## **Using IHCC Email**

From the Indian Hills Community College homepage (<u>www.indianhills.edu</u>), click the "**Student** WebMail" icon at the top of the page.



		Outlook		
Microsoft				
Sign in to continue to Outlook				
Email, phone, or Skype				
No account? Create one!				
Can't access your account?				
	Back	Next		

## You are now on the "Student Email" page!

Enter your "Email" and then click next.

\*\*Your email will be your first name\_last name@stu.indianhills.edu as an example: janet\_learner@stu.indianhills.edu

Your password will be the same as your My Hills password!

Microsoft

janet\_learner@stu.indianhills.edu

Stay signed in?

Outlook

Do this to reduce the number of times you are asked

Once you have entered your "Password", 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.



You are now in your personal Student Webmail "INBOX"!