

# MyBC3 Mail - Your account is ALREADY set-up!

## Get started in 4 easy steps

**Step 1:** Go to <http://www.bc3.edu/publicsafety/index.asp>

**Step 2:** under **Instructor Email** click on Login to [Instructor Email Account](#)



**Step 3:** Sign in by filling out the ID box and Password box as shown below

**ID:** FirstName.Last Name@mybc3.bc3.edu

Example: John.Smith@mybc3.bc3.edu



One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other places you see

### Hotmail

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  - Get more done thanks to greater ease and speed.
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Don't have a Windows Live ID?

[Sign up](#)

### Sign in

Windows Live ID:   
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

**Password:** The default password to get started is butler. You can change your password once you login.

Passwords are **case sensitive!**

## Step 4: For first time users

The first time you login, you need to fill in the **Provide Account Information** page:

**Verify your information:** Type in your 8 digit date of birth

**Change your password:** Type in a new password. You must change it. You must type it in both boxes.

**Select a Question and Answer:** This information will be needed if you forget your password.

**Add an alternate e-mail:** Optional but also could be used if you forget your password and secret question.

**Your information:** You need to fill in this data if you forget your password just to get to your secret question.

**Click I accept.**

You must **login again** with your My BC3 email address and newly reset password.

Click **Go to inbox.**

### **Password Tips:**

Please add a secret question and an alternate e-mail address so the Forgot Password link will help you in the future in case you forget your password.