

BTC STUDENT EMAIL GUIDE

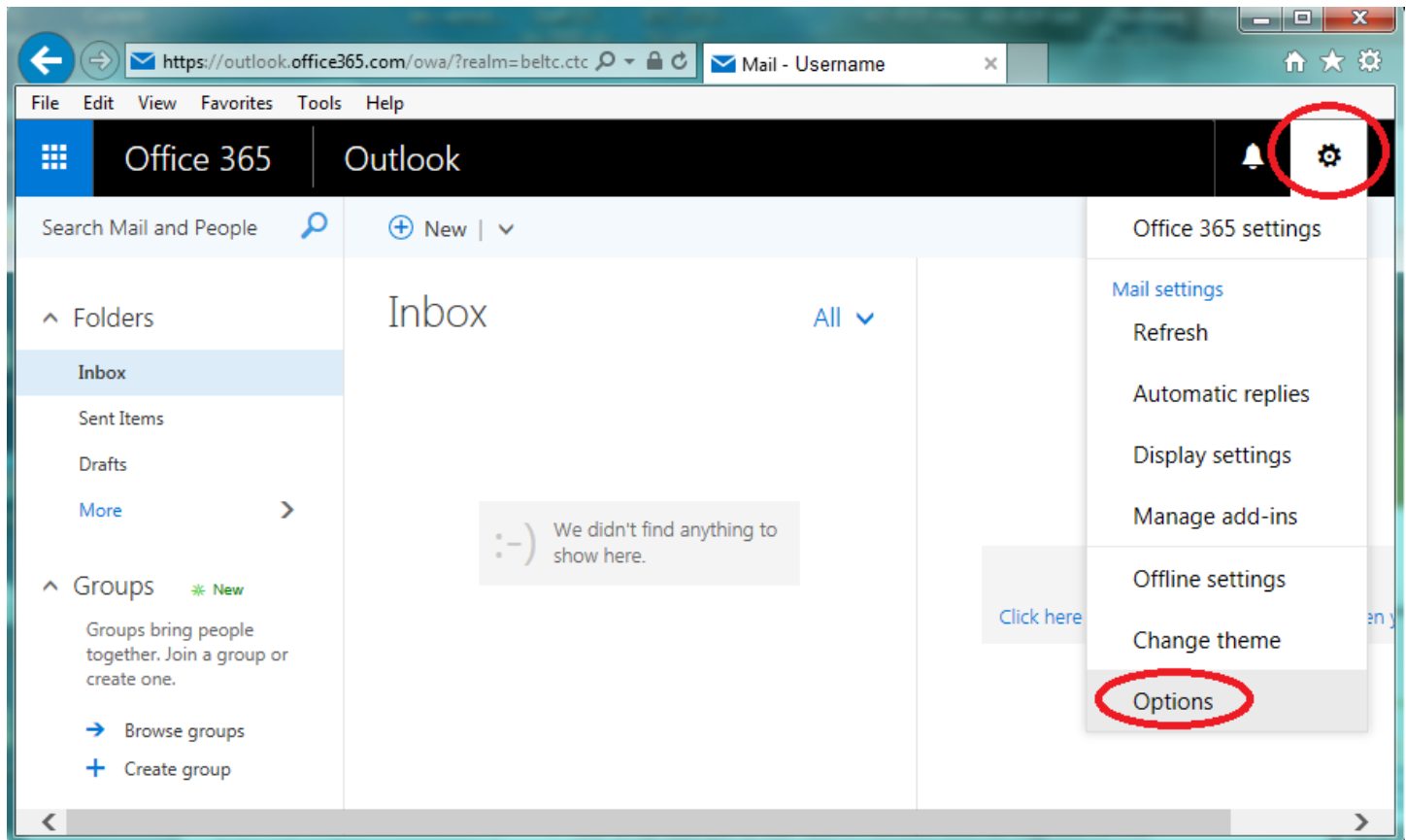
All students have a BTC email account. If you are unable to access your account, please contact your instructor.

