Step 1: Go email.bhcc.edu and select the link to access webmail.

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	imagine the possibilities			
	Information About Your Email			
	Staff, Faculty, and St <u>udents</u>			
	You can access webmail vit https://email.bhcc.edu/owa			
	Please note: To access your email through your device, follow these links:			
	Android Device, Apple Device			
	© 2019 Bunker Hill Community College - 250 New Rutherford Avenue - Boston. Massachusetts 02129 - Phone (617) 228-2000 TTY (617) 2 Affirmative Action and Equal Opportunity Policy.	28-2051		

Step 2: Sign into your BHCC email.

*If you ever have any difficulty attaching documents, try using the light version of Outlook Web App.

Outloc	ж vveb Арр
Security (<mark>s</mark> h	iow explanation)
1⊺ ♦ T	nis is a public or shared computer nis is a private computer
	se the light version of Outlook Web App
User name:	jrwillia
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The user na	Sign in
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Connec	ted to Microsoft Exchange

Step 3: Select the option for "New"	email.
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← → C (email.bhcc.edu/owa/	
Outlook Web Ap	pp	
Mail > Inbox 530	15 Items	
Favorites	New - Delete - Move - Filter - View -	0

Step 4: If you do not know your advisor's email address, you can search for it, by selecting "To".

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Subject	:											

Step 5: Then type in your advisor's first or last name. Find the name on the list and select it.

Address Book		- 1	-	
Default Global Address-	test	×	11test Teststudent	
🛄 All Rooms Show other address lists 🎗	Arrange by Name 11test Teststudent sbusines@bhcc.edu	 A on top 	Contact Alias E-mail	sbusines sbusines@bhcc.edi
Contacts	1test Study		Organization ×	
My Contacts	test.study01@bhcc.edu			
Contacts	1test Teststudent			
Suggested Contacts	teststud@bhcc.edu	- 1		
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To -> <u>11test Tests</u>	itudent;			
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Step 6: Select "To" and your advisor's name will show up on the box. Then select ok.

How to Email Your Advisor

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You are now ready to write an email to your advisor and send it.

You can also check the college directory for your advisor's email address by going to the BHCC website at <u>bhcc.edu</u> and looking up your advisor's name in the Directory.

Bunker Hill Community Coll	ege	Stud	lent Central Request Info mył	BHCC Faculty/Staff Email BHC	Cintranet Mood e Directory
imagine the possibilities				Search	٩
About	Academics	Admissions	Student Life	Initiatives	Workforce
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The directory database i	s maintained by Human Re	sources. Please send upda	ates or corrections to Elen	a O'Leary at eoleary@bhco	c.edu
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All Departments		✓ Show 25	5 • Filter all fields	Begin typing here	
Name/Title	Department	\$	Campus +	Office + Phone	+ Email

On the Directory page you can search for full time faculty by name or by their department.