Student Guide for BTC Student Email

All students have student network and email accounts. If you are unable to access your account, please contact your instructor.

Student Email

- Each student network account has an email account
- Your Email password is your default student network account password.
- It will not change when you change your student network account password
- Email address is your network account name@beltc.ctc.edu (e.g. smith1234@beltc.ctc.edu)
- Email is accessed at <u>http://www.live.com</u>
- The maximum size for your email box is 5GB

Using the Email Account for the first time

- Go to the Microsoft Live Website <u>http://www.live.com</u>
- Click on the **Hotmail** link on the top left side of the screen. (Figure 1)

Figure 1

 You will receive a sign in prompt (Figure 2). Enter your E-Mail address network account name@beltc.ctc.edu (e.g. <u>smith1234@beltc.ctc.edu</u>) and password - Note that the password is your original, default network account password and may not be the one that you currently use to access the network.

Figure 2

Die Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE - i	and other place on see 🔊
ne moons ove to ges you no notman, nessenger, wow cive - t	and dures that if you see 🖌
fotmail	Sign in
Powerful Nicrosoft technology helps fight spam and improve security.	Windows Live ID: (exampleSSS@hotmail.com)
Get more done thanks to greater ease and speed.	(examplesssignormali.com)
Enjoy 5 GB of storage that grows when you need it. More cool stuff on the way.	Password: Forgot your password?
Learn more	Remember me on this computer (7)
Don't have a Windows Live ID?	Remember my password (?)
Sign up	Sign in
fore about Windows Live ID	Use enhanced security

- The first time you sign in you will be asked to change your password, set some security questions and accept the license agreement.
- It may prompt you for a second email account that would be used to send your password to you if you forget it. You don't have to create a new account to do this. You can use any existing personal email account or you can leave this option blank.
- Once you have changed your password and accepted the agreement, you will be prompted to sign in again with your new password

Using the Email Account

- Sign in at <u>http://www.live.com</u>. Click on the Hotmail link on the top left side of the screen. (Figure 1)
- After signing in, you will be at the Main Screen (Figure 3). Click on "Mail" from the top menu bar to see your email

Figure 3 Mindows Live • 8 Home Profile People Mail Photos More MSN . Search... P sion out Tuesday, April 7th Lynden, WA 52* rivate messages People you might know Your calendar Options + Help Mail BTC Wordpress Mar. 20 No name: Share a quick message New Bellingham Technical College User: Add people | Edit profile BTC Wordpress Mar. 20 Share photos | Add web activities