

## Getting started with Outlook Web Access (Web Mail)

Blackhawk Technical College's Outlook Web Access provides the ability to access your BTC WebMail and calendar via the web from anywhere in the world.

### What do I need in order to use Outlook Web Access?

1. E-mail account on the BTC WebMail server. Student e-mail accounts are generated automatically when you register for classes. Staff and faculty email accounts are generated during your orientation with Human Resources.
2. Network connection – your computer must be connected to the campus network via the BTC Wireless Zone, or you must have a modem to connect to an Internet Service provider such as Charter Communications, AT&T, JVLNet, PeoplePC, and TDS Metrocom.
3. Web browser software (e.g., Netscape (5x or newer), Internet Explorer (5x or newer) or Firefox.
4. If this is the first time you are logging on, there are two options for getting started.
  - a. If you are on campus, log onto the network using your username and initial password, your student identification number which can be found on your schedule/bill from registration. Your username is the first initial and your full last name (no spaces between). Some users will have digits added to ensure uniqueness. Your username can also be found on your schedule/bill from registration. After you logon, you will be prompted to change your password. The password that you create will be your password for both your network login and your BTC WebMail. Go to the section on [Accessing WebMail](#).
  - b. From an off-campus location, you must change your password first using the password reset tool. You can access the tool on the main page of the Blackhawk Technical College internet site at <http://blackhawk.edu> and click on "Password Reset" in the top tool bar. See Figure 1.

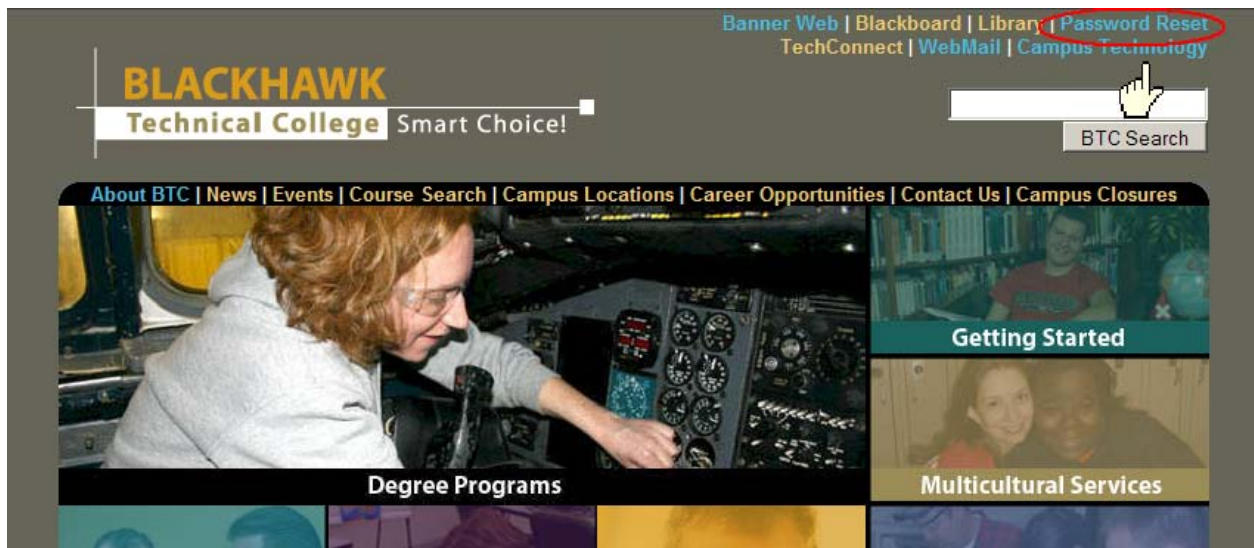


Figure 1

5. You will be presented with the password reset window. Select the appropriate option for your status, either “Student” or “Faculty/Staff” and then log in using your user name and student ID and follow the prompts. See Figure 2.

