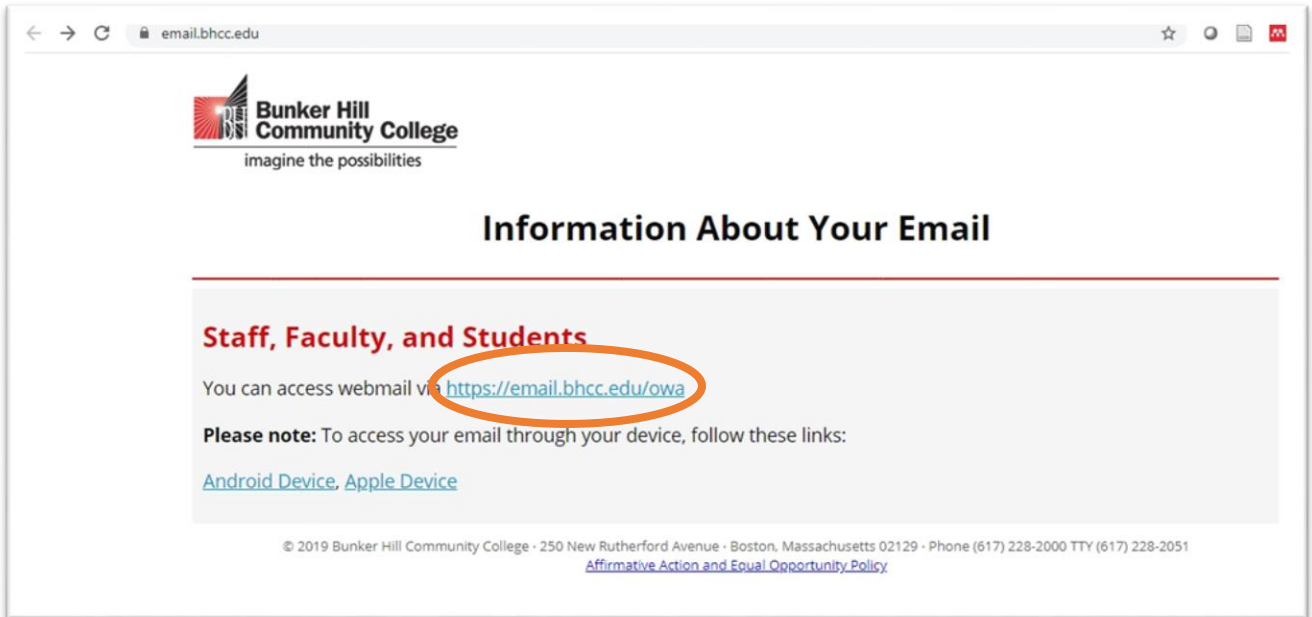


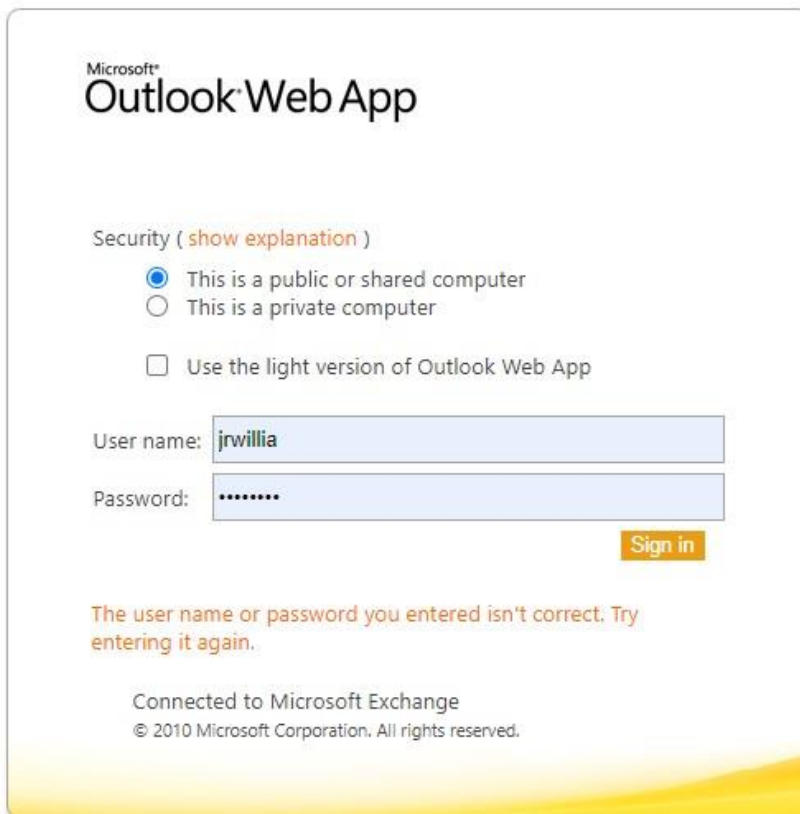
How to Email Your Advisor

Step 1: Go email.bhcc.edu and select the link to access webmail.



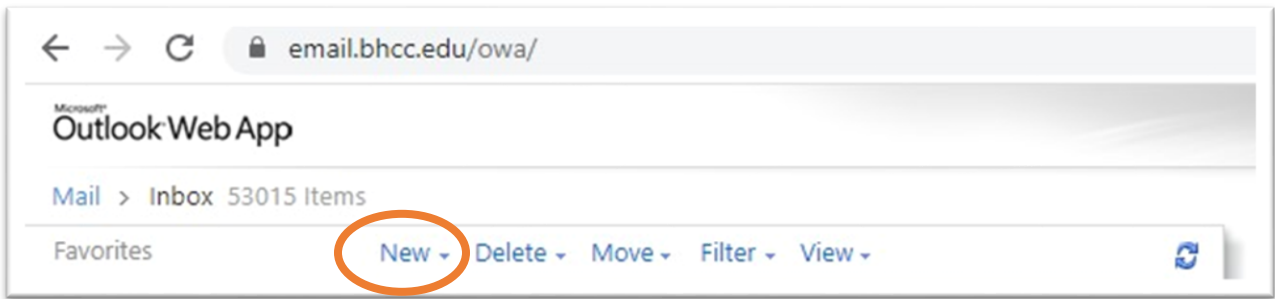
