

# BTC STUDENT EMAIL GUIDE

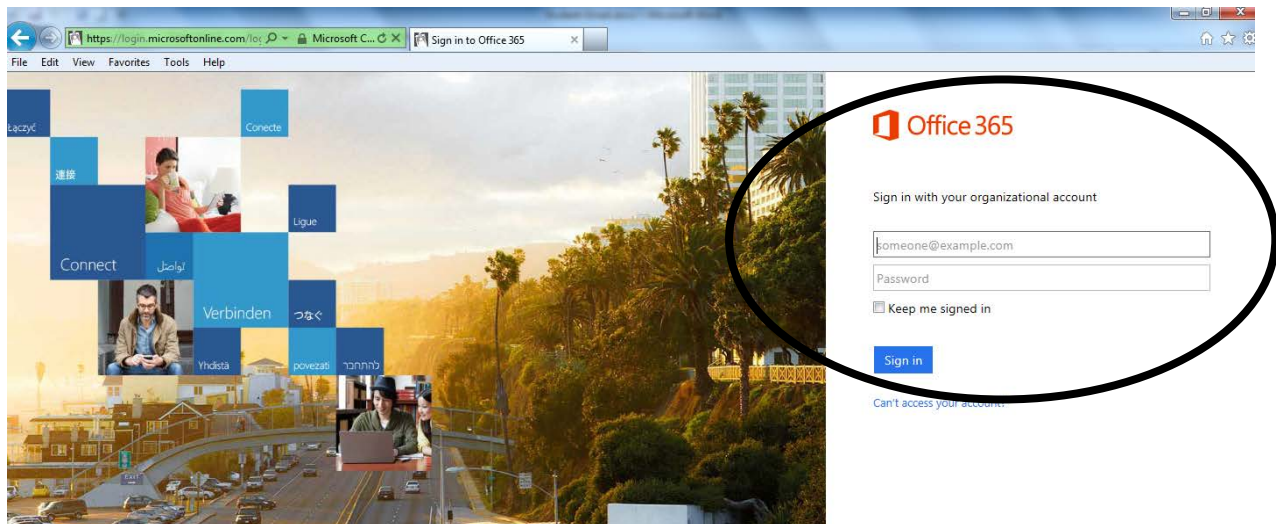
All students have a BTC email account. If you are unable to access your account, please contact your instructor.

## 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.

## Using the Email Account

- Go to the BTC email website: [www.btc.edu/studentEmail](http://www.btc.edu/studentEmail) and click on "Student Login"



- Enter your email address and password.
- **Email Login:** **network account name@beltc.ctc.edu**. (e.g., [smith1234@beltc.ctc.edu](mailto:smith1234@beltc.ctc.edu))
- **Password:** Default password is **btc- + your 8 digit birthdate as mmddyyyy**. (e.g., *btc-06031981*)
- The first time you sign in you will be asked to change your password.
- Once you have changed your password, you will be prompted to sign in again with your new password.
- If you forget your password, you can request a password reset from <http://www.btc.edu>PasswordReset>  
Note: This will reset both your computer and email login passwords!

**Warning:** Sign in to your student email directly at [www.btc.edu/studentEmail](http://www.btc.edu/studentEmail) at least one time each quarter, otherwise your password will expire.

