

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, WebAdvisor, 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 <u>first</u> time you access WebAdvisor, 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 "How to Log In To WebAdvisor, MyHills, and Student WebMail" (<u>www.indianhills.edu/tutorials</u>).

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

Log In To Student WebMail

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



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OR, from the footer on any Indian Hills web page select "Email."

Life at IHCC	Resources	Information	
Housing Dining	Bookstore/Shop Library	Accreditation Blogs	✓ APPLY Now
Student Life Calendar Arts	Continuing Education Faculty/Staff Directory Faculty/Staff Webmail	Campus Locations Consumer Information	VISIT IHCC
Athletics Health & Wellness	Career Coach Employment	Equal Opportunity / Non- Discrimination	REQUEST Info
Veteran Affairs Safety & Security	IT Help Desk Indian Hills Alert Request a Transcript Name Change Form	Complaint Resolution Notice for Bidders Events Student Code of Conduct Social Media	
	Life at IHCC Housing Dining Student Life Calendar Arts Arts Athletics Health & Wellness Veteran Affairs Safety & Security	Life at IHCC Resources Housing Bookstore/Shop Dining Library Student Life Continuing Education Calendar Faculty/Staff Directory Arts Faculty/Staff Webmail Athletics Career Coach Health & Wellness Employment Veteran Affairs IT Help Desk Safety & Security Indian Hills Alert Request a Transcript Name Change Form	Life at IHCC Resources Information Housing Bookstore/Shop Accreditation Joining Library Blogs Student Life Continuing Education Campus Locations Calendar Faculty/Staff Directory Consumer Information Arts Faculty/Staff Webmail CARES Funding tthletics Career Coach Equal Opportunity / Non- Veteran Affairs IT Help Desk Complaint Resolution Safety & Security Indian Hills Alert Notice for Bidders Request a Transcript Events Student Code of Conduct Name Change Form Student Code of Conduct Social Media

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

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

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Can't access your	account?	
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Once you enter your "Password" and then click "Sign in."

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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**."



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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: <u>www.indianhills.edu/tutorials</u>.

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