Getting Started: What is My-Mail?

My-Mail lets you use a Web browser to access your mailbox from any computer that has an internet connection. You can use it to read and send e-mail messages, organize contacts, create tasks, and manage your calendar.

Setting up Your Account:

1. Navigate to mynctc.northlandcollege.edu
2. Log in using your college-issued username and password
   - Username = firstname_lastname
   - Password = 8-Digit Student Tech ID number
3. Click on the My Mail Button.
4. Click on the Outlook Live link in the announcement about the new email system.
5. Enter your “college-issued” Windows Live ID.
   - Live ID = firstname_lastname@student.northlandcollege.edu
   - Password = 8-Digit Student Tech ID number
   - Note! If you have an existing Windows Live ID Account you will need to click the Sign into a Different account link and then enter your Northland credentials.
6. Click the Sign in button.
7. Set your Language and Time Zone on the next screen.
8. Click OK. This concludes the initial setup of your account.

* The next time you log in, you will be taken directly to your email.

Mail:
- Email account for Life!
- 10 GB of Storage
- Set up all your email in one place
- Spam and Virus filtering
- Ability to access your account from your mobile phone

Note! All Students are required to use their college-issued student email accounts.

Your email address is: username@student.northlandcollege.edu

Calendar:
- Schedule appointments
- Set up a meeting with others
- Share Calendars with classmates

SkyDrive!
- 25 GB of storage space for putting documents online
- Create Shared folders and Personal folders

Want More Information?
Go to: http://help.outlook.com

Technical Support:
Thief River Falls Campus
Room 613
Phone: 218-683-8582 or 1-800-959-6282

East Grand Forks Campus
Room 203
Phone: 218-793-2433 or 1-800-451-3441