Yavapai College Email

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Yavapai College ITS-Desktop Services

Yavapai College provides an email address and account to each student, staff and faculty member. This document addresses common questions such as how to access your email account and forwarding your Yavapai College email to a personal email account.

This document is intended to describe the functions of the Yavapai College email system in general terms; specific problems related to your YC email should be directed toward the Yavapai College ITS Helpdesk. The Helpdesk may be called 24 hours a day, 7 days a week at (928)-776-2168, or via email at helpdesk@yc.edu.

(This document will use Mozilla Firefox to demonstrate the tasks listed therein; alternatively, Microsoft Internet Explorer and Google Chrome can usually be used to complete such tasks. However, the usage of web browsers such as Opera and Apple Safari to access online Yavapai College resources is not recommended and is not supported by YC Web Services.)

Different sections of this document may be accessed by clicking the appropriate link below:

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1) Description of Yavapai College Email

Yavapai College provides email accounts/addresses to students, staff, faculty and adjunct instructors that follow the naming convention shown in the table below:

Students	username@scholar.yc.edu
Full-time Faculty	firstname.lastname@yc.edu
Adjunct Instructors	username@instructor.yc.edu
Staff	firstname.lastname@yc.edu

Yavapai College email is maintained by ITS-System Administration and Network Services (SANS). The SANS webpage may be found here:

http://www.yc.edu/v4content/information-technology-services/sans/default.htm

Students can access their email via Outlook Web Access. Staff, faculty and adjunct instructors can access their email via both Outlook Web Access and Microsoft Outlook.

Yavapai College requires enrolled students to utilize the YC email system for official college-related communications. Instructors are required to use the YC email system when communicating via email with their students. Utilizing the YC email system allows students, staff and faculty to communicate via email in a secure and reliable manner.

Community Education (non-credit) students **are not** provided with an email address/account at Yavapai College.

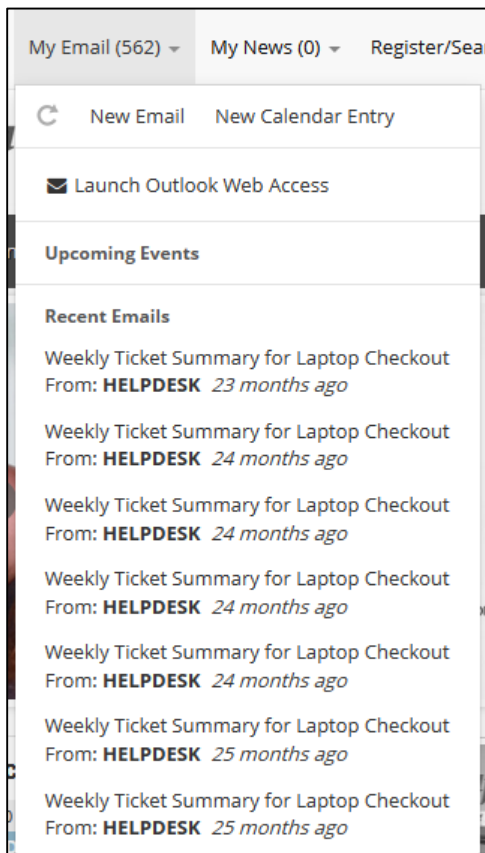# 2) Accessing your Yavapai College Email

Begin by navigating to www.yc.edu using your web browser of choice, (cf. first page of this document for notes regarding browsers,) and logon by clicking the rectangular orange button in the upper-right:
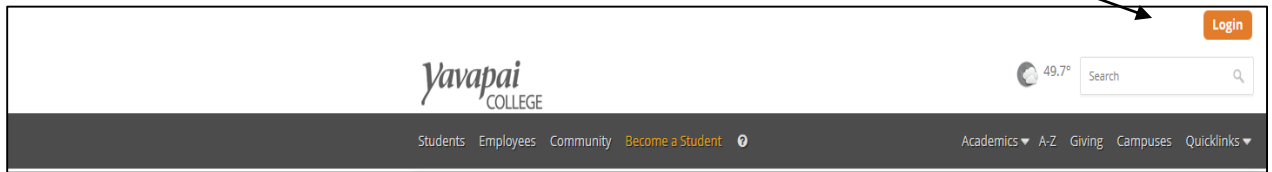
After logging-on, navigate to the **My Email** section shown below:
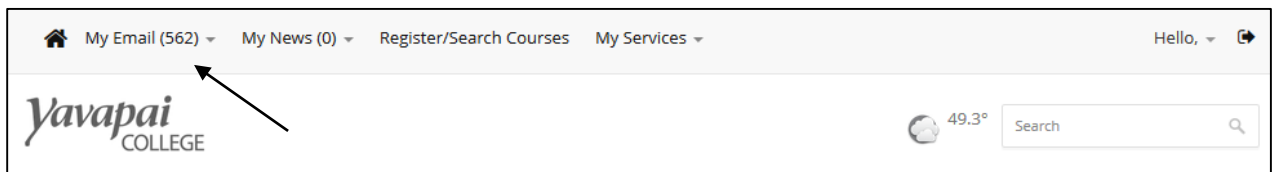
Clicking the **My Email** drop-down menu will allow you to view your recent emails, create new emails, create new calendar entries and launch the Outlook Web Application if you prefer that environment. These options are shown in an example menu below:

Click here to return to the Table of Contents

3) Forwarding your Yavapai College Email

Once you have logged on to the website you should see a menu bar appear at the top of your page, as shown below. Navigate to the section on the upper-right portion of this menu bar that states: *"Hello, [First Name]"*:
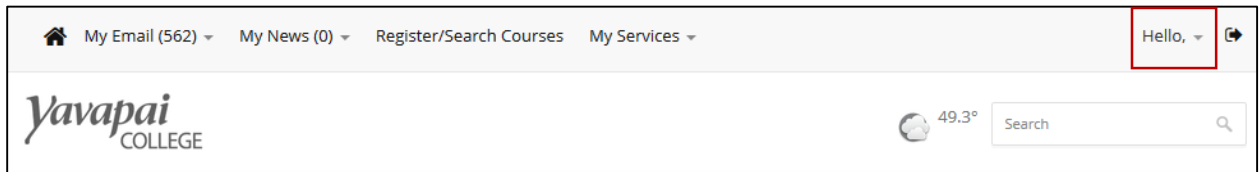
Navigate to the **Email & Calendar** section and enter a personal email address to forward your YC emails to, clicking **Save Changes** at the end: