Computer Tutorial:
Student WebMail Basics

Purpose: To demonstrate to students how to use "Student WebMail."

IMPORTANT ITEMS TO NOTE:
When you were accepted to Indian Hills Community College, a username and a password were created for you to access MyHills, WIN, Student WebMail, and LinkedinLearning.

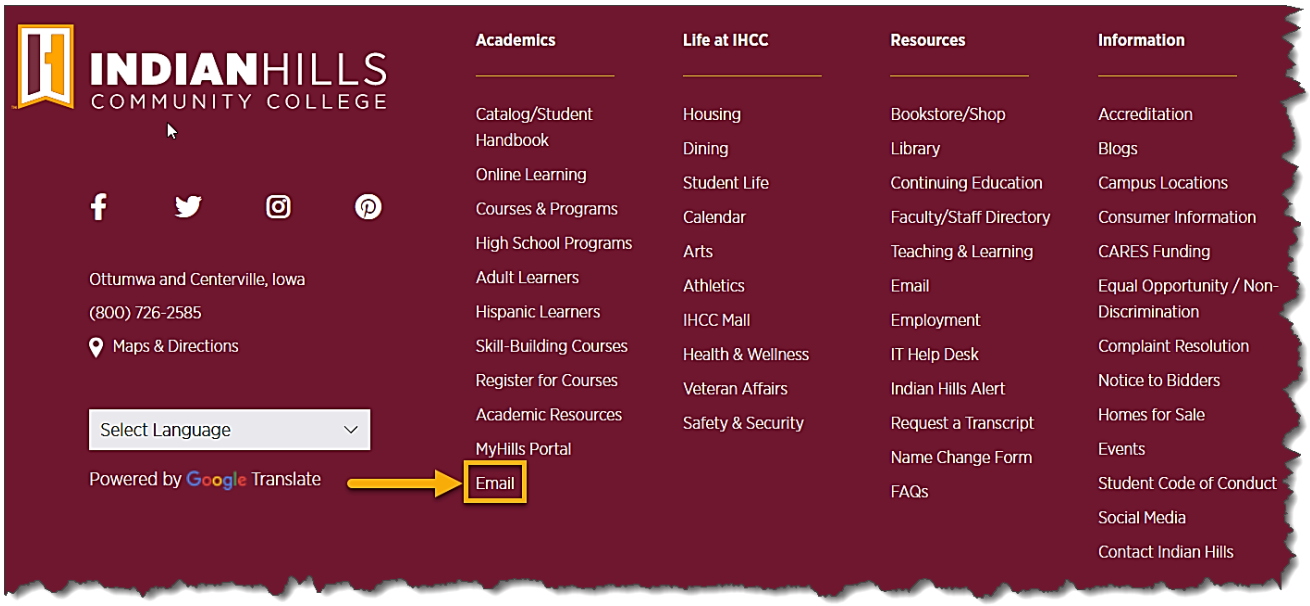
Student usernames are usually in the following format: **firstname_lastname**.
For example, the student Janet Learner's username would be: janet_learner.

The **first** time you access WIN, MyHills, or Student WebMail, your default password is your Student Number followed by "Az." To learn how to find out your "User ID" and "Student Number," please see the tutorial "Log In To MyHills" (www.indianhills.edu/tutorials).

It is important that you change your password to something more secure, as anyone who discovers your Student Number could potentially access your account.

