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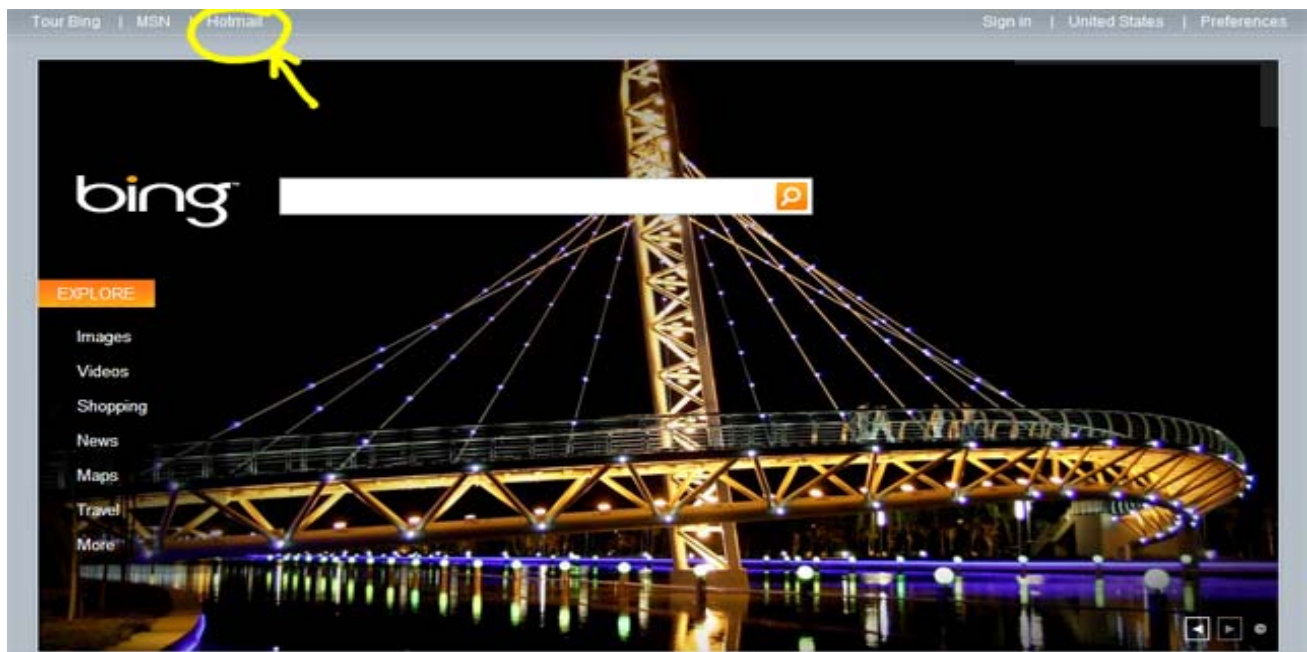
Student Email
- Each student network account has an email account
- Your Email password is your default student network account password.
- It will not change when you change your student network account password
- Email address is your **network account name@beltc.ctc.edu** (e.g. smith1234@beltc.ctc.edu)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

Using the Email Account for the first time
- Go to the Microsoft Live Website http://www.live.com
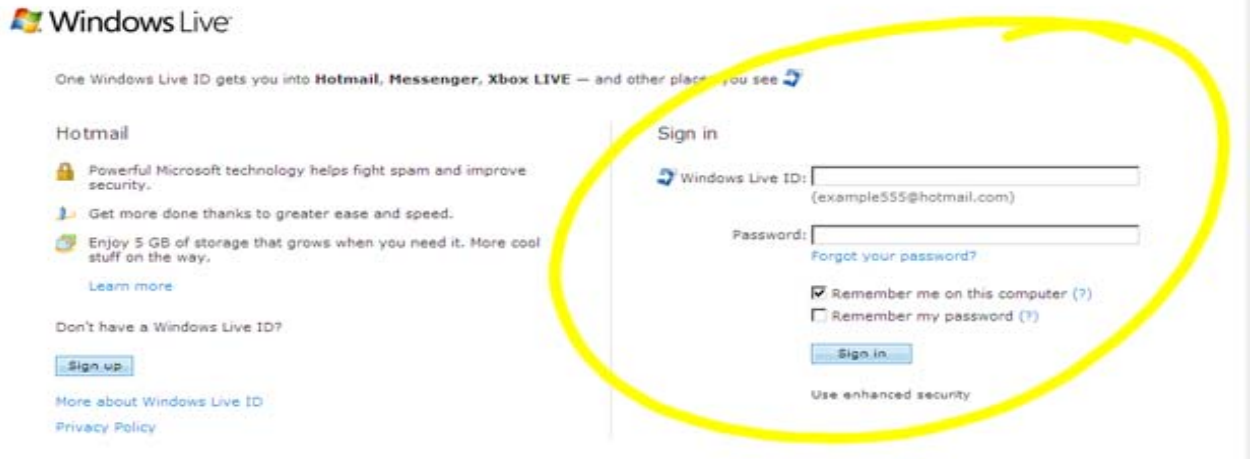- Click on the **Hotmail** link on the top left side of the screen. (Figure 1)

Figure 1

- You will receive a sign in prompt (Figure 2). Enter your E-Mail address **network account name@beltc.ctc.edu** (e.g. smith1234@beltc.ctc.edu) 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

- 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 http://www.live.com. 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