Accessing your student e-mail account on your Smartphone

If you have your own Smartphone such as an iPhone, Windows or an Android-powered one such as a Samsung Galaxy S5, HTC One, etc. you can set it up so that you can read and write e-mails on it.

This can be an incredibly useful thing to do as it means that you’ll be able to read and write emails from practically anywhere as long as you have a mobile 3G/4G or Wi-Fi network connection.

To set your smartphone up to pick up your student e-mails, please run through the steps below:

Microsoft Outlook App

1. Download the Microsoft Outlook app from the app store or play store

2. Open the app, enter your full email address (s****@sruc.ac.uk) and then tap Add Account

3. If prompted for a provider, select Office 365

4. Enter your password

5. If you are prompted, click “Activate” to allow SRUC IT policies.

If you are unsure of what your password is or have forgotten it, please contact the Shared Service Desk on (0131) 535 4444 or send an e-mail from your personal e-mail address to sidssd@sruc.ac.uk

PLEASE NOTE THE FOLLOWING:

- It is not the responsibility of SRUC or the Shared Service Desk to ensure that you are able to access your student e-mails on your smartphone
- The Shared Service Desk will only be able to offer limited support if you are having difficulties setting your smartphone up to access your e-mail account and may suggest that you contact Microsoft or the manufacturer of your Smartphone if they are unable to help
- SRUC or the Shared Service Desk cannot be held responsible for any loss of data or damage to your smartphone after running through the above steps