Student email

Accessing BCC's Student email system for the first time:

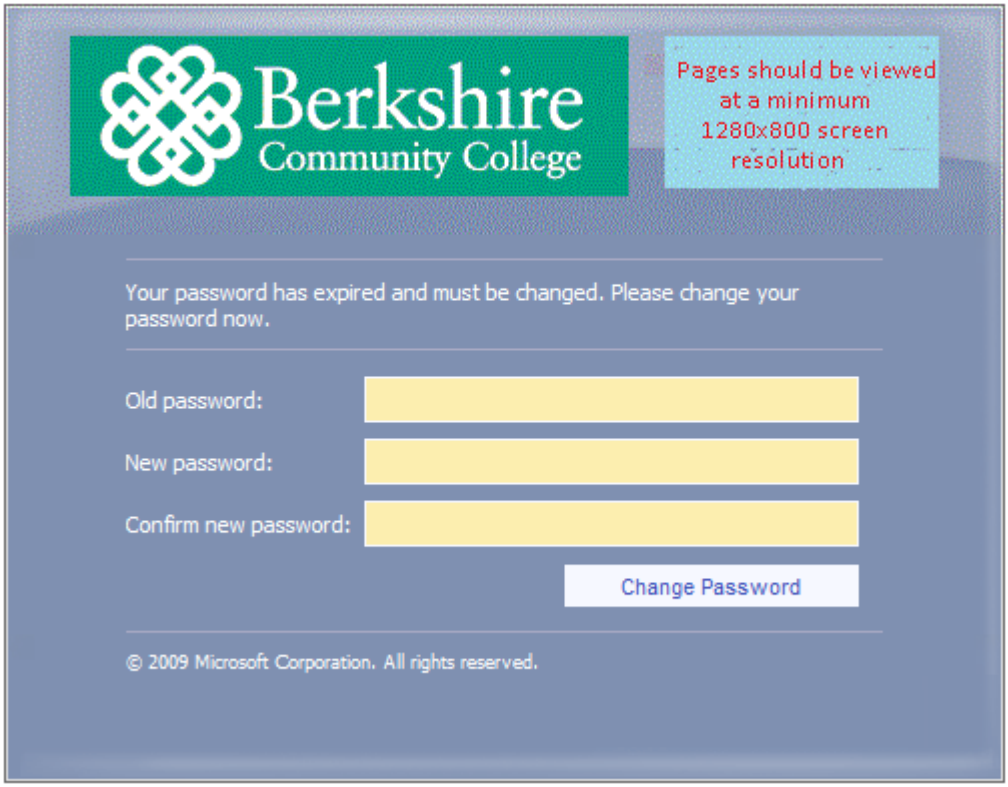
1. Open your preferred browser (i.e. Internet Explorer, Firefox, etc.)

2. In the address area, type http://berkshirecc.edu then click MyBCC

3. **Username** is always a lower case s and your full student ID #, which includes any leading zeros, example: s0012345

4. **First Time Password:** the last 6 digits of your Social Security Number (SSN). Ex: 123456 Users without a SSN should contact the IT Helpdesk at 413-236-3004 for assistance.

5. Click the **Log On** button.



6. Because this is the ***first time*** you sign on, you will be prompted to change your password. New passwords must be a minimum of 8 characters in length and can contain letters and numbers. Passwords are case specific ('a' is different from 'A').

7. Enter your last 6 digits of your ssn in the "**Old Password**" field.

8. Fill in the "**New password**" field with your new password. Re-enter your password in the "**Confirm new password**" field.

9. Read the "**Terms of Service**", then scroll to the bottom of the page and type the characters you see in the picture in the next field.

10. Click on the "**I accept. Create my account**" button.

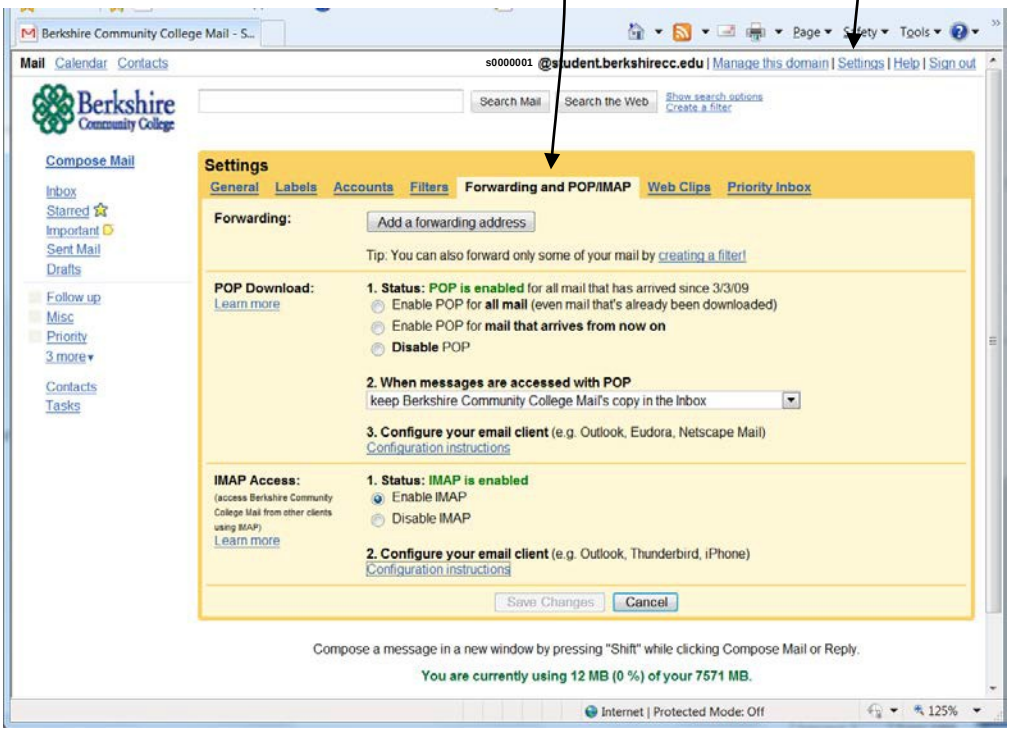
- You should be redirected to your **In Box**.
- Your BCC student email address at the top of this screen
  Example: **s0000001@student.berkshirecc.edu**
- **You will also have a nickname for your student email (firstname_lastname@student.berkshirecc.edu).**

Please use this nickname when giving out your email address and **NOT** your student ID#.

For help please contact BCC's IT HelpDesk at 413-236-3004 or stdavis@berkshirecc.edu

How to forward your BCC gmail to a personal email account or smartphone:

1. Log into your gmail account from BCC's web page
2. Click on the **Settings** link in the upper right hand corner of the screen
3. Click on the **Forwarding and POP/IMAP** tab



Forwarding:

1. Click on **Add a forwarding address**
2. Enter your personal email address
3. Click on the **Next** button
   a. A confirmation code will be sent to verify permission
   b. Click on the **OK** button
   c. Open your personal email account
   d. Open the email from your gmail
   e. Click on the confirmation link in the email message
   f. If it worked you'll see **Confirmation Successful**

POP Download – DON'T USE THIS OPTION

IMAP Access:

1. Make sure **Enable IMAP** is selected
2. Click on the **Configuration instructions** link to learn how to set up your Mail Clients, e.g. **Outlook Express**, or Mobile Devices, e.g. **iPhone**