

BTC STUDENT EMAIL GUIDE

All students have a BTC email account. If you are unable to access your account, please contact your instructor.

Student Email

- Each student has an email account.
- Your email address is your **network account name@beltc.ctc.edu**.
(e.g., *smith1234@beltc.ctc.edu*)
- Your default password is: **btc- + your 8 digit birthdate (mmddyyyy)**.
(e.g., *btc-06031981*)
- Email can be accessed from on or off campus by visiting www.btc.edu/studentEmail.
- The maximum size of your mailbox is 25GB.
- The maximum size of attachments per mailing is 25MB.

Accounts

You can access your student email using other email clients. Depending on your email client, use the connection information is listed below

- Select **accounts** to view your account information—personal data and mailbox usage—as well as connect other email accounts, and forward messages.
 - Select **Settings** for **POP** or **IMAP** access if you are using an email client to send and receive mail.
 - POP Server: outlook.office365.com
Port: 995
Encryption method: SSL
 - IMAP server: outlook.office365.com
Port: 993
Encryption method: SSL
 - SMTP Server: smtp.office365.com
Port: 587
Encryption method: TLS
 - Select **Edit** information to edit your picture and personal information.
 - Select **connected accounts** to connect other mailboxes to Outlook, and set up email forwarding.
 - Add, edit, and delete other email accounts.

***Note:** *Added account messages are merged with your Outlook email.*