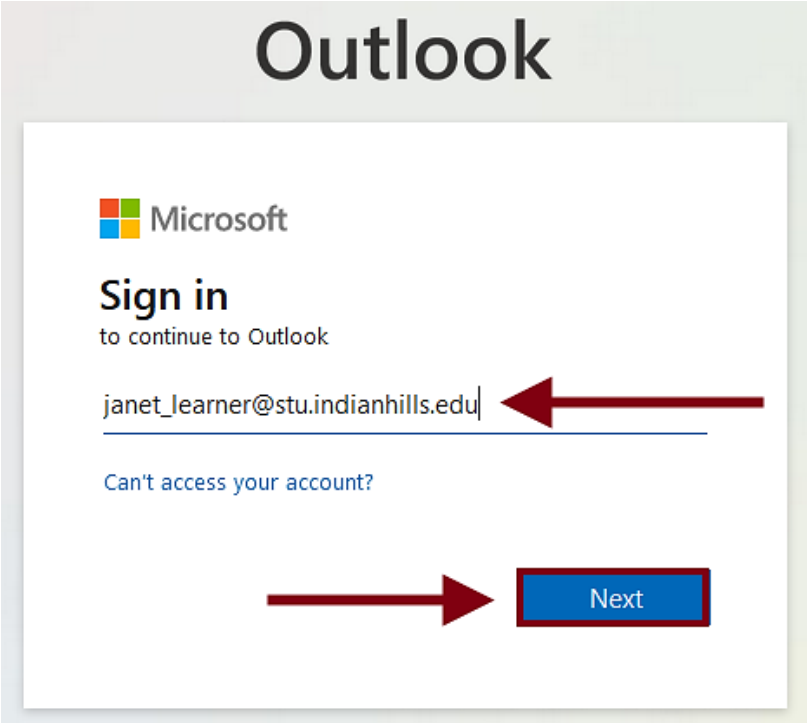
Log In To Student WebMail

On the IHCC website (www.indianhills.edu), click "**Email**" from the footer on any page.

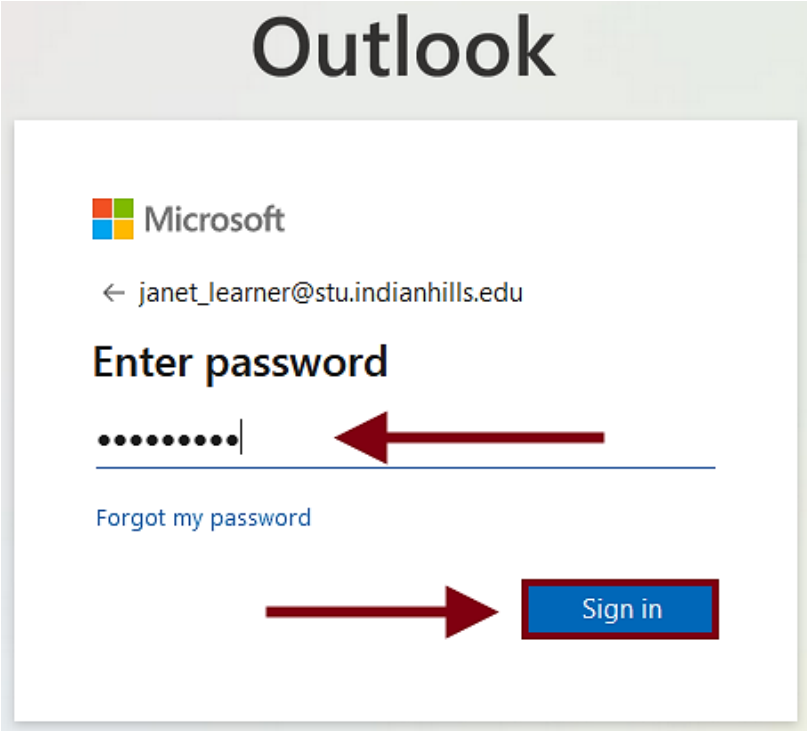


You are now on the **"Student Email"** page.

