

## First Time Users to YCCD Student Email

You only need to do this once!

Step 1: Go to your campus website;

<http://yc.yccd.edu> or  
<http://wcc.yccd.edu> or  
<http://clc.yccd.edu>

Step 2: Login to WebAdvisor

Step 3: Follow instructions to change your password.

NOTE: This single action will synchronize your password in WebAdvisor, Blackboard, MyCampus, and Email.

Now that your Password has been set you can login to the email system

## Using MyCampus Portal

Step 1: Go to your campus website;

<http://yc.yccd.edu> or  
<http://wcc.yccd.edu> or  
<http://clc.yccd.edu>

Step 2: Click on the MyCampus Portal button

For direct access use: <http://mycampus.yccd.edu>

Step 3: Login

User Name = yccdweb\your WebAdvisor ID

Pswd = Password you created for WebAdvisor

Why should I use MyCampus?

1. Collaborate with classmates and professors.
2. Access WebAdvisor and Blackboard.
3. Get current information about what is happening on campus.
4. And more...

This is a new and exciting tool that will continue to evolve. Watch for additional features and functionality.

## Using Student Email

Step 1: Go to your campus website;

<http://yc.yccd.edu> or  
<http://wcc.yccd.edu> or  
<http://clc.yccd.edu>

Step 2: Click the Student Email button

For direct access use:

<http://www.outlook.com/yccd.edu>

Step 3: Login

Windows Live ID=

Your WebAdvisor ID@go.yccd.edu

Password =

Password you created for WebAdvisor

NOTE: Your Email Address is

Your WebAdvisor ID @go.yccd.edu

Name John Doe, student ID = 0012345

Email address = [d0331555@go.yccd.edu](mailto:d0331555@go.yccd.edu)

Why should I use Student Email?

1. The College will be using campus email as a means to communicate with students.
2. You can create documents using Microsoft Word, Excel, PowerPoint and OneNote through your email service.
3. Store up to 25 gigabytes of data on Skydrive.
4. Create personal and shared Photo Albums.
5. And more...