

BTC STUDENT EMAIL GUIDE

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

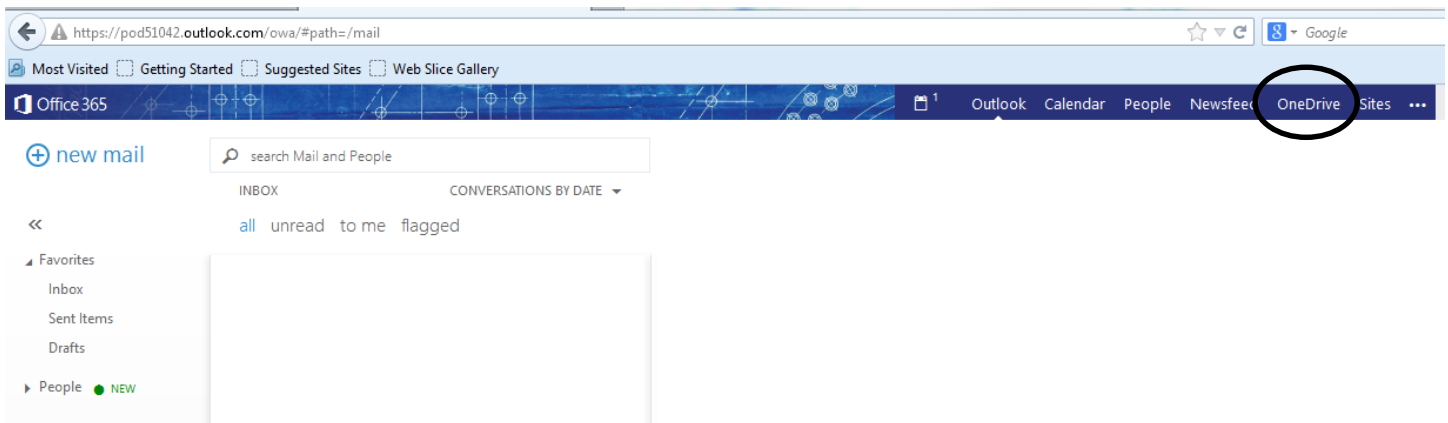
Student Email

- 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 <http://www.btc.edu/studentemalink>.
- The maximum size of your mailbox is 50GB.
- The maximum size of attachments per mailing is 25MB.

OneDrive

As part of the student email, each student also has OneDrive, which is an online file hosting service that allows students to upload and sync files, and access them from both on and off campus.

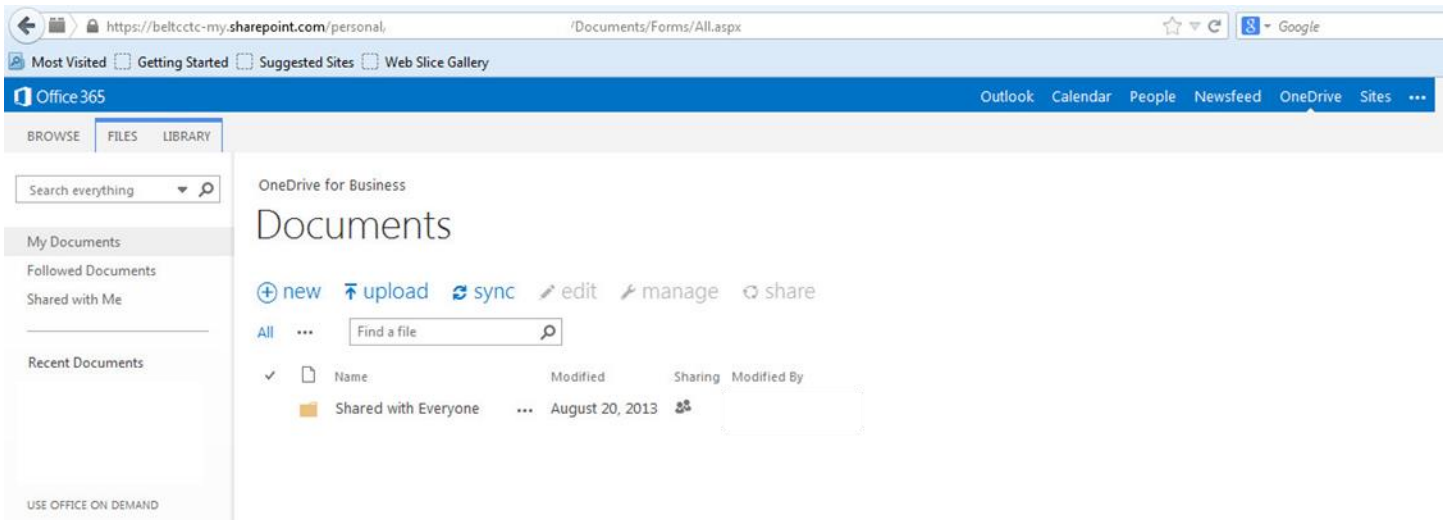
- Sign in to Office 365.
- Click **OneDrive** in the upper right corner. (See below.)



