

# Access Your BRCC Email Account

## Instructions

This tutorial discusses how to log in and access your Blue Ridge email account (Webmail). If you don't know your username and password (initially your student number) there is also a tutorial at the bottom of this page on how to find it.

Print these instructions so that you can follow along when accessing Webmail.


It is important that you complete this tutorial as soon as possible.




**Any incorrect information entered into your email account will not allow you to access your online or hybrid course(s).**

## Accessing Your Webmail Account

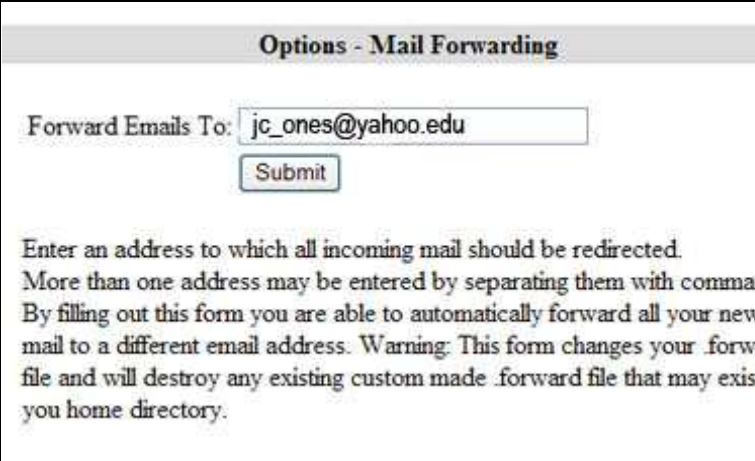
There are a number of ways you can access Webmail. The easiest way is to go to the College's homepage ([www.blueridge.edu](http://www.blueridge.edu)) and click the Quick Links drop-down menu and selecting Student Email.

For Webmail, your User ID is your name and your Student Number is your password. You can change your password but you cannot change your Name (User ID).

1	Enter your <b>User ID</b> in the field to the right of <b>Name</b> .	
2	Enter your <b>Student Number</b> in the field next to <b>Password</b> .	
3	Click the <b>Login</b> button.	
4	After clicking Login, you will see a big screen with all kinds of options. Ignore that screen for now.	

5	<p>On the left side of the window is a menu of different choices. <b>Click</b> the <b>INBOX</b> link</p>	
6	<p>In the screen that comes up, <b>enter</b> your Real Full Name as it is on your BRCC application in the first field to the right of <b>Full Name</b>.</p>	
7	<p>In the Email Address field, <b>enter</b> your <b>BRCC e-mail address</b>. This address uses the format shown below - <b>DO NOT</b> type any other e-mail here.</p> <p><a href="mailto:user_name@webmail.blueridge.edu">user_name@webmail.blueridge.edu</a></p> <p>(for example: <a href="mailto:a_jones234@webmail.blueridge.edu">a_jones234@webmail.blueridge.edu</a>)</p>	
8	<p><b>Click</b> the <b>Submit</b> button</p>	
9	<p>After you click Submit, you will see a regular looking e-mail page. The next step is very important. <b>Click</b> the <b>Options</b> link at the top of the e-mail page.</p>	
10	<p><b>Click</b> on <b>Personal Information</b></p>	

<p>1 Note that the "Reply To" line is blank on your form. That should be filled in with your IDENTICAL (copy and paste it) BRCC e-mail address. If this is incorrect your e-mail will most likely be designated as SPAM and your instructor will never get it!</p> <p>The Signature line is good to "sign". Type in your full name AT LEAST, so your instructor will know who is e-mailing. Also, you need to select the YES on the "Use Signature" line.</p>	<p style="text-align: center;"><b>Options - Personal Information</b></p> <p style="text-align: center;"><b>Name and Address Options</b></p> <p>Full Name: <input type="text" value="Allen Jones"/></p> <p>E-mail Address: <input type="text" value="a_jones234@webmail.blueridge.edu"/></p> <p>Reply To: <input type="text" value="a_jones234@webmail.blueridge.edu"/></p> <p>Signature: <input type="text" value="Regards, Allen Jones"/></p> <p>Multiple Identities: <a href="#">Edit Advanced Identities</a> (discard)</p> <p style="text-align: center;"><b>Timezone Options</b></p> <p>Your current timezone: <input type="text" value="Same as server"/></p> <p style="text-align: center;"><b>Reply Citation Options</b></p> <p>Reply Citation Style: <input type="text" value="No Citation"/> ▼</p> <p>User-Defined Citation Start: <input type="text"/></p> <p>User-Defined Citation End: <input type="text"/></p> <p style="text-align: center;"><b>Signature Options</b></p> <p>Use Signature: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>1 <b>Do not enter</b> any email address in the "cc" (carbon copy) and/or BCC (blind carbon copy) fields. These functions will not work. If you want to forward your BRCC email to a private account, please follow steps 14-16.</p>	<p>Additional CC address(es) for all messages: <input type="text" value="DO NOT ENTER"/></p> <p>Additional BCC address(es) for all messages: <input type="text" value="DO NOT ENTER"/></p>
<p>1 <b>Click</b> the <b>SUBMIT</b> button and your required setup is complete. You can change your Display and other options if you wish.</p>	
<p>1 <b>To forward</b> your BRCC email to a private account, <b>CLICK</b> the Options link as you did in step 9 above.</p>	<p style="text-align: right;"><a href="#">Sign C</a></p> <p style="text-align: center;"><a href="#">Compose Address</a> / <a href="#">Options</a> / <a href="#">No Do</a> BRCC Home Pa</p>

1 5	<b>Click on Mail Forwarding Options</b>	
1 6	<p><b>To forward</b> your BRCC email to a private account, <b>Enter</b> the email address where you want your email to go, and then <b>CLICK</b> the Submit button.</p> <p><b>Note:</b> If you use this function, all email sent to your BRCC account will be forwarded to the account you enter and then deleted from your BRCC account. Be sure to accurately enter the email address.</p>	
1 7	Click " <b>compose</b> " to send an e-mail and click your INBOX to check for mail. Questions? Call 828-694-1890 or 694-1894.	
1 8	<b>BE SURE TO SIGN OUT</b> - upper right corner!	

If you don't know your User ID or Student Number **carefully** follow the directions in **Step 1**, otherwise go to **Step 2**.

**How to determine your User ID and Student Number**

To determine your user id and student number, go to the College's homepage ([www.blueridge.edu](http://www.blueridge.edu)) and click the Quick Links drop-down menu and select Student ID Lookup and then follow the steps below:

1. **Click** on "What's my User ID?"
2. **Enter** your last name.
3. **Enter** your social security number. Do not use any spaces or dashes. Enter your SSN as a single number.
4. Click the **SUBMIT** button. You may have to scroll the window down.
5. Your User ID will appear on the left side of the window. **Write** your User ID down now.
6. **Click** the browser's **back** button.

7. In the field below the last 4 digits of your social security number is your **student ID Number**
8. **Write** your student number down. Your student number includes any zeros (0) at the beginning. Your student number should be **seven** (7) digits long.
9. Write down your User ID and Student Number, then go Webmail as described above. You will need your User ID and Student Number for accessing your e-mail account, Moodle, and other college records. Be sure to keep them in a safe place.

**Need Help?** Contact our 24/7 Call Desk at 866-833-2415 (free call ANYTIME day or evening, weekend, and holidays!).