



YOU'VE GOT EMAIL

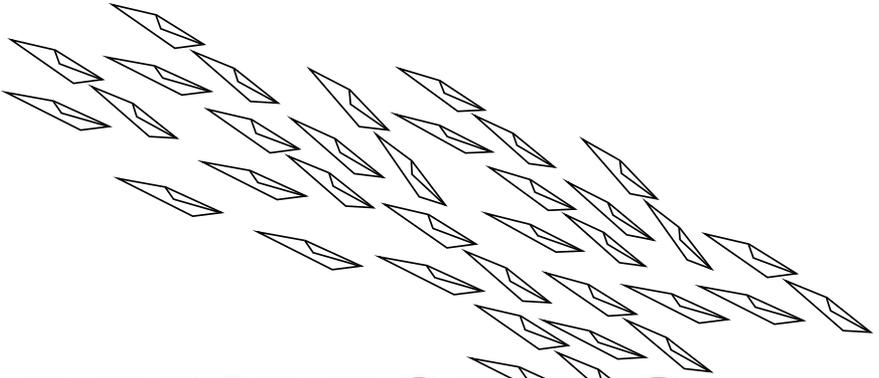
Your Student E-Mail Account

Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent. In the best interest of effective communications management, this address will reside on the College maintained e-mail system. Students may elect to forward their e-mail to an address different from their official Yavapai College account, but these students assume full responsibility for reading e-mail at the forwarded location. Students are expected to check their Yavapai College e-mail account, or the account to which their Yavapai College e-mail is forwarded, prior to the first class meeting and at least once a week during the semester. If you have questions regarding your student e-mail account, contact the Yavapai College Help Desk at 928.776.2168 or 800.922.6787 X2168.

How do I check my student email?

- ✉ Your student email account will become available about 1 day after you register for your first class.
- ✉ Access your email account by logging onto www.yc.edu with your username and password. Your *My Email and Calendar* button will appear at the top left of the window. Click on *Launch Microsoft Outlook Web Access* at the top of the drop down menu.

Your YC email address will follow this format: _____@scholar.yc.edu
your username



REDIRECTING YOUR EMAIL

How do I automatically redirect all messages to another account?

1. Log onto the YC [website](#) by clicking on the Login button on the top right corner of the home page.
2. “Hello” plus your name will appear where the login button used to be. Click on your name, then *My Preferences/ Account Settings*.
3. On Your Account Settings page, click on the *My Email & Calendar* tab and fill in your preferred email address in the *Mail forwarding* field. You can also customize your calendar information.
4. Click *Save Changes*, and you're done.