- OneDrive @ Bellingham Technical College displays.

OneDrive Browse Tab

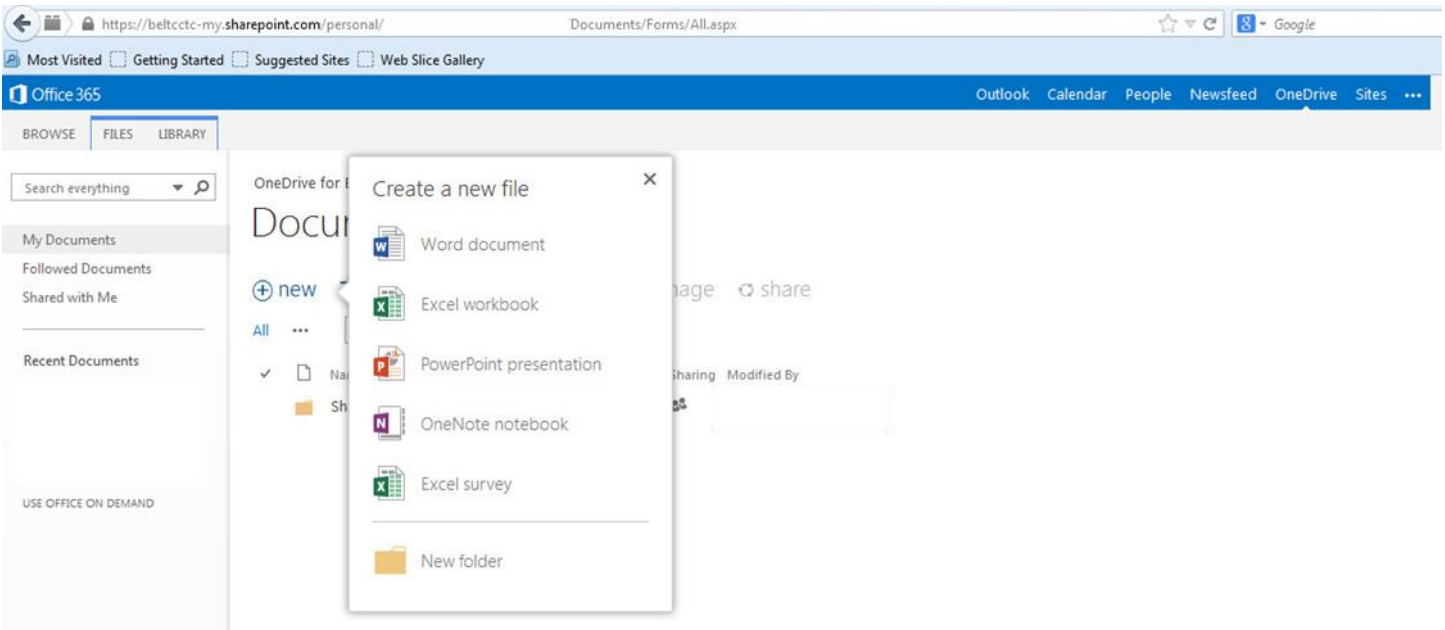
- The Browse tab provides a clean view, without a ribbon that offers additional functionality. (See below.)