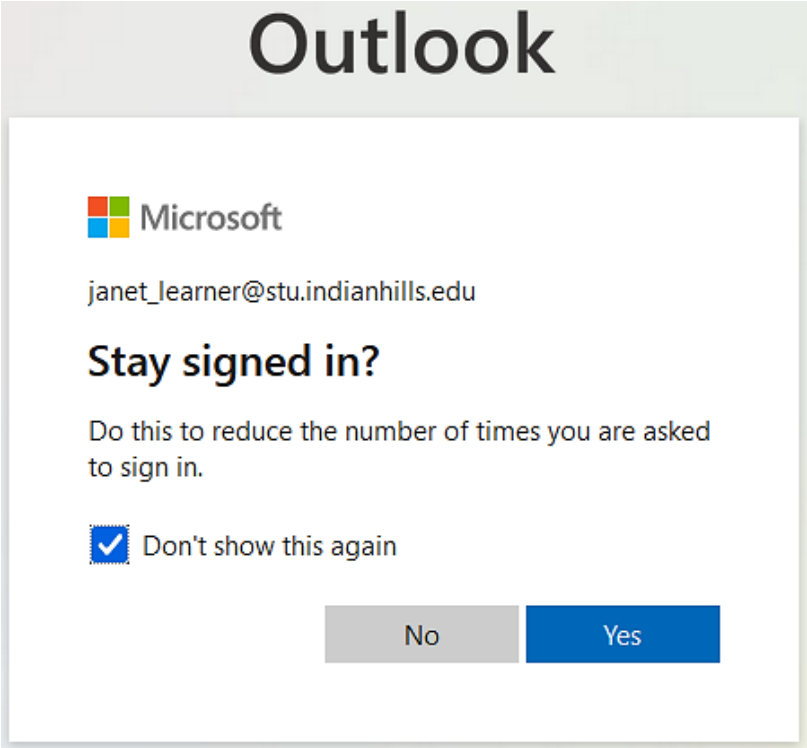
Enter your "**Email**" and then click "**Next**."



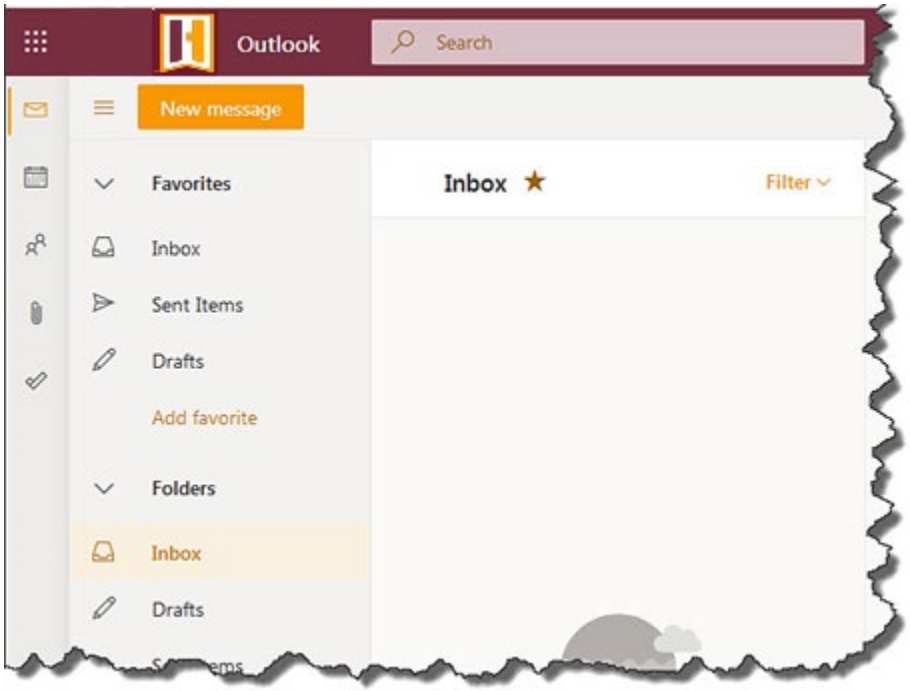
Once you enter your "**Password**" and then click "**Sign in**."



A message will appear asking if you'd like to "**Stay signed in**" to Outlook. Choose "**Yes**" or "**No**." If you don't want to see the message in the future, click "**Don't show this again**."



Your personal Student WebMail "Inbox" should open.



IMPORTANT: When composing an email, **ALWAYS** include your first and last name, as well as the course title in which you are enrolled, at the end of your email. Then, your instructor, or other students, can quickly identify who you are and which course your email is regarding.

Congratulations! You now know how to use the basics of Student WebMail!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the ***IT Help Desk***
Phone: *(641) 683-5333 |* ***Email:*** *helpdesk@indianhills.edu |* ***Web:*** *www.indianhills.edu/helpdesk*