BTC STUDENT EMAIL GUIDE

All students have a BTC email account. If you are unable to access your student email, please contact the Library at (360)752-8383 or send an email to library@btc.edu.

Student Email

- Your email address is your **network account name@beltc.ctc.edu** (e.g., mouse0004@beltc.ctc.edu.)
- Your default password is **btc-** and **your 8-digit birthday(mmddyyyy)** (e.g., btc-01231978).
- The student email can be accessed on or off campus by visiting www.btc.edu/studentEmail.
- The maximum size of attachments per mailing is 25MB.
- You can also download the Outlook Mobile App from your devices' App Store.

Using the Student Email Account

1. Go to the BTC Student Email login page www.btc.edu/studentEmail
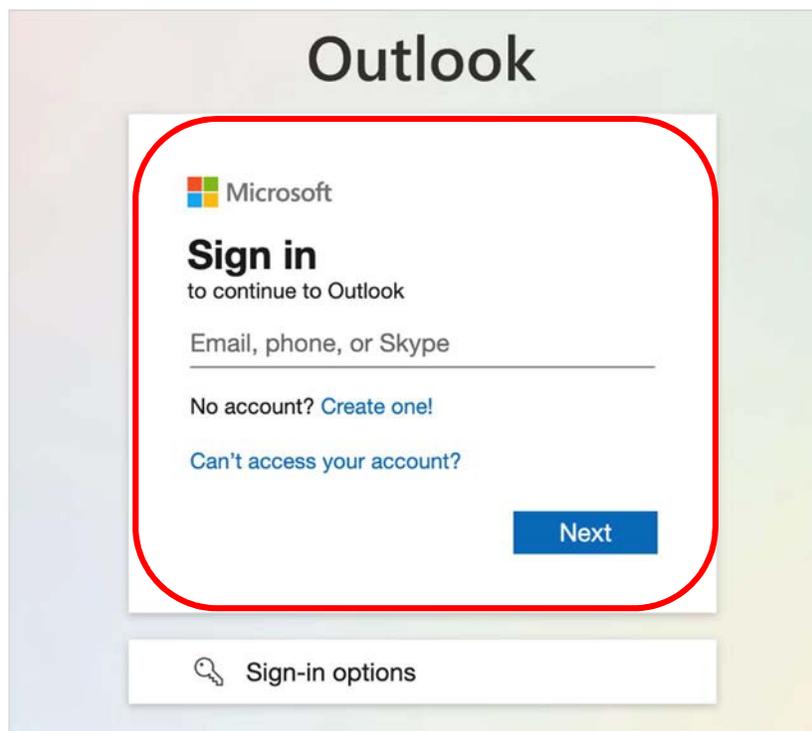
2. Enter your email address and password. Your email is your last name and the last 4 digits of your student ID (either legacy SID or ctcLink ID). Be sure to use the **@beltc.ctc.edu** extension. Click "NEXT." See the picture example below.

3. Input your password when prompted. If you don't remember your password, DO NOT use the "Can't access your account?" option; instead, use the Password Reset Tool (make sure to choose the SID/PIN option or ctcLink option). You can find more information about your student ID.
   Note: resetting your password will apply to both your email and network login.
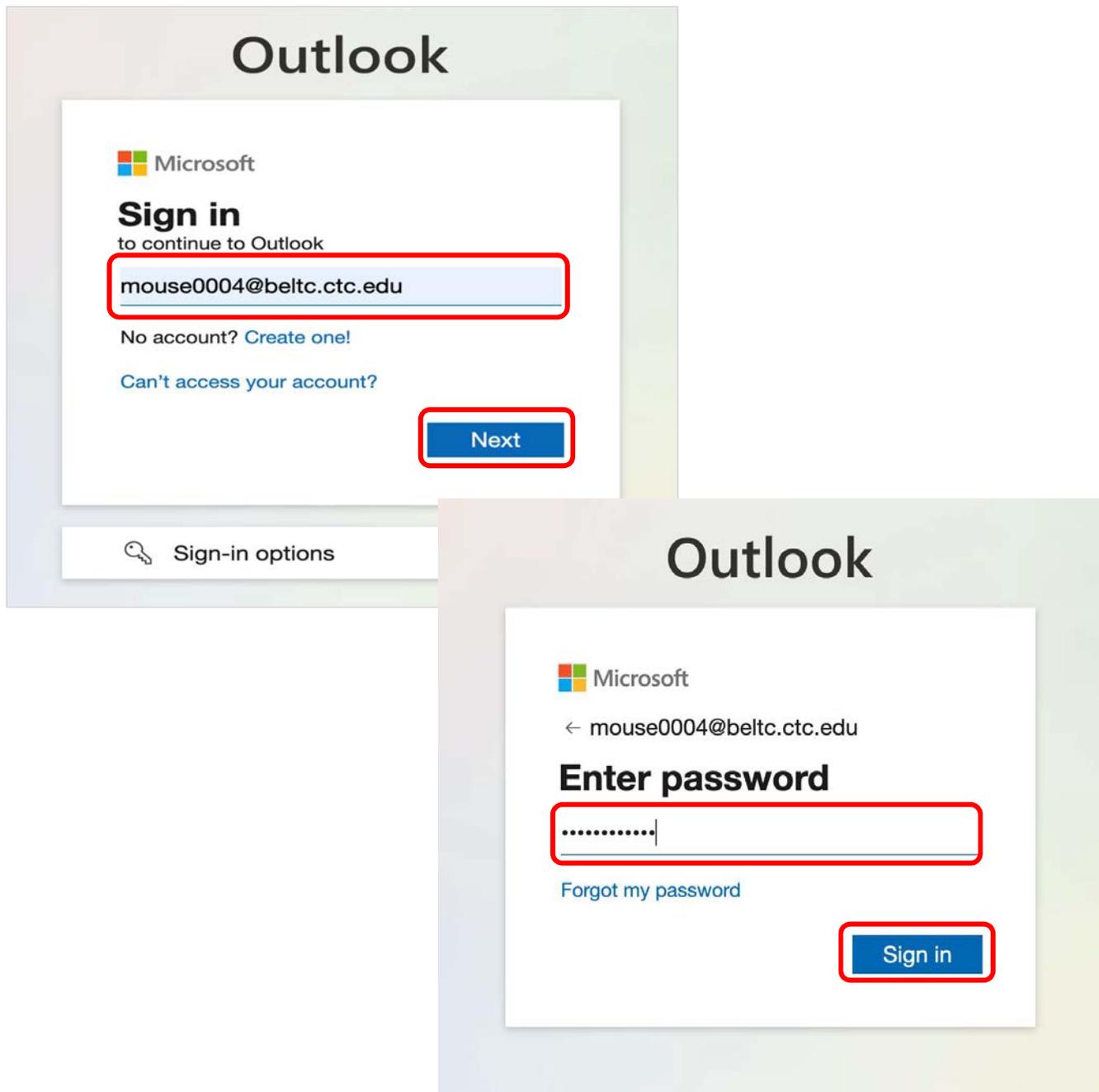
Warning: Sign in to your student email directly at least one time each quarter, otherwise your password will expire.