

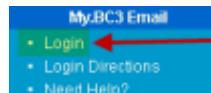
My.BC3 E-mail

Your account is **ALREADY** set-up!

1. To activate, open www.bc3.edu
2. Click **MyBC3** in the upper right corner or the BC3 icon on the left



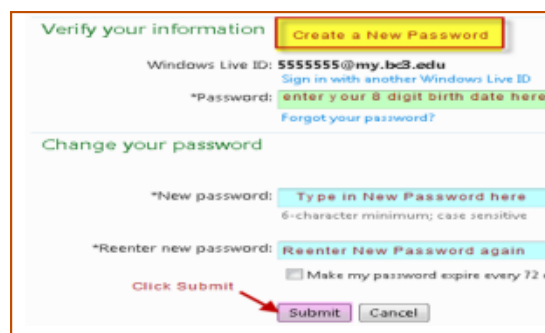
3. Click the **Login** link



4. A new window will open to the **Microsoft Outlook Live** login screen. Sign in using the following credentials:

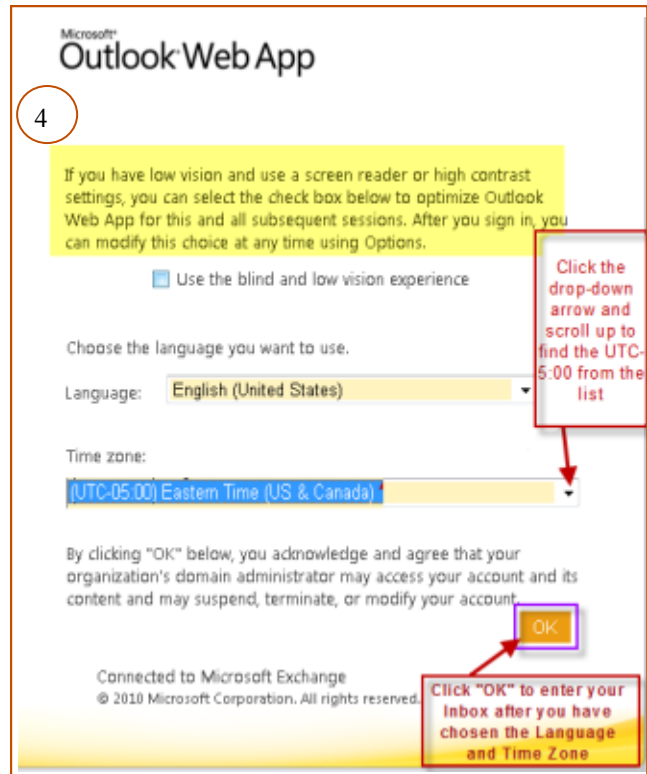
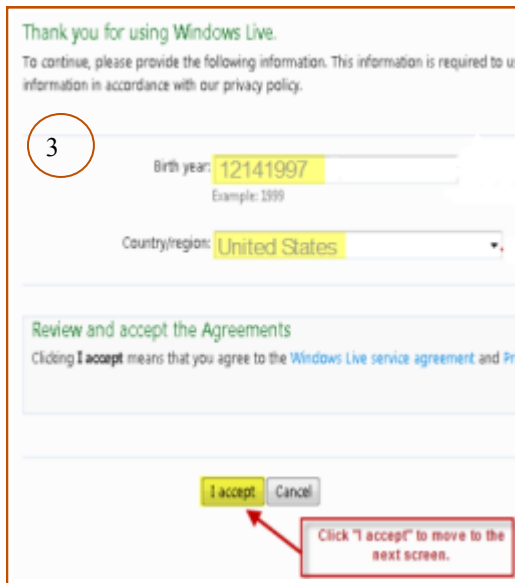
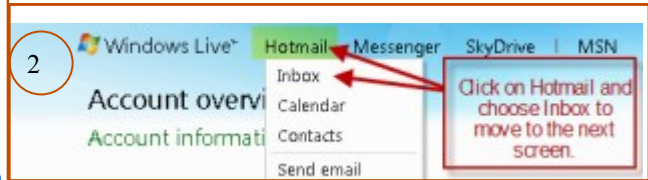
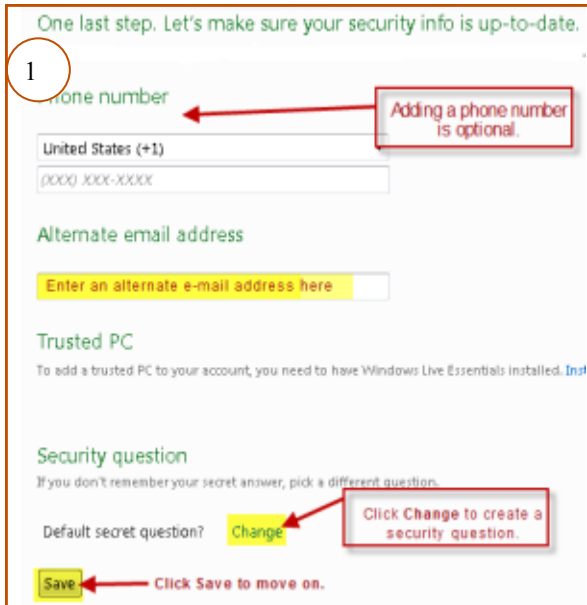


5. Next you will be asked to change your password.



6. Once you click "Submit" after changing your password, you will be asked to sign in again using your **new** password.

7. You will then see the following screen's to complete your email setup.



8. Congratulations! You should now be able to access your email!

