will be forwarded to Colleen Hickey, Coordinator of Accessibility Services, for the Seal Cove campus. It's never too late; you can also reach out to either Michelle Connolly or Colleen Hickey through email to get the process started. You will be required to provide documentation such as an assessment report or information documenting your disability, complete a pre-entry interview, and agree to disclose details to appropriate personnel for the purpose of implementing the accommodations. Accommodations may include quiet testing space, adaptive technologies, extra time, etc. You should arrange to meet with the Resource Facilitator, Michelle Connolly, within the first two weeks of the semester and maintain communications with her throughout the term. You must contact the Resource Facilitator at the beginning of each semester to avail of accommodations for the term. Appointments can be arranged on campus or virtually through Skype/Microsoft Teams or telephone/email. For more information, please contact Colleen Hickey or Michelle Connolly.

COMPUTER SERVICES

Students experiencing technical difficulties can contact Justin Ricks, Computer Support Specialist at the Seal Cove campus. Students having trouble with passwords can reset their own password by [visiting this site](#).

GUIDANCE COUNSELLOR
Personal, emotional, and academic problems are a normal part of student life. Counselling Services are available to support all registered CNA students in coping with these challenges. We offer a variety of services to help you:

- Individual counselling sessions in a private, supportive, and confidential environment
- Crisis intervention and crisis management
- Sessions and workshops to help you develop the necessary skills to succeed at CNA (i.e., study skills, time management skills, etc.)
- Workshops and awareness campaigns to promote overall wellness (i.e., mental health awareness, stress management, mindfulness, etc.)

To schedule an appointment with the Guidance Counsellor at Seal Cove campus, please contact Bertha Tobin, Guidance Counsellor.

HEALTH & DENTAL BENEFITS
CNA provides full-time students with a mandatory health and dental insurance plan. Students will have access to drug, extended medical, and dental insurance coverage. Full-time students are automatically charged for this coverage. If you do not want this insurance, it is your responsibility to decline the coverage through the Student Self Service before the deadline of **October 3, 2023**. Family coverage is available at an additional cost. For details on all Health & Dental benefits contact Mary-Ellen Alexander at (709) 643-7927 or mary-ellen.alexander@cna.nl.ca. For more information or to print claim forms, please visit [Green Shield](#) and click on "What You Need." You can visit the Student Support section of the College's website for detailed information on what is involved with the plan or visit this [website](#). Also, students can print their own [Student Health ID cards](#).

LIBRARY SERVICES
The library Learning Commons is open daily from 8:30-12:30 and 1:30-4:30.

ONLINE ACADEMIC HELP CENTRE
CNA offers an Online Academic Help Centre in collaboration with our instructors. You can now use your student webmail/office 365 account credentials to book a session with an instructor to get help with communications, math, or science courses.

PEER TUTORING
Through the Peer Tutoring Program, a student needing academic assistance in a subject area is paired with a student who is in good academic standing. Tutors earn an hourly wage of $15.00 per hour. Students can receive up to 15 hours per semester of one-on-one tutoring.

The o*bjectives* of the Peer Tutoring Program are to help students:

- ✓ increase their skills in the selected areas;
- ✓ keep on par with peers;
- ✓ feel good about themselves; and
- ✓ enjoy and succeed at college work.

The *Terms of Reference* for the Tutor are as follows:
- ✓ Submit applications to Student Services with signatures from subject area Instructors
- ✓ Be a full-time student in good standing
- ✓ Possess good interpersonal skills
- ✓ Be prepared to work a minimum of 2 hours per week and up to a maximum of 6 hours per week, even during exam period when demand is the highest (to a total of 15 hours per semester)
- ✓ Understand that failure to attend 2 tutoring sessions without notifying the assigned student (s) may result in termination from the tutoring program. If additional tutoring is allowed, it will be at the discretion of Student Services.

The Tutee must:
- ✓ be willing to commit to a minimum of 2 hours per week and up to a maximum of 6 hours per week (Total of 15 hours per semester);
- ✓ maintain proper classroom attendance and show initiative in class;
- ✓ be responsible for all books, pens, paper, and other materials as they are needed and be on time;
- ✓ understand that failure to attend 2 tutoring sessions without notifying the assigned tutor may result in termination from the tutoring program (additional tutoring will be at the discretion of Student Services);
- ✓ complete forms related to the Peer Tutoring Program when requested; and
- ✓ be responsible for contacting the Tutor if they cannot attend a session.