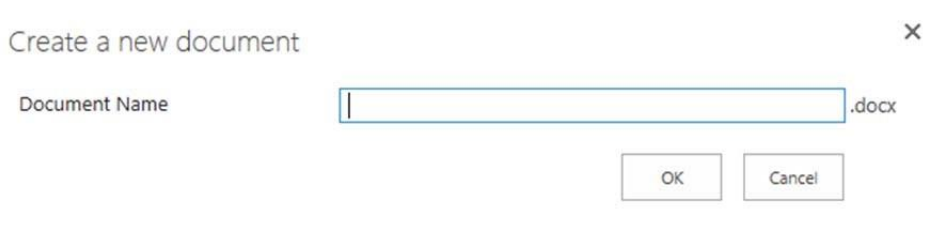
Create A New Document

Create a new document following the instructions below.

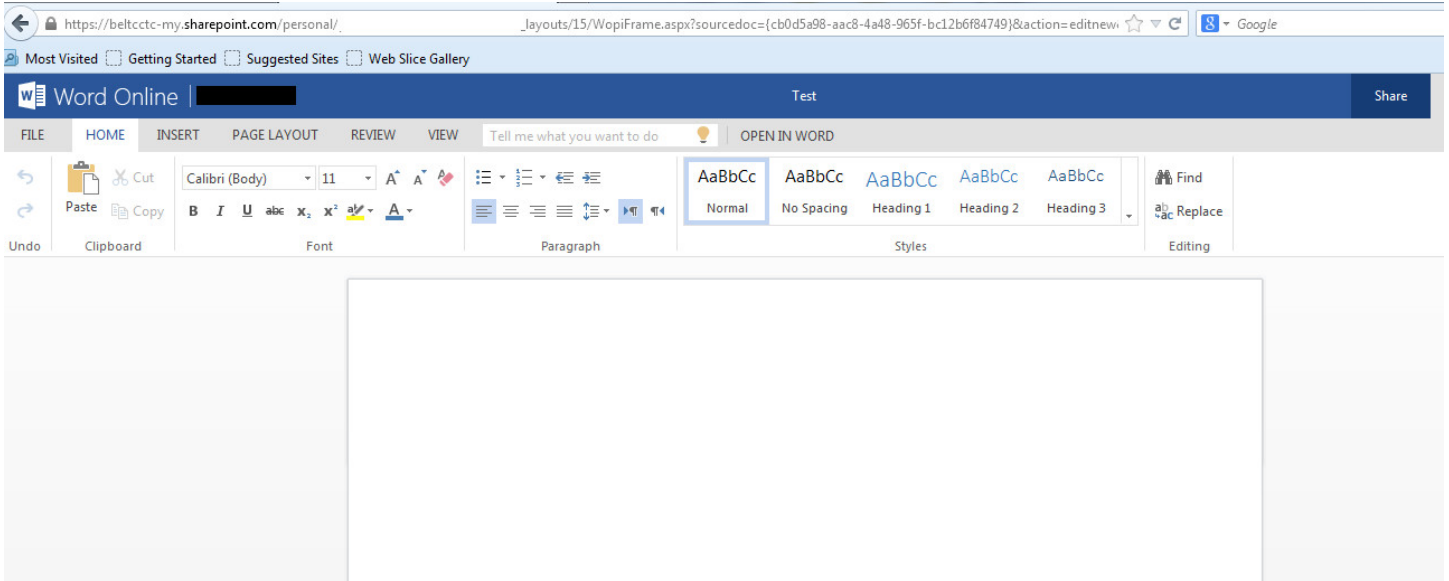
- Click **new** to create a new document. The **Create a new file** menu displays. (See below.)



