

# myMail

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## About myMail

myMAIL is the official email system for Three Rivers students. Please follow the instructions below to login to your personal student email account. Your Three Rivers student email will be used for most correspondence from college offices. Technical assistance is available by calling the Welcome Center at 573-840-9605.

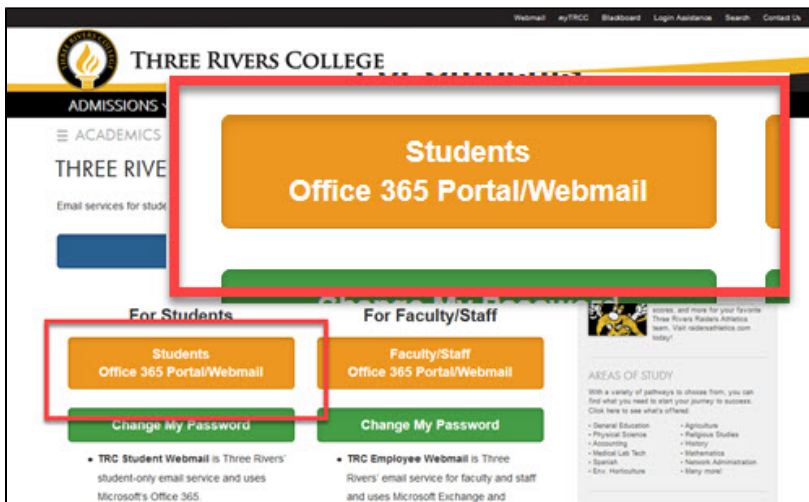
## Logging Into myMail

### 1. Select the **WebMail** Link

Located in the header on every page of the website. You can also bookmark the site <http://www.trcc.edu/webmail/index.php> for easier future access.



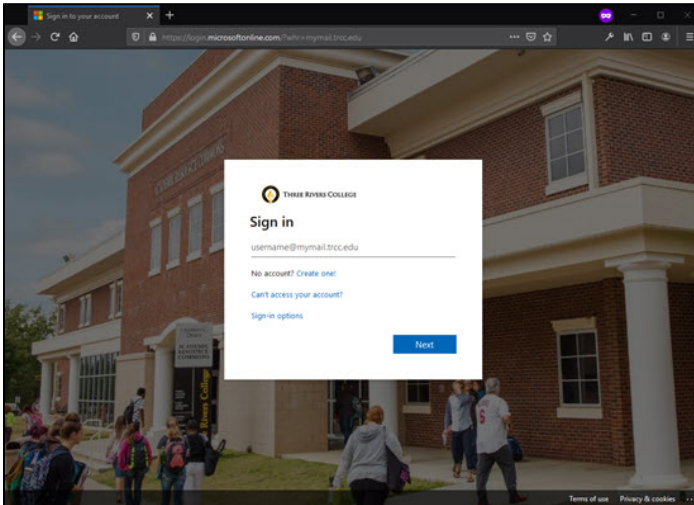
### 2. Select the **Students Office365 Portal/Webmail** button



### 3. Enter Your Username

At the login prompt, enter your username, which is the first initial of your first name, your entire last name, the last 4 digits of your Three Rivers Student ID number, followed by "@mymail.trcc.edu". Then click next

- Example Student: Rocky Raider
- Example Student ID#: 0123456
- Example Username: rraider3456@mymail.trcc.edu



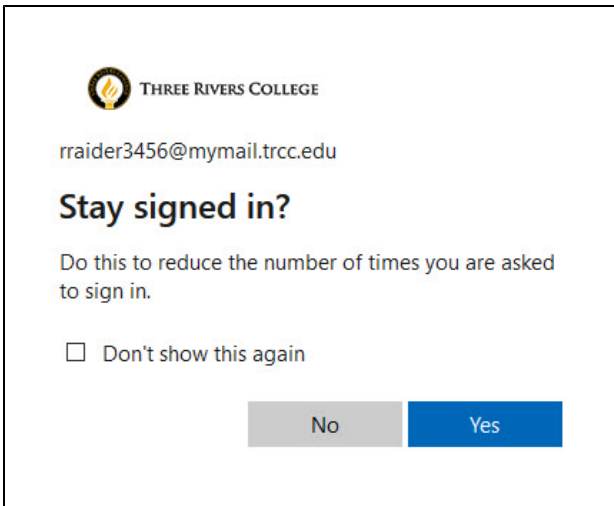
*Note: If your username is already listed from logging in previously, just click on it to continue, or hit "Use another account"*

### 4. Enter Your Password and click Sign In

Don't know your password? See the [What is My Password?](#) section.