Benefits for Tutees:
- ✓ Increased individual instruction
- ✓ Improved grade point average
- ✓ Increased self –esteem

Benefits for Tutors:
- ✓ Increased knowledge in the subject area
- ✓ Increased self-esteem
- ✓ Increased tolerance, acceptance, and awareness of others
- ✓ Extra work experience for your resume
- ✓ Earn extra money

For further information or an application, please contact Bertha Tobin, Guidance Counsellor or visit the Peer Tutoring site on MyCNA.

REGISTER WITH NATIONAL STUDENT LOAN SERVICE CENTRE ONLINE SERVICES
The National Student Loan Service Centre Online Services is pleased to provide a way for you to

get information and details about your student loans. [Setting up an online account will allow you to:](#)

- **Check the status of your student loan**
- **Check the balance of your loan**
- Review details of new loans you've recently received
- Update your Mailing and Permanent Addresses and other contact information on-line
- Access your T4A tax slip in your Mailbox
- Submit a request to confirm your enrolment
- Review your loan payment and transaction history
- Receive helpful information about your loan in your Personal Message Centre
- Customize Your Repayment: Use this tool to create a request form to increase or decrease your monthly payment.
- Get Repayment Assistance: If you qualify for periods of Repayment Assistance, the government will help make payments toward your loan. You could be approved to receive interest and/or principal Repayment Assistance.

SCHOLARSHIPS & AWARDS
CNA provides an opportunity for students in many programs to compete for a variety of awards, scholarships, bursaries, and prizes. These awards are made possible by the generous contribution of donors which include numerous organizations, companies, and individuals. A list of [scholarships/awards](#) is available to online students. Also, check your College Student Webmail account for more scholarship announcements! Deadlines vary throughout the year, but most are mid-January. Check the application for exact deadline date.

STUDENT CODE OF CONDUCT AND APPEALS
College of the North Atlantic students are expected to follow a [code of conduct](#) and, within this policy, also have certain rights and responsibilities. All registered students of the college may appeal a decision or ruling which affects them as it pertains to academic matters as well as matters of student discipline, student rights, and student responsibilities through an [academic appeal](#) or [non-academic appeal](#).

STUDENT DEVELOPMENT SERVICES
Student Development Officers (SDOs) provide a variety of student engagement and support services at College of the North Atlantic campuses. As a student at CNA, SDOs are your first stop for many services including preparing to become a student at CNA; financial aid information; the orientation process including sessions and activities; scholarships and awards; graduation; and becoming familiar with and following the Student Code of Conduct as well as Student Rights and Responsibilities. The SDOs also advise and support the Student Representatives Council (SRC) at each campus, which is an important part of student life. During your time as a student, the SDOs are involved in student and graduate employment programs which may include delivering job search seminars, coordinating job training placements, connecting students to industry through the organization and delivery of career fairs, and supervising student employees. As well, SDOs coordinate and participate in local and provincial recruitment

strategies including signature events as well as campus tours, recruitment information sessions, and career fairs. SDOs are a liaison between students, support staff, faculty, campus college administration, senior college management and also work together to connect and support students, alumni, employers, and friends of the College.

STUDENT EMERGENCY FUND

The purpose of the CNA Student Emergency Fund is to provide financial assistance to students encountering unexpected emergency financial circumstances, focused around four core areas: Food, Shelter, Medical and Transportation. Please contact Bertha Tobin, Guidance Counsellor, for assistance.

STUDENT GOVERNANCE

Student representative council members are an integral part of student life. Each campus will elect members at the beginning of each academic year. The council is governed by a constitution and has a responsibility for planning and organizing various extra-curricular activities on behalf of the student body. The SDO is the council advisor on behalf of student services. Full-time and part-time students are eligible to run, however, part-time students cannot hold the position of president. Positions include president, vice-president, secretary, and treasurer. Each program may elect or otherwise appoint at least one student to serve as a class representative. Any student interested in running for a position on the council can contact the Student Development Officer. Information regarding the nomination and election process will be distributed during orientation.

STUDENT LOAN

Student loan assistance may be available from the provincial and federal government. More detailed information (including repayment) is available at My CNA. Out of province students should check with the Student Aid office within your jurisdiction.

If you previously had a government sponsored loan and you are registered as a full-time student, you do not have to make payments while attending post-secondary. You must register for the National Student Loan Service Centre Online Services (see below) and request a Confirmation of Enrollment via your account. **Please note that this must be requested and completed each semester individually**.