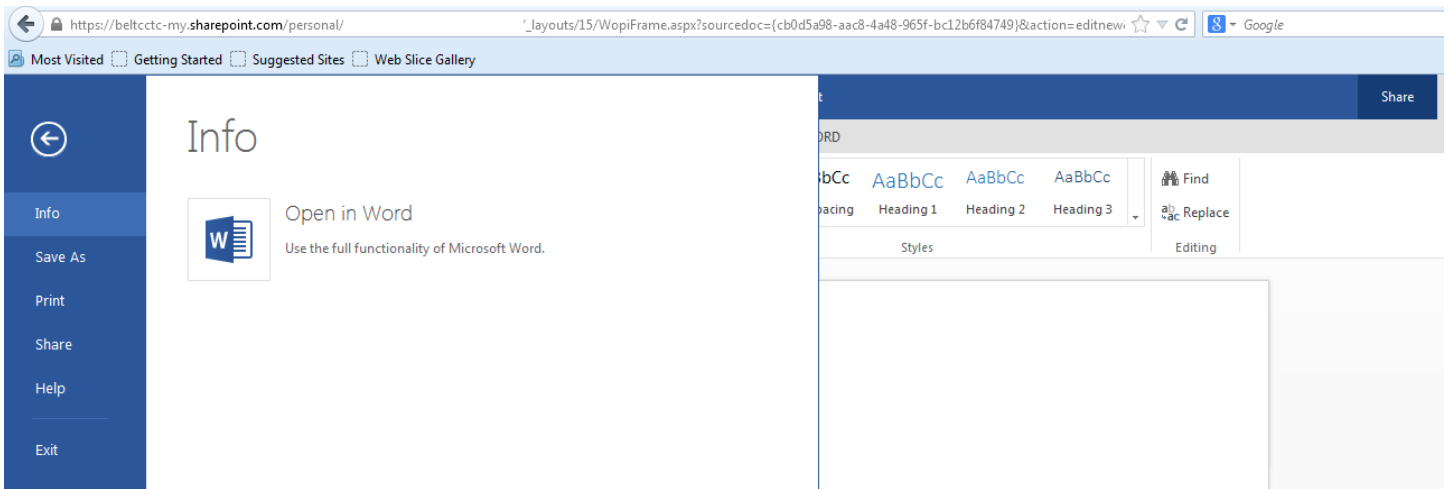
- Select the appropriate option: **Word document**, **Excel workbook**, **PowerPoint presentation**, **OneNote notebook**, **Excel survey**, or **New folder**. When **Word document** is selected, the **Create a new document** dialog box displays. (See below.)



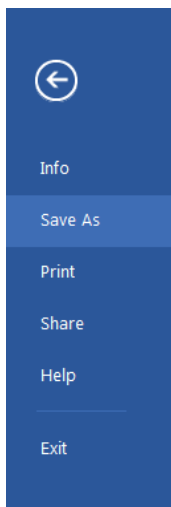
- Enter the document name in the **Document Name** field, and then click **OK**. The document opens in the browser. (See below.)



- Edit the document, as required. Click **Save As**, **Print**, or **Share**. (See below.)



***Note:** The **Save As** option enables you to download a copy of the document to your computer. (See below.)



Save As



Where's the Save Button?

There's no Save button because we're automatically saving your document.



Download a Copy

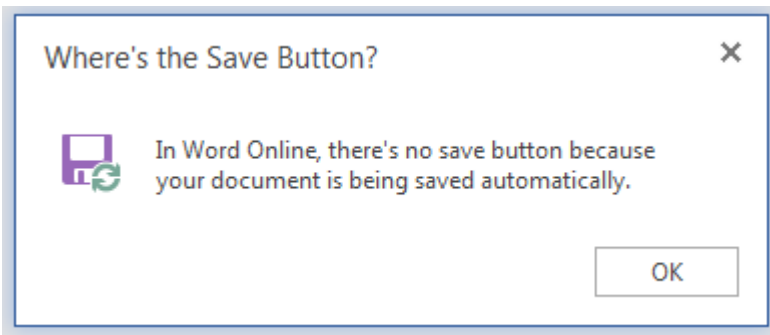
This document saves to the cloud. Click here to save a copy to your computer.