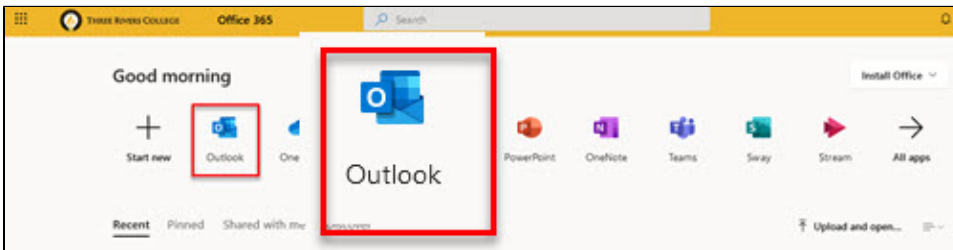
### 5. Stay Signed in?

Only select Yes if this is your personal computer. **Do not select Yes on a shared or public access computer.**



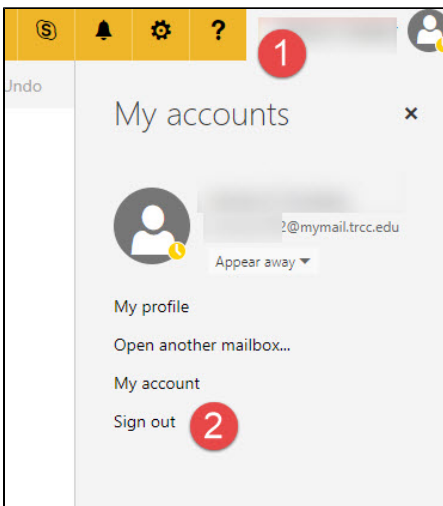
### 6. Going to Your Webmail

Once you Log In and reach the Office 365 Portal, hit the **Outlook button** to be taken to your Webmail.



### 7. Remember to Log Out

Make sure you log out of your *myMail* account by clicking your name in the top left corner (1), then click sign out (2) when you are finished, especially when using a public access computer.



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## What is My password?

### Returning Students:

Your password has not been changed. If you have forgot your password see [Forgot your myMail Student Email password?](#) section.

### New Students:

Your initial password is a combination of the following:

## **For Students registered before April 01, 2020 and the College has not changed the password for you**

Example Student: Rocky Raider Born on July 1, 1966

- First initial of first name, capitalized = R
- First initial of last name, not capitalized = r
- Birthday in numerical format: Month (2 digits), Day (2 digit), Year (2 digit) = 070166
- Ends in an exclamation point = !
- Based on these criteria, the initial password would be **Rr070166!**

## **For Students registered after April 01, 2020 or the College has changed the password for you**

Example Student: Rocky Raider Born on July 1, 1966

- Start with a dollar sign = \$
- First initial of first name, capitalized = R
- First initial of last name, not capitalized = r
- Birthday in numerical format: Month (2 digits), Day (2 digit), Year (2 digit) = 070166
- Ends in an exclamation point = !
- Based on these criteria, the initial password would be **\$Rr07011966!**

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## **Forget your *myMail* Student Email password?**

Contact the Welcome Center at 573-840-9605 and request a "student email password reset". Keep in mind this email password is linked to your Blackboard Learn account, but will NOT affect your myTRCC password.

After contacting the Welcome Center, your password will be reset within the next 24 business hours back to your default initial password found in the [What is My Password?](#) section.

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## **How Do I get *myMail* Student Email on my phone?**

[iPhone Instructions for Students](#)

[Android Instructions for Students](#)

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