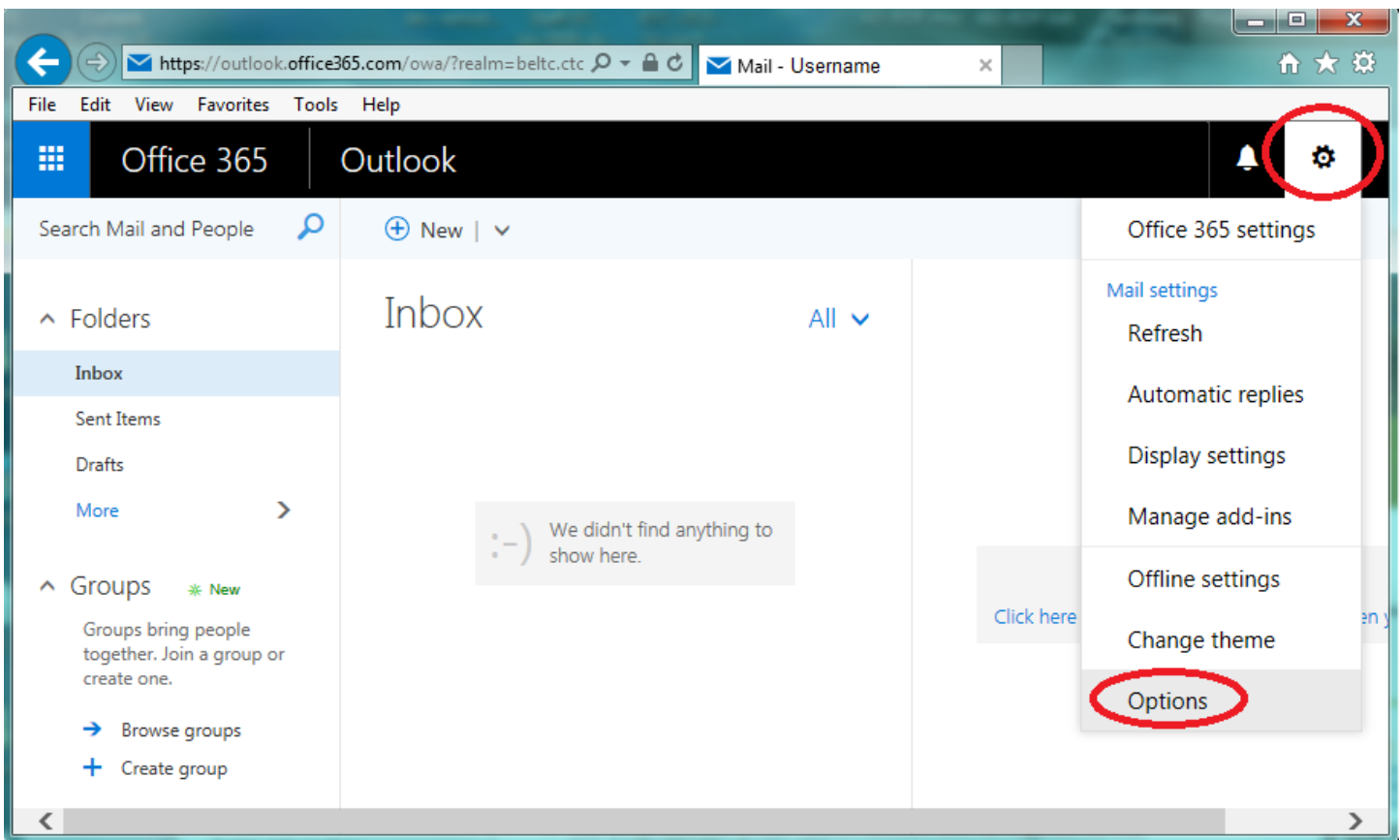
## Supported Browsers

For the best experience, please use one of the following browsers:

- Internet Explorer, latest version—recommended for the best experience with Office 365.
- Internet Explorer 8 (IE8)—supported, but Microsoft recommends IE8 users upgrade to IE9 or above.
- Firefox, latest version.
- Chrome, latest version.
- Safari, latest version.

## Outlook Options

To adjust your email account settings, click the gear on the top right and select **Options**:



## Mail - Automatic Processing

- There are multiple Automatic Processing options to set up inbox rules, automatic replies, delivery reports, and retention policies.

