

## Blackboard & Outlook / MC Email Apps

### Install Bb Mobile

If your course uses Blackboard, get students to install the Blackboard Mobile app on their cell phones. For students who do not carry a laptop around, getting into Blackboard requires finding a PC or logging in through the browser on a phone. The Bb Mobile app only requires logging in once with MyMC credentials. From that point on tap and the app opens. Here's how:

1. Go to the App Store on your mobile phone.
2. Search for **Blackboard**.
3. Install the app.
4. In the **Type your school/workspace name** field, type Montgomery College. Press Done.
5. A menu of names will appear, select *Montgomery College, Maryland*.
6. Scroll down and select **Continue with Web-Login**. It should take you to a MyMC login screen.
7. Enter your MyMC ID and Password and click Sign In.
8. If prompted for 2FA, go to Duo to accept the login request. A MyMC screen will appear.
9. Click **Access MC Resources** in the purple band at the top of the screen and then select Blackboard.
10. Wait patiently. The app should load your Blackboard current courses.  
Note: **Course Mail** is found under Course Content.



**Blackboard**  
Blackboard Inc.  
4.0 ★

### Install Blackboard Instructor

Professors can install "**Blackboard Instructor**." The App will enable you to keep up with Course Mail and discussions when you are away from a computer.

1. Go to the App Store on your mobile phone.
2. Search for *Blackboard Instructor*.
3. Install the app.
4. In the Type your school/workspace name, type *Montgomery College*. Press Done.
5. A menu of names will appear, select *Montgomery College, Maryland*.
6. Scroll down and select **Continue with Web-Login**. It should take you to a MyMC login screen.
7. Enter your MyMC ID and Password and click Sign In.
8. If prompted for 2FA, go to Duo to accept the login request. A MyMC screen will appear.
9. Click **Access MC Resources** in the purple band at the top of the screen and then select Blackboard.
10. Wait patiently. The app should load your Blackboard current courses.



**Blackboard Instructor**  
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## To Show Hidden Courses in the Bb App

1. Scroll to the bottom to and click the button. **You have xx hidden courses.**
2. Click any course you wish to show. The title box will change from grey to white. Press again to hide a course; the title box will turn grey.
3. Click Save.

## Install Outlook on Mobile Phones

Many professors find that students do not check MC email. The solution is to get students to install Outlook where they live, on their mobile phones. Students are conditioned to check notifications from apps on their phones. Here are the steps to install Outlook / MC email on mobile phones:

1. Look for Microsoft Outlook in the App Store (iPhone) or the Google Play Store (Android).
2. Install the app.
3. Open Outlook.
4. Login with [MyMCID@montgomerycollege.edu](mailto:MyMCID@montgomerycollege.edu) e.g., **jd**oe23@montgomerycollege.edu
5. The password is the your MyMC password.

*The Montgomery College IT Service Desk will provide technical support:*

Phone: [240-567-7222](tel:240-567-7222) or E-Mail: [ITServiceDesk@montgomerycollege.edu](mailto:ITServiceDesk@montgomerycollege.edu)

## Turn Off Clutter in Office 365

1. Go to Settings by clicking on the Gear icon in the upper right.
2. Search for “**Clutter**” and select the option when it appears.
3. Uncheck “Separate items identified as **clutter**”.
4. Click the Save button at the top.