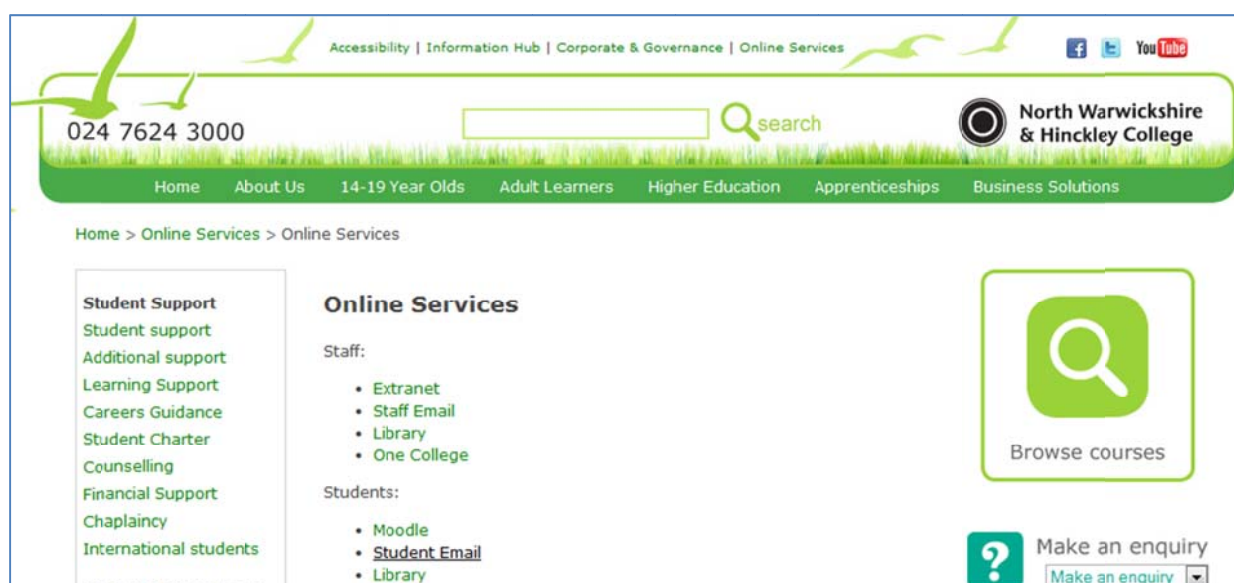


Accessing Student Email

All students are provided with a college mail address which they can use for course related communications, such as sending messages and assignments to their tutor.

To access your email:

- 1) Open your web browser and navigate to the college website: www.nwhc.ac.uk
- 2) Select the online services link in the top centre of the screen
- 3) Select student email



- 4) You will be prompted to enter your windows live ID which is your email address in the format **studentnumber@live.nwhc.ac.uk**
- 5) Use your network password (the same one that you use to log into the computer). Please note that to use email your password needs to contain at least one capital letter and one number. If it does not then you must change it.
- 6) To change your password press CTRL+ALT+DELETE on a college computer and select the change password option from the menu that appears.

