

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.
- The maximum size of your mailbox is 25GB.
- The maximum size of attachments per mailing is 25MB.

Access Student Email on a Mobile Device

Follow the instructions below to add a new email account on a mobile device.

On a ipod, iphone or ipad

- 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).

***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**.

On Android

- 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.