Tuition and equipment/material fees will be deducted from your loan which is submitted to the student loan portal by Student Aid. **Please note** that if you are awarded a student loan and you **opt out of Health and Dental coverage**, this amount will **not** go back directly to you. Instead, it will be refunded back to the National Student Loan Service Centre and be deducted from the total debt owing. Also, we are not permitted to deduct fees for textbooks therefore you should ensure you have funds available to purchase your textbooks until you receive your loan.

If received, loans will be processed by our office once your full-time or part-time enrollment is confirmed and will take 7-10 business days to reach your bank account. When your loan is processed a confirmation email is sent to your CNA Student Webmail.

ACCESS TO INFORMATION & PROTECTION OF PRIVACY (ATIPP) ACT
When we collect personal information on applications, forms, etc., it will be for the purpose of facilitating admissions, registration, academic progression, graduation, etc. More information is available on our website. A Consent for Release of Information.pdf (cna.nl.ca) form must be signed/submitted and indicate what information and to whom it can be disclosed. This form does not enable a third party to advocate or speak on behalf of a student.

ACCOMMODATIONS
Landlord and Tenant Relations
If you have any questions on the Residential Tenancies Act, Security Deposits, Rental Agreements, Termination Notices, legislation, statutory conditions, etc., please contact the Residential Tenancies Office at:

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Government Services Center
5 Mews Place
P.O. Box 8700
St. John's, NL   A1B 4M4
Telephone: (709) 729-2608/5839
Toll Free: (877) 829-2608
Fax: (709) 729-6998
Website: www.gs.gov.nl.ca/landlord/index.html

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It is recommended that you obtain a copy of the Residential Tenancies Act for your complete information on your rights and obligations.

Housing with Other Students
Although the law has specific provisions to govern your relationships with your landlord, it leaves the terms of your relationship with your co-tenant (roommate) up to you. If you do not think of potential areas of disagreement now, you may well end up fighting with those with whom you share living quarters. Not only will this be disruptive to your personal and academic life (especially at exam time), but it can involve you in expensive and uncertain situations – such as paying rent and utilities that should be your co-tenants' responsibility. It is easy, however, to avoid such problems. Simply talk to your co-tenant(s) and put the terms of your arrangement in writing. You may be responsible for the actions of others. The key issues you should resolve are how you will split the cost of rent, utilities, groceries, and other expenses as well as responsibility for a co-tenant who "disappears" mid-term.

Accommodations Listing
We maintain an off campus accommodations listing which contains information on accommodations in the area. Although this listing is updated throughout the year, it is offered as an "as is" service with no guarantee as to the accuracy or timeliness of any information provided.

CAFETERIA SERVICES
Cafeteria services are available on campus.

Hours of operation are: 8:00am - 2:00pm   Monday - Thursday

                                      8:00am - 12:30pm   Friday

DL HELP DESK
As some of our courses will be housed virtually through Distributed Learning, a dedicated Distributed Learning Services - CNA Online Learning support team is available to serve your technical support needs. Team members possess a wide range of technical skills and look forward to answering your questions, finding solutions to your problems, and ensuring that your online experience is an enjoyable one. We aim to provide prompt courteous service within 24 hours. **NOTE**: When corresponding with the Help Desk, include your course name/number and Student ID number and details on the problem you are experiencing, including any error messages you may have received.

COMMUNICATIONS
Telephone: College staff and faculty have access to work phones and email. Visit the College's main page for contact information (under Services).

College Student Webmail: Important information regarding registration, exams, job opportunities, scholarships/awards, etc., are communicated via your College Student Webmail account. Please ensure you check your webmail regularly, so you do not miss valuable information. Instructions on how to access your College Student Webmail through the Outlook app on your mobile device will follow at the end of this document.

Brightspace Email: Students and instructors will use email within their courses to communicate on course related information. Please note, you cannot email to external email addresses using Brightspace email.

Brightspace News: Within the Brightspace common area there is a primary news section where we post announcements regarding registration schedules, exams, etc. Within your individual courses, there is a news section that your instructor may use to communicate course related information.

PROGRAM WITHDRAWAL AND REFUNDS
Students who wish to withdraw from their program of studies should first speak with Bertha Tobin to discuss the situation. A Withdrawal/Status Report must be completed and signed by the instructor, guidance counsellor, and campus director.

