Student Email Quick Reference
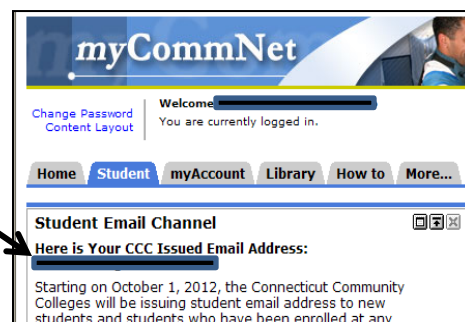
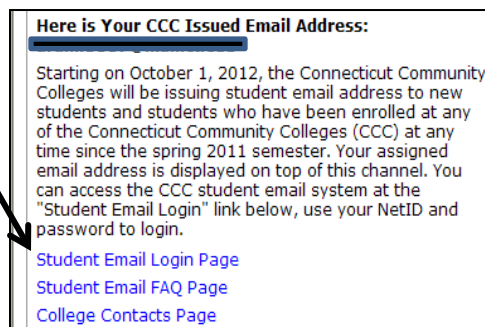1. Sign in to your myCommNet account with your NetID and password.
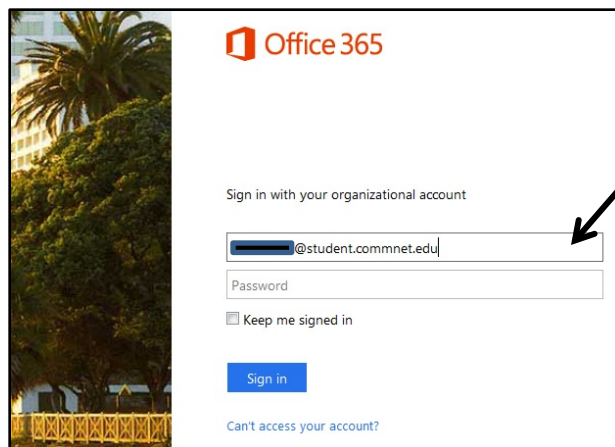
2. Click on your "**Student**" tab.

3. Your new email address is found under "**Student Email Channel**".
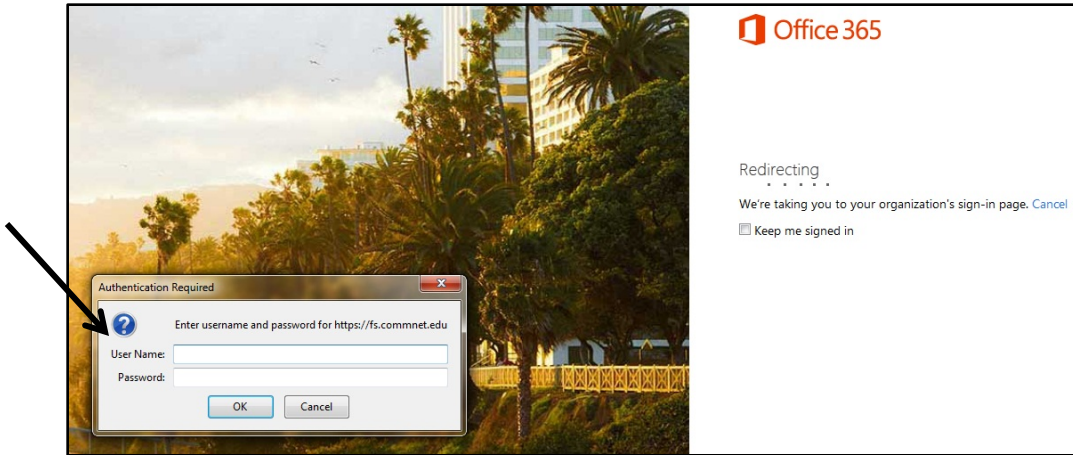

4. Click on "**Student Email Login Page**."

5. Enter your **NetID** (example: **01234567@student.commnet.edu**) on the Office365 "**sign in**" page.
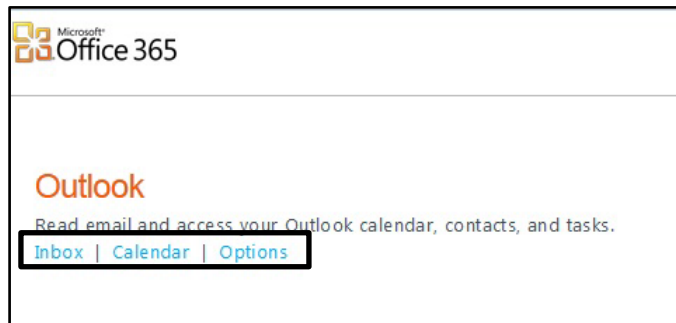

Turn over

6. The **Authentication Required** window will appear. You will need to, again, type in your NetID for the User Name and your Password. This is the same password you use to get into myCommNet.


7. You will then come to the screen below and can click **Inbox**, **Calendar**, or **Options** .

Quick Tip: You can go directly to the Office 365 page here: https://portal.microsoftonline.com

❖ If you are interested in forwarding your email from your Three Rivers account to your personal email account follow these directions:

   1. Login to your TRCC email account. (**Remember that you should use your NET ID - 01234567@student.commnet.edu.)
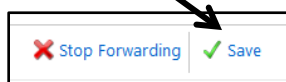   2. Click on **Options**.
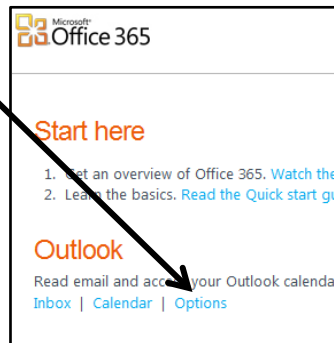
   3. Click **Connected Accounts**.
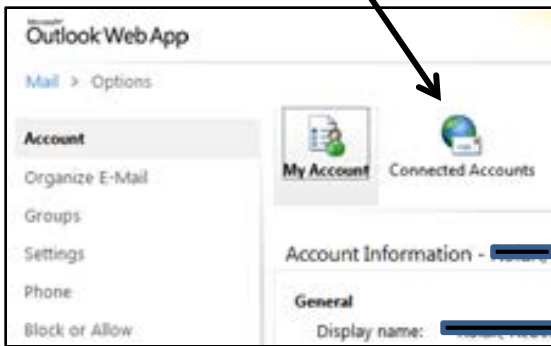
   4. At the bottom of the page under **Forwarding**, type in your personal email address you want to forward to.
   5. Click **Start Forwarding**.

   6. Click **Save**.

❖ If you change your personal email address, you also need to redo the steps above adding your new email address.