Student Email

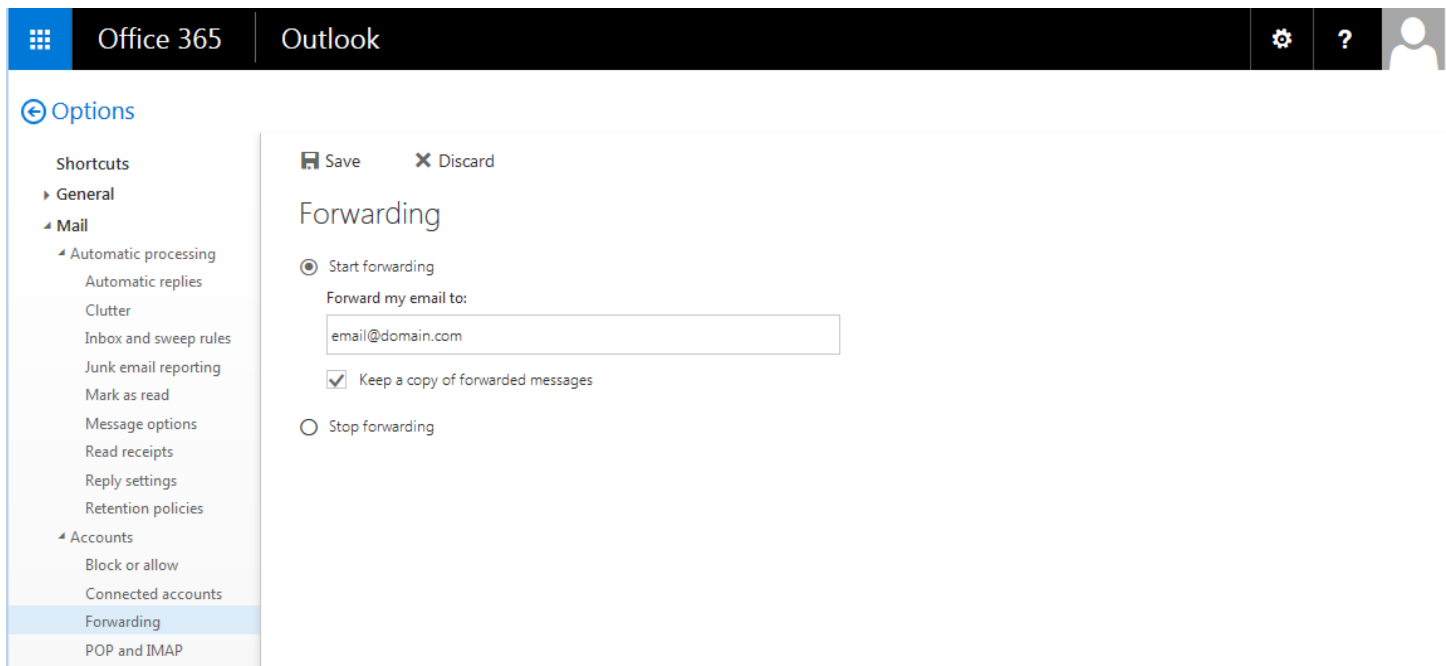
- Each student has an email account.
- Your email address is your **network account name@beltc.ctc.edu**.
(e.g., *smith1234@beltc.ctc.edu*)
- Your default password is: **btc- + your 8 digit birthdate (mmddyyy)**.
(e.g., *btc-06031981*)
- Email can be accessed from on or off campus by visiting www.btc.edu/studentEmail.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

Forwarding Email

- Go to the BTC email website: www.btc.edu/studentEmail and click on "Student Login"
- Log in with your email address and password
- Click the gear in the upper right corner and select **Options**



- Select **Accounts** and **Forwarding** to set up forwarding



- Select the **Start Forwarding** radio button
- Enter the email address to which messages should be forwarded in the **Forward my e-mail to:** field.
- Check the **Keep a copy of forwarded messages in Outlook Web App** check box to keep a copy in your BTC account
- Click **Save**.