Did You Know?

You already have a Herkimer email account!

All students have e-mail accounts automatically set up for them once they have been accepted.

It is _your_ responsibility to check & use it often.

Q: *I have an e-mail address I already use. Can't I just use that one?*

A: Students are free to keep e-mail accounts in addition to their official Herkimer College-assigned ones; however, the Herkimer College specific e-mail account will be the only address Herkimer College will use to contact students regarding official College announcements, including campus emergencies. Additionally, some faculty and administrative offices will only accept student e-mails from the College provided e-mail accounts.

Q: *How do I access my Herkimer College e-mail account?*

A: From campus residence halls and off campus: https://outlook.com/herkimer.edu

From campus computers: log onto a PC with your username and password. When you see the Windows desktop, double-click on the Outlook icon or my.herkimer.edu

Q: *What is my username and how do I log on?*

A: Your username is the first seven characters of your last name, first name initial and the last three digits of your H#. There are no spaces in the username. For example, John Smithers, with an H# of H0000123 would have a username of smitherj123. Your initial password is Herk! Followed by your date of birth in this format: MMDDYYYY without dashes or spaces. So, Herk! MMDDYYYY

Your e-mail address is always your username followed by @herkimer.edu. The e-mail address in this example would be smitherj123@herkimer.edu. Additionally, student e-mail addresses are contained on any bills sent by the College. Should you have any questions or suggestions, we're here to help! Contact Herkimer College's Student Help Desk at 315-866-0300, x8555 for assistance.

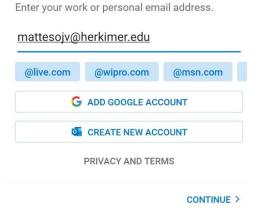**Q: *Can I connect my Herkimer email account to my phone?***

A: YES! We strongly encourage that you do! The instructions are on the other side. This will keep your Herkimer email and important information right at your fingertips!

How to Setup Herkimer Email in Outlook App for Android

1. Download **Outlook for Android** from the Google Play store.

2. Enter your Herkimer College email address and tap **Continue**.

3. Enter your password and tap **Sign in.** Accept any prompts for permissions you may receive.
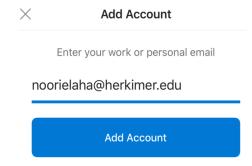

How to Setup Herkimer Email in Outlook App for iOS

1. Download **Outlook for iOS** from the iOS app store.

2. Enter your Herkimer College email address and tap **Add Account**.

3. Enter your password and tap **Sign in.** Accept any prompts for permissions you may receive. Swipe through the features and you are ready to use Outlook for iOS.