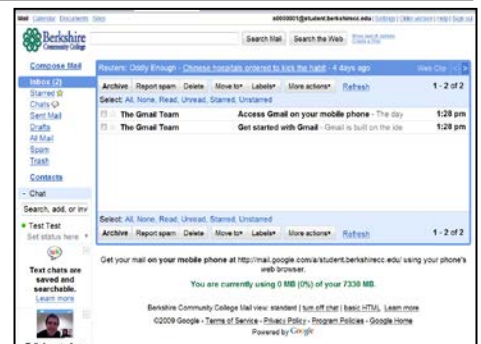
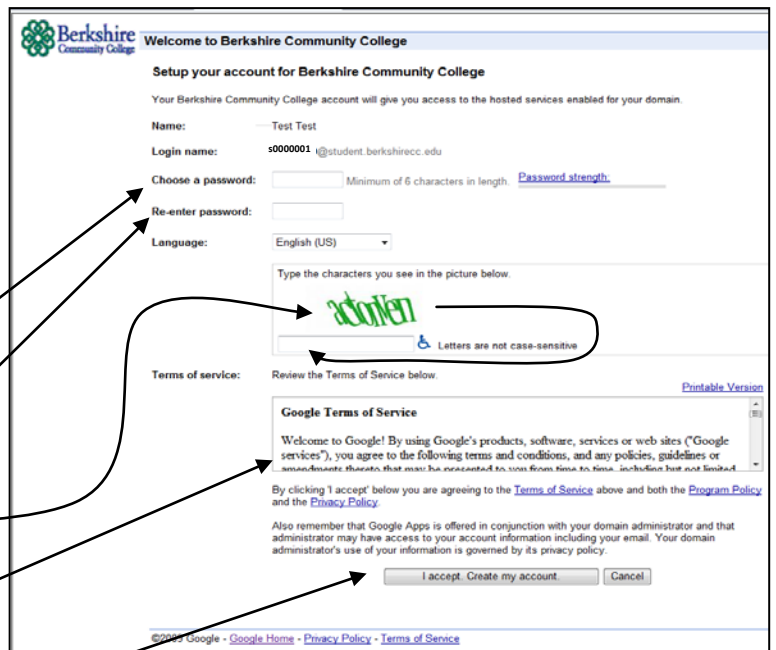
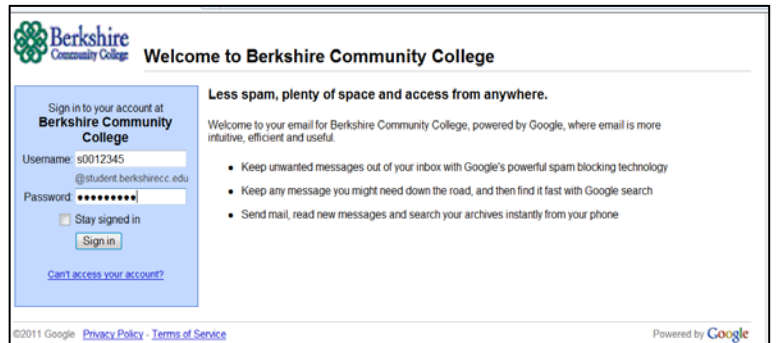


Student email

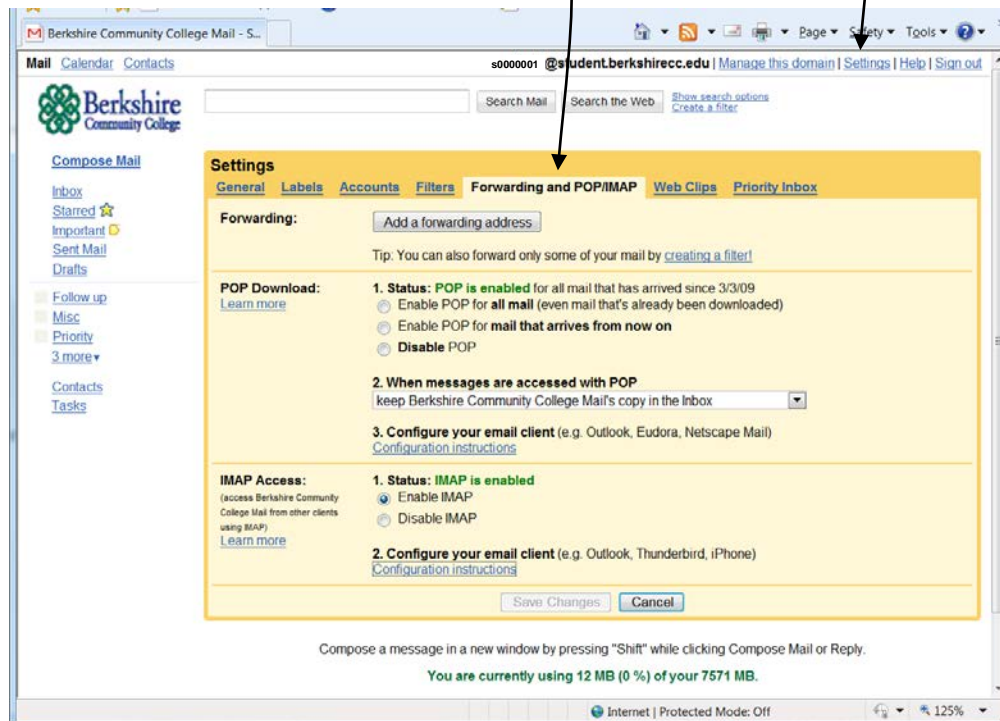
Accessing BCC's Student email system for the first time:

1. Open your preferred browser (i.e. Internet Explorer, Firefox, etc.)
2. In the address area, type either <http://berkshirecc.edu> then click on the Student email link in the list on the right side of the page or type <https://mail.google.com/a/student.berkshirecc.edu> and press the **Enter** key. (Please bookmark this page to easily access your account in the future.)
3. **Username** is always a lower case s and your full student ID #, which includes any leading zeros, example: s0012345
4. **First Time Password:** bcc plus the last 6 digits of your Social Security Number (SSN). Ex: bcc123456 Users without a SSN should contact the IT Helpdesk at 413-236-3004 for assistance.
5. Click the **Sign In** button, do **NOT** check the *Remember me* box.
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. Fill in the **“Choose a password”** field with your new password.
8. Re-enter your password in the **“Re-enter password”** field.
9. Enter the green characters in the next field.
10. Read the **“Terms of Service”**
11. 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#.



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**