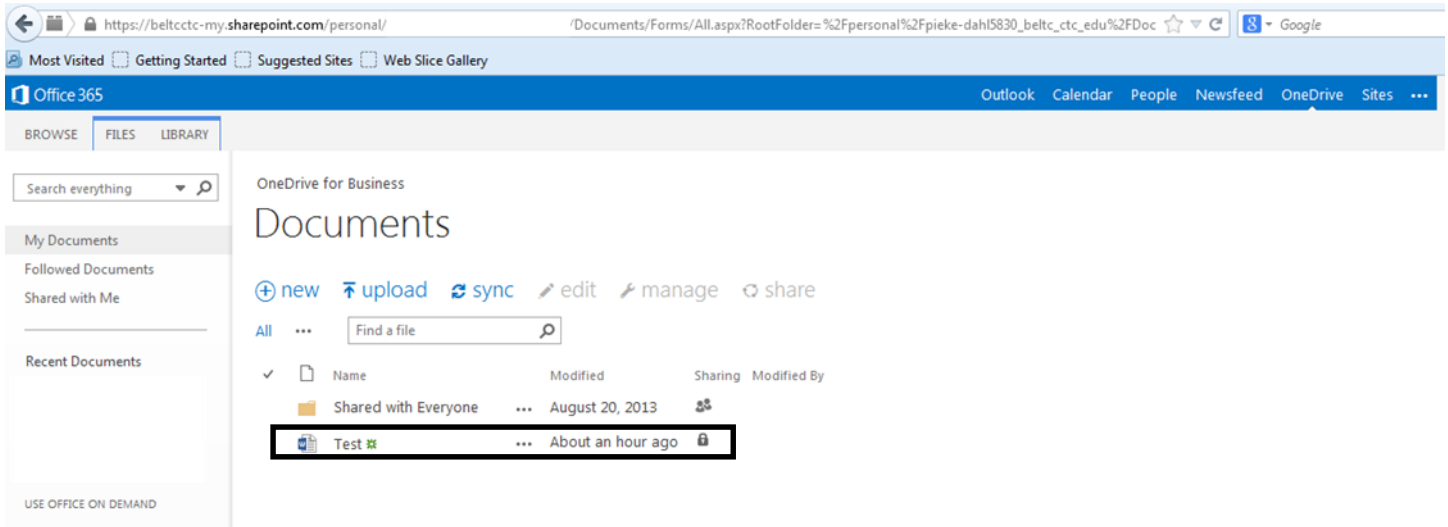
Download as PDF

Download a copy of this document to your computer as a PDF file.