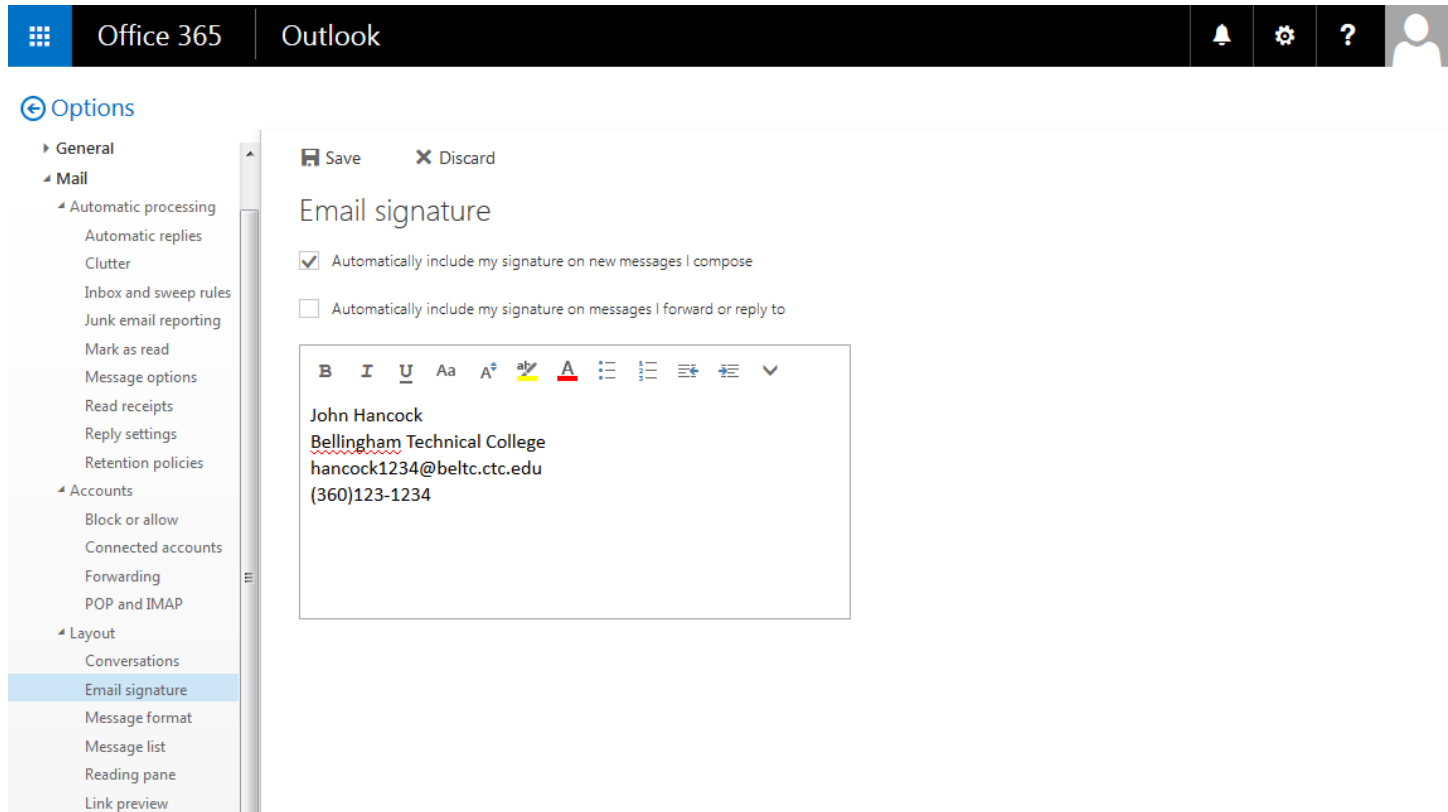
The screenshot shows the Outlook interface with the 'Automatic replies' settings page open. The left-hand navigation pane is visible, showing the 'Options' menu with 'Mail' expanded to 'Automatic processing', where 'Automatic replies' is selected. The main content area has 'Save' and 'Discard' buttons at the top. Below them is the title 'Automatic replies' and a brief instruction: 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.' There are two radio buttons: 'Don't send automatic replies' (which is selected) and 'Send automatic replies'. Under the 'Send automatic replies' option, there is a checkbox for 'Send replies only during this time period' which is unchecked. Below this, there are two rows of time pickers: 'Start time' set to 'Mon 10/12/2015' at '4:00 PM' and 'End time' set to 'Tue 10/13/2015' at '4:00 PM'. At the bottom, there is a text area with the instruction 'Send a reply once to each sender inside my organization with the following message:' and a rich text editor toolbar with icons for bold, italic, underline, text color, background color, font color, and list creation.

## Accounts

- Select **Accounts** to view **Block or allow**, **Connected Accounts**, **Forwarding**, and **POP and IMAP** settings.
  - Select **Block or allow** to update junk mail and block/allow settings
    - Safe Senders and Recipients can be added to allow emails to bypass the junk filter
    - The "Trust email from my contacts" checkbox can be used to automatically add contacts to your safe senders list.
    - Blocked Senders can be added for email addresses and/or domains you want to block
  - Select **connected accounts** to connect other mailboxes to Outlook, and set up email forwarding.
    - Add, edit, and delete other email accounts.
  - Select **Forwarding** to add an email address to forward your mail to.
  - Select **POP and IMAP** 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

## Layout

- Select **Layout** to adjust the **Conversations** view, **Email Signature**, **Message format**, **Message list**, **Reading pane**, and **Link Preview** settings.
  - Select **Email signature** to add a signature
    - There are two boxes which can be checked to enable the signature to be automatically included on new messages and forward/reply messages.

