



## To Change your Password

1. Click on the Options link in the top right corner inside Outlook.
2. This opens a new list in the left folders column like you see below. From there, click on **Change Password**.
3. You will then be asked for your old password and then to enter a new password and confirm it.
4. After typing your passwords, click the Save button in the upper left of the screen. Your password is reset.

## Using BC email

### How to Get to the New BC Email

Log on to our new email system from the BC homepage. Click on the Services tab to open the services page, and then select **Student Email**. This takes you to the login screen. Select Public or Private computer, and enter your Username and Password.

The system is based on Outlook. If you have used Outlook before, you will have no problem using BC email. For tutorials and help, be sure to look for the Email announcement on the BC homepage.

## For Returning Students

You can continue to use your old email address for fall semester if you wish, or make the switch to the new system. Unless you have a specific reason for doing so, it would be better to go ahead and start using your new email address. To access the old system, use the same URL you did before, or from the BC homepage, click on the services tab to open the services page. Click on the **Webmail** link.

Once again, beginning with fall semester, all students' new email addresses will end with **@student.bainbridge.edu** instead of **@mail.bainbridge.edu**.



Most returning students will have the same username, but with the new ending. So your email address will be **username@student.bainbridge.edu**.