Trades students who withdraw from their program of studies will be liable for the actual number of weeks in class. Any overpayment will be refunded. One day is equivalent to one week. Students who are in good standing and voluntarily withdraw due to extenuating circumstances confirmed by the guidance counsellor or campus director will be required to re-apply to return to the program. To be eligible for re-admission under this instance, the application for re-admission must be submitted within two years of the date of leaving. These

students will retain their original date of eligibility and be admitted into the first available seat in accordance with program eligibility list and program waitlist procedures.

CNA & DL WEBSITES
The primary [College](#) and [Seal Cove Campus](#) websites contain a wealth of information. Students can use the search option to find specific information they may need. If there is anything that you need clarified, please do not hesitate to contact us.

CREDIT TRANSFER, EXEMPTIONS, AND PRIOR LEARNING AND RECOGNITION
[Applications for Exemption/Credit Transfer](#) must be submitted to Student Services within one week of the semester start date and be accompanied by an official transcript from the sending institution if other than CNA. A minimum mark of 70% must be attained for exemption consideration. In cases where exemptions are granted based on identical courses which have been previously completed, credits will be brought forward and included in academic calculations. Deadline to apply for exemptions is September 12, 2023. Eligibility for awards depends on the number of exemptions in any given academic year.

LOCKERS
Lockers are available. Students are required to purchase their own lock and are responsible for locker items

PARKING
Students are permitted to park in the designated student parking area at the west end of the campus. Students are not permitted to park in staff parking areas or fire lanes. Any unauthorized vehicles parked in these areas will be ticketed. Once tickets are issued, they cannot be revoked.

PROGRAM COST FORMS
[Program Cost Forms](#) list all compulsory fees associated with individual programs as well as semester start and end dates, required supplies, and scheduled holidays for the academic year. All costs and dates are subject to change without notice.

SOCIAL MEDIA
Students are encouraged to "Like" the Seal Cove Campus on [Facebook](#).

TEXTBOOKS
Book lists will be available to students on Wednesday, September 6, 2023. Students may choose to utilize hard copy books that they obtain second hand or from other sources (i.e., CNA Used Textbooks Facebook group). Previous editions of text may be acceptable; however, students are advised to confirm with their instructor prior to purchasing a previous edition.

Industrial Trades students do not have an e-textbook option and must purchase their textbooks from the bookstore. Some courses may require other resources (software, lab manuals, equipment, or supplies). This information will be obtained directly from the campus. Students need to connect with the campus for specific program resources.

The bookstore hours will be posted during your first day of orientation. For more information, please contact Jeff Bishop (Storekeeper).

WEATHER POLICY
Campus closures will be communicated through our School Messenger System via text message, email and/or landline phones. Notices will only be sent to students who have opted in. To receive these notifications, visit Self Service to ensure your personal information (telephone, email) is up to date. If you did not opt-in, text 978338 with a response of "Y" or "YES". Also, we will communicate any campus closures through your College Student Webmail and our campus Facebook page.

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USING STUDENT WEBMAIL

Accessing Student Webmail
USING YOUR BROWSER

Step 1:
Visit: ***https://www.cna.nl.ca/MyCNA***

Step 2:
Click on "Self Service Options"

Step 3:
Click on "Webmail Access"

You can also simply visit: **https://webmail.cna.nl.ca**

Step 4:
Enter your username and password in this format:
Username: firstname.lastname##@ed.cna.nl.ca

Password: dd-Mmm-YYYY
- **## is the last two digits of your student number**
- **Password is your date of birth**
  (i.e., 23-April-1999 or 5-Dec-1999)

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YOUR
WAY

Accessing Student Webmail
USING THROUGH THE OUTLOOK APP ON YOUR PHONE

Step 1: Visit the App Store and download "Outlook"

Step 2: Enter your college email and select "Sign In with Office 365"

Step 3: You will be forwarded to a page where it will prompt you to enter your password for your college email. Enter the password and press "Sign In with Office 365"

Step 4: A message should pop up asking you to either turn on or off notifications; turn it on so you get a notification when you get an email. Your e-mail is now set-up! The orange circle is the college email and if you click the one in under it you can add another email such as a personal.
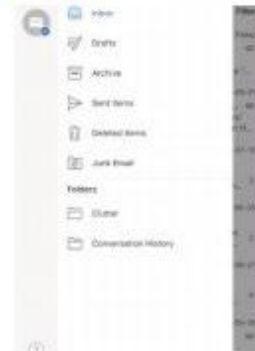
Step 1:

Step 2:

Step 3:

Step 4:

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