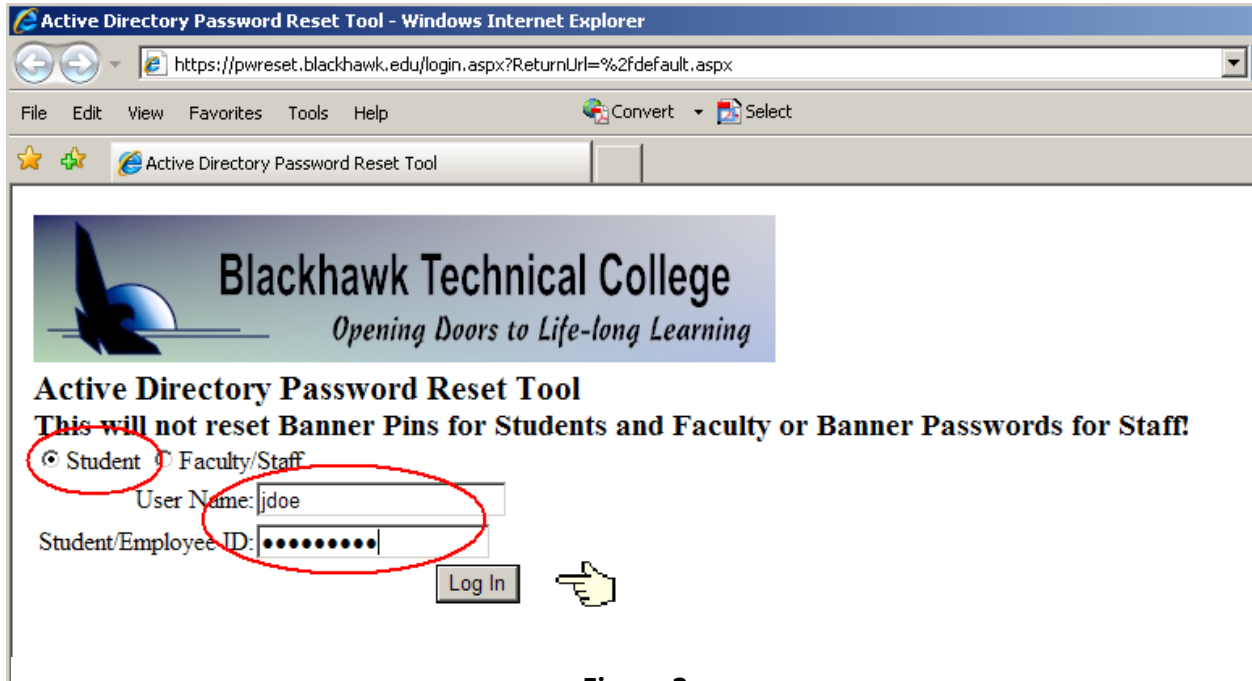


Figure 2

## Accessing WebMail

1. Launch your Web browser and enter <http://blackhawk.edu>. See Figure 3.

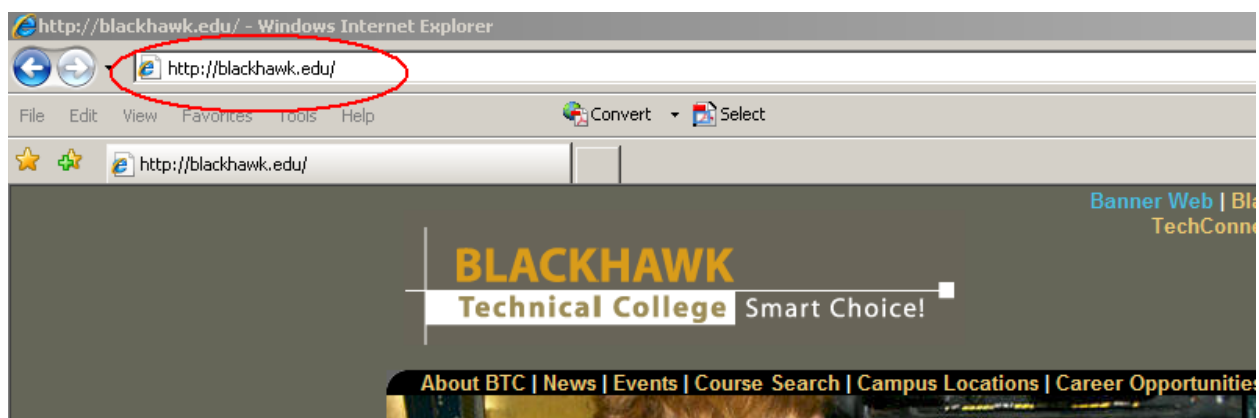


Figure 3

2. In the tool bar, click on “WebMail.” See Figure 4.



**Figure 4**

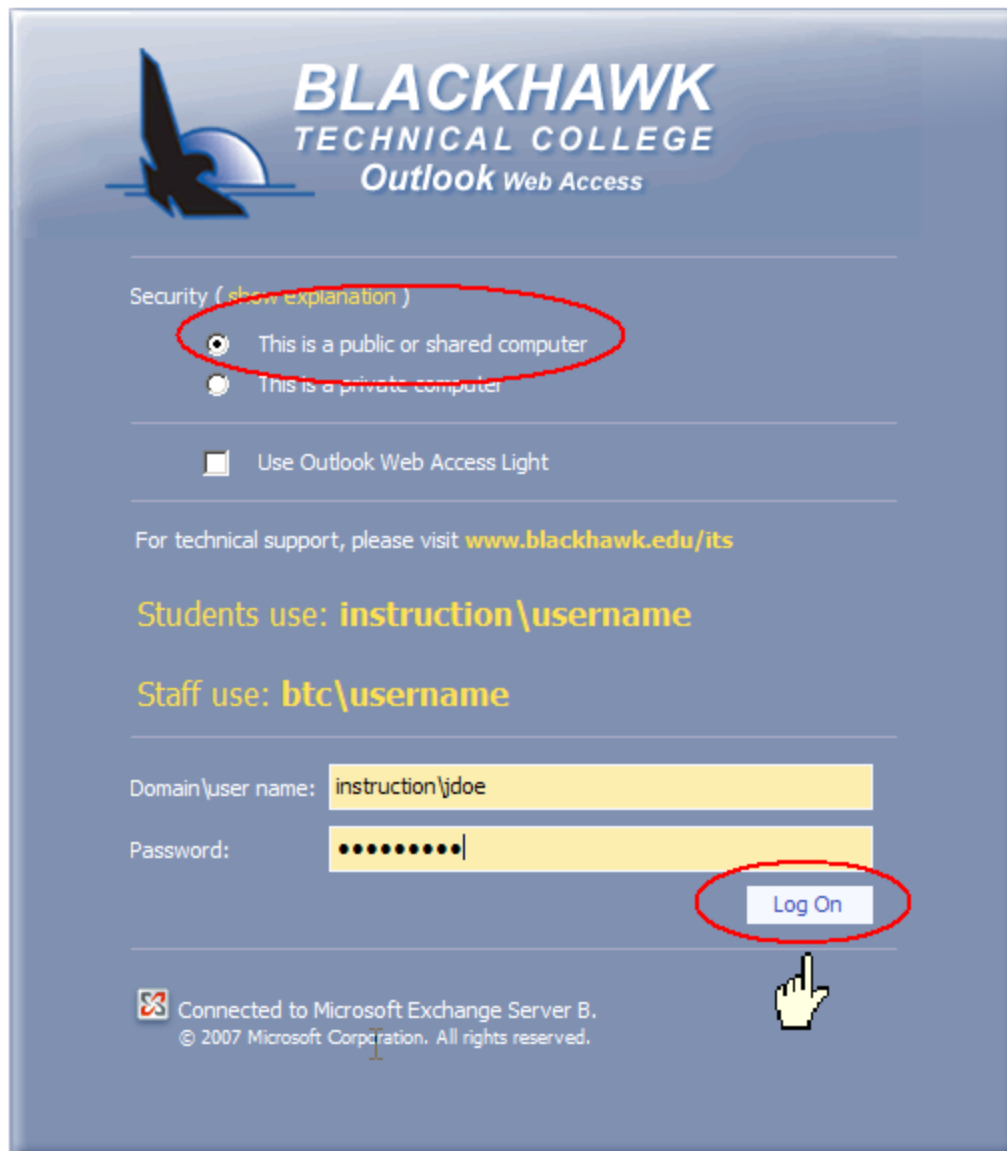
You are presented with a login screen. Enter the appropriate domain name; either “btc” for faculty and staff, or “instruction” for students, followed by the “\” and your user name. Example: “btc\jdoe” or “instruction\jdoe.” Type in your password.

The BTC Outlook Web Access login page offers BTC users two types of security options for authentication. Depending on your requirements, you can select either of these security options on the Outlook Web Access login page:

- **Public or shared computer** – Select this option when you access Outlook Web Access from a computer that does not use BTC security settings. For example, an Internet kiosk computer at a conference or your PC at home does not use BTC’s security settings. The **Public or shared computer** option is the default option and provides a short default time-out of 15 minutes.
- **Private computer** – Select this option when you are the sole operator of the computer and the computer uses BTC’s security settings. This option permits a much longer period of inactivity before automatically ending the session. The **Private computer** option provides a longer time-out of 24 hours. The **Private computer** option is intended to benefit Outlook Web Access users who use BTC-owned desktop computers in the office and BTC laptop computers in the office

or at home.

Additionally, when BTC Outlook Web Access users log on, they may also check the box to Outlook Web Access Light. This version provides faster performance but fewer features than the default client. Use this version if you are on a slow connection. This version is ideal for users who have a slow dial-up connection. See Figure 5.



