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](http://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.**