

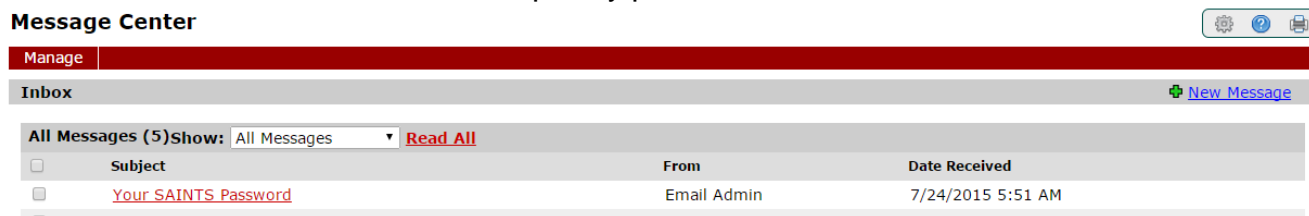
# How do I set up my student email?

A few days after you first register for classes, you'll have an MHCC email address! The College will use this address to send all official notices to you, so be sure to check it at least twice a week. To get started, follow the instructions below.

## For new students who have never access Saints email:

### Step 1. Find your Saints email address and temporary password

- Go to [MyMHCC](#) and log in.
- Click on the Student Services tab.
- Click on the "Message Center" folder on the left side of the page in the gray box. Look for a message called "Your SAINTS Password". This will contain your student email address and temporary password.



### Step 2. Set-up your saints email account

- Click on the [Saints Email link](#) (under the Quick Links menu) on the left side of MyMHCC. This will take you to the Outlook365 email system.
- Enter your Saints email address and temporary password.
- Next, re-enter your temporary password; then create a new password (8 – 16 characters in length) of your choice. Then select your time zone: Example: PST, Pacific Standard Time.
- You are now set up with MHCC Saints email!

### Step 3. Ensure access to your email

- Set up [Self-Service Password Reset](#). You can set up your email to be able to reset the password via text message, an alternate email address, or a security question.
- [Set up your email on a mobile device](#). Follow the Microsoft instructions for setting up your tablet or phone to receive your Saints email.

## Need help?

If you don't see an alert or email message regarding Saints email, click on Personal Info (next to your name at the top of MyMHCC) and write down your Saints email address. Connect with one of the locations below, and we'll issue a temporary password:

- Orientation Center, room AC1002 below Vista Dining Hall (503-491-6297)
- Computer Skills Lab, room AC3333 above the Library on 3rd floor (503-491-7144)
- Library Student Help Desk at the foot of stairs
- Submit an ticket to the help desk with this [online form](#)