**BLACKHAWK**  
TECHNICAL COLLEGE  
Outlook Web Access

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use Outlook Web Access Light


For technical support, please visit [www.blackhawk.edu/its](http://www.blackhawk.edu/its)


Students use: **instruction\username**

Staff use: **btc\username**

Domain \user name:

Password:



 Connected to Microsoft Exchange Server B.  
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**Figure 5**

3. You are presented with your BTC WebMail account. See Figure 6.

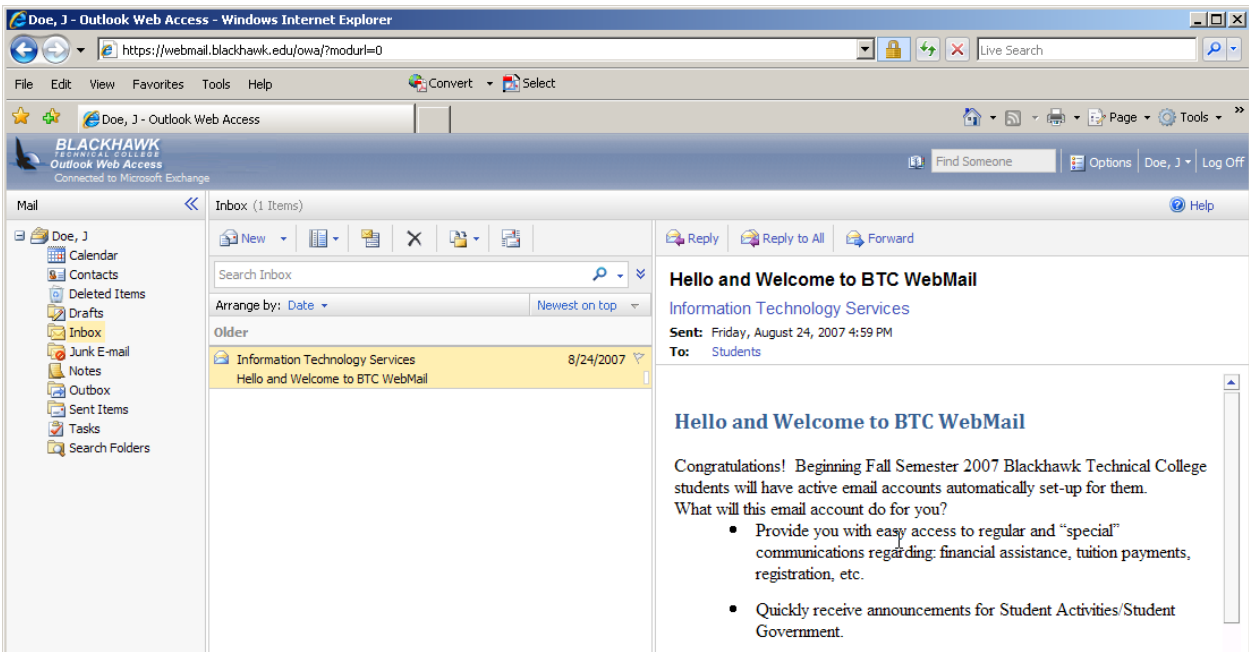


Figure 6

4. When you are finished with your work, ensure that you log off. See Figure 7.

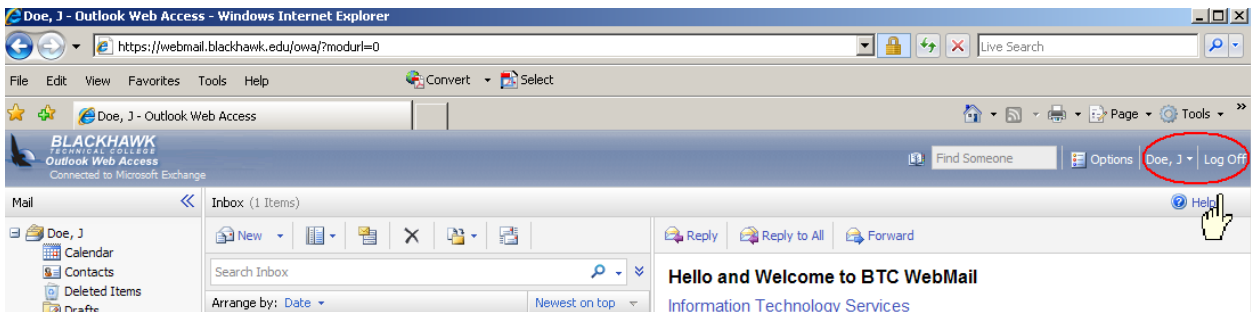


Figure 7