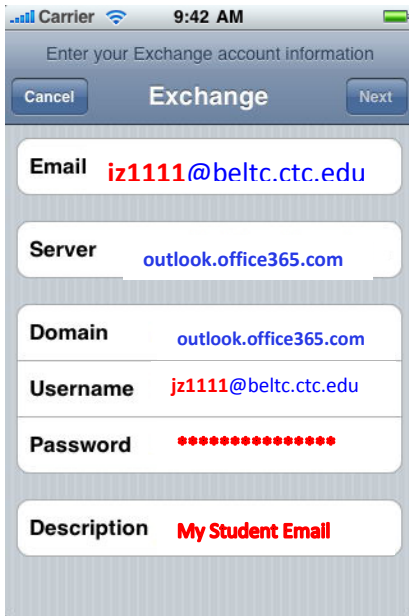


## General

- Above the Mail settings, you can also change your Office365 General settings. There are two useful options:
  - **Mobile devices**
    - View synchronized devices and configure options
    - Set up a recovery password, and even remotely wipe or block your phone if you lose it!
    - See Office 365 mobile setup – Help for details on setting up your mobile device:  
<https://support.office.com/en-us/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>
  - **Text messaging**
    - A phone number can be added to text Calendar and/or Email notifications

## iPod, iPhone, and iPad and Email

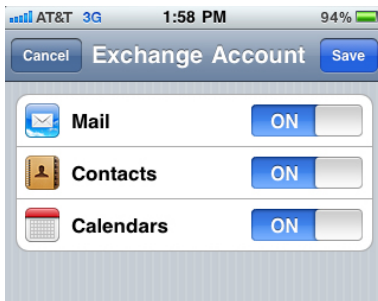
- Follow the instructions below to add a new email account or See Office 365 mobile setup – Help for details on setting up your mobile device: <https://support.office.com/en-us/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>
- From the main screen, tap **Settings**→**Mail, Contacts, Calendars**→**Add Account**→**Microsoft Exchange**.
- Enter your account information in the appropriate fields, and then tap **Next**. (See below.)



The text in blue is the Office365 server settings. The text in red is your student account settings. In this example, the setting is for user JZ ([jz1111@beltc.ctc.edu](mailto:jz1111@beltc.ctc.edu)).

**\*Note:** If you are adding the email account for the first time, you will not see the **Server** field. The phone will try to connect and fail, and then the **Server** field displays.

- Once the phone has communicated successfully with the server, the following Exchange Account options display.



- Specify your **Contacts** and **Calendars** sync preferences.
- Tap **Save**.

## Android Email

- Follow the instructions below to add a new email account or See Office 365 mobile setup – Help for details on setting up your mobile device: <https://support.office.com/en-us/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>

- From the **Applications** menu, select **Email**. This application may be named **Mail** in some versions of Android.
- Enter your full email address and your password, and then tap **Next**.
- Select **Exchange account**. This option may be named **Exchange ActiveSync** or **Corporate** on some versions of Android.
- Enter your account information, and then tap **Next**.
  - **Domain\Username** by entering your full email address. If **Domain** and **Username** are separate fields in your version of Android, leave the **Domain** box empty and enter your full email address in the **Username** field.

**\*Note:** On some versions of Android, you have to use the domain\username format. For example, if your email address is **jz1111@beltc.ctc.edu**, enter **beltc.ctc.edu\jz1111@beltc.ctc.edu**. Your username is your full email address.

  - **Password** by entering your student email password.
  - **Exchange Server** by entering **outlook.office365.com**.
- After your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
  - **Email checking frequency**
    - i. The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. The recommendation is to select this option only if you have an unlimited data plan.
  - **Amount to synchronize**
    - i. Set this option to designate the amount of mail you want to keep on your mobile phone. Several options are available, including One day, Three days, and One week.
  - **Notify me when email arrives**
    - i. If you select this option, your mobile phone will notify you when you receive a new email message.
  - **Sync contacts from this account**
    - i. If you select this option, your account contacts will be synchronized with your phone.
- Tap **Next**, and then enter a name for the account and the name you want displayed when you send messages.
- Tap **Done** to complete the email setup.
- Start using your account.