

Accessing your New BRCC E-mail Account

All of the following instructions can be completed on campus or off campus over the Internet.

Step 1: Set your Password

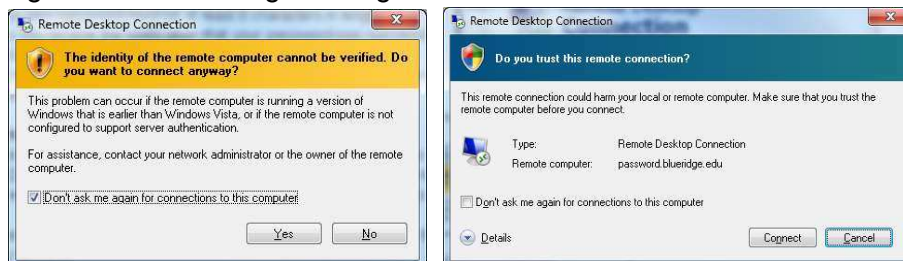
Note: Step 1 assumes you are using a Windows-based computer. Please contact the Help Desk for instructions to complete Step 1 using a Macintosh computer.

1. Open a Remote Desktop connection to “password.blueridge.edu”
 - Click Start → “All Programs” → Accessories → “Remote Desktop Connection”
 - Enter “password.blueridge.edu” as the computer name



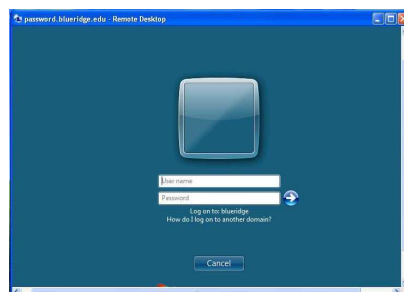
Example of Remote Desktop Connection Window

You might receive warning messages similar to the ones below:



Please select “Yes” or “Connect” to continue.

Once you successfully connect, you should see a login screen similar to one below:



Note: Windows 7 users might need to first select “Other user” to see the above login screen.

2. Enter your full @blueridge.edu e-mail address as the user name
 - i.e. user_name@blueridge.edu
3. Your initial password is set to your employee id number, minus any leading zero's, and concatenated (stuck together) with itself.

For example,

- If your employee id is 00012345, then your password is 1234512345
- If your employee id is 123456, then your password is 123456123456

Press the → button to the right of the password field to login.

4. Once you successfully authenticate, you will be prompted to change your password
 - Your new password must be at least 8 characters in length
5. As soon as you receive the notification that your password was successfully changed, you can immediately close the remote desktop connection window by clicking the red X icon in the upper right-hand corner. If you do not close the remote desktop window, the login process will continue and the window will automatically close after several seconds.

Step 2: Wait 5-10 minutes

Please wait approximately 5-10 minutes before proceeding to step 3 below.

This wait ensures your new password has taken effect on Google's systems.

Step 3: Access our new e-mail and calendar platform

1. Using a web browser, go to <http://mail.blueridge.edu>.
2. Login using your *username* and the password you set in step 1 above.

Note: You can also access your BRCC e-mail account via the main [Gmail page](#) or a Gmail client on a mobile device using your *username@blueridge.edu* e-mail address and your newly set password.

Step 4: Configure your e-mail signature

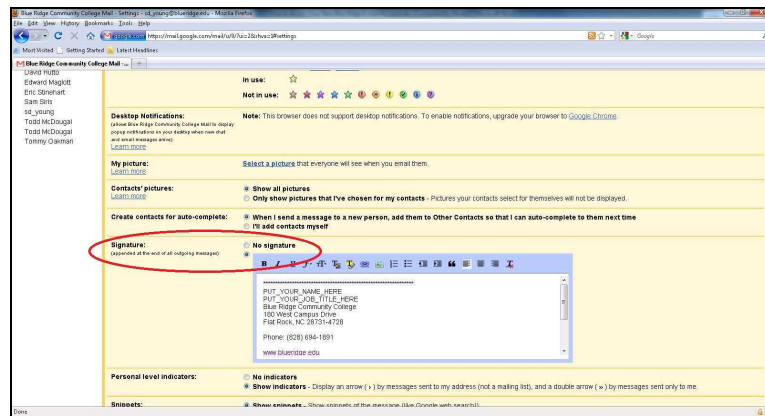
NC regulations require that all correspondence using your BRCC e-mail account include a notification that the communication is subject to North Carolina Public records law.

In order to adhere to this regulation as well as conform to BRCC policy, please follow the steps below:

1. Click the gear icon in the upper right-hand corner of the e-mail client web page.



2. Select “Mail Settings”
3. Scroll about halfway down the page to the “Signature” section. Click the radio button to indicate you want to include a signature.



4. Copy and paste the text below into the signature box. Edit the text as needed to reflect your details.

YOUR_NAME
YOUR_TITLE
Blue Ridge Community College
180 West Campus Drive
Flat Rock, NC 28731-4728

Phone: (828) 694-????

www.blueridge.edu

Our mission...enriching the lives of those within our reach through education, training and cultural activities.

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law. (NCGS.Ch.132)

5. Scroll to the bottom of the page and press the “Save Changes” button.

Enjoy your new Google Apps account!