***Note:** A **Save** option is not available because documents are saved automatically. (See the dialog box below.)

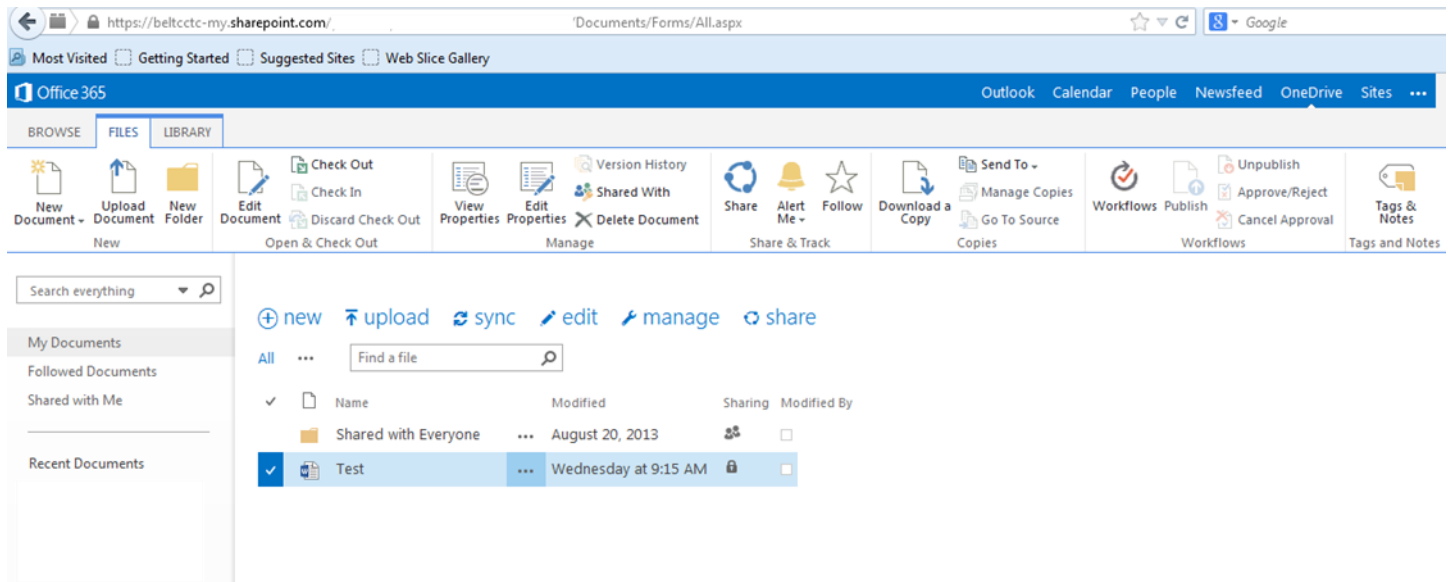


- The file is saved to OneDrive. (See below.)



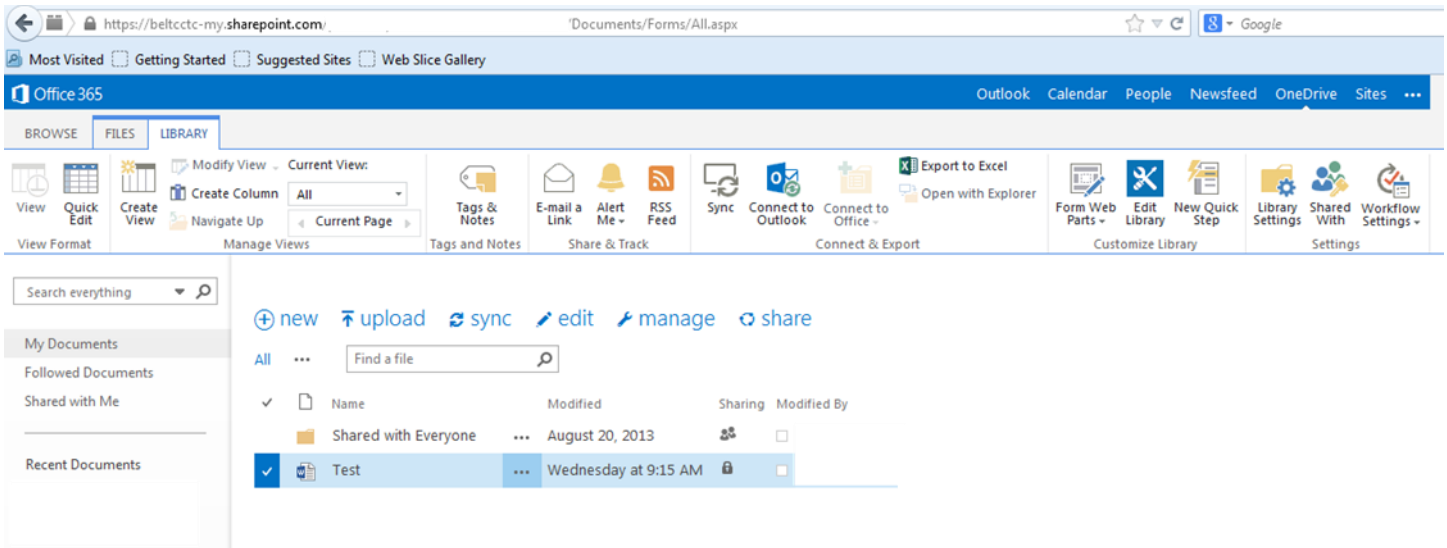
OneDrive Files Tab

- Manage documents by selecting one, and then clicking the **Files** tab. A ribbon enabling options such as **Upload Document**, **Edit Document**, and **Share** displays. (See below.)



OneDrive Library Tab

- Select the **Library** tab to manage the library. A ribbon enabling options such as **Edit Library** and **Library Settings** displays. (See below.)



OneDrive Document Options

- Right-click on the ellipsis to the right of a file name, and then click on the ellipsis (Open Menu) at the bottom of the <Document Name> dialog box. The menu displays document options. (See below.)