Step 2: Sign into your BHCC email.

*If you ever have any difficulty attaching documents, try using the light version of Outlook Web App.

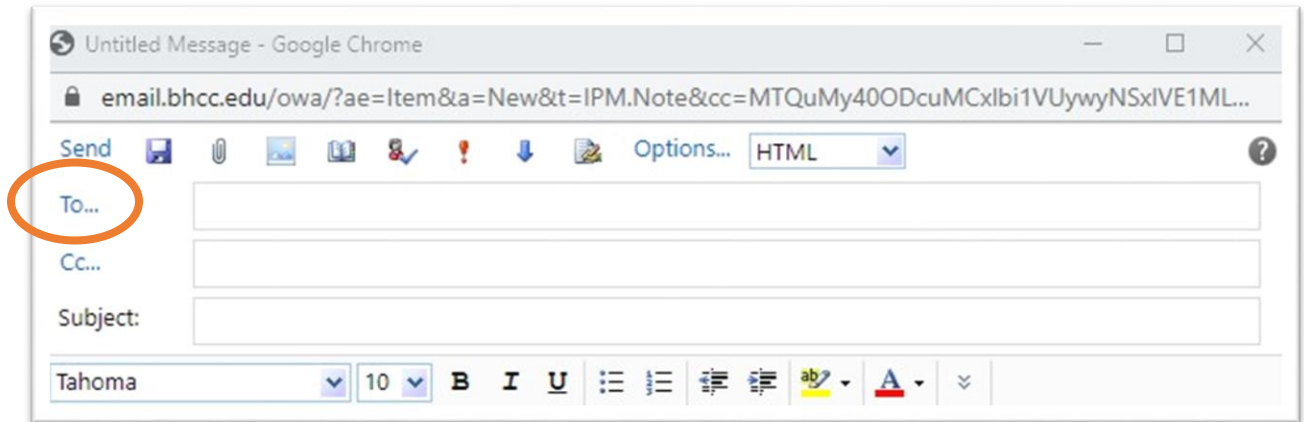


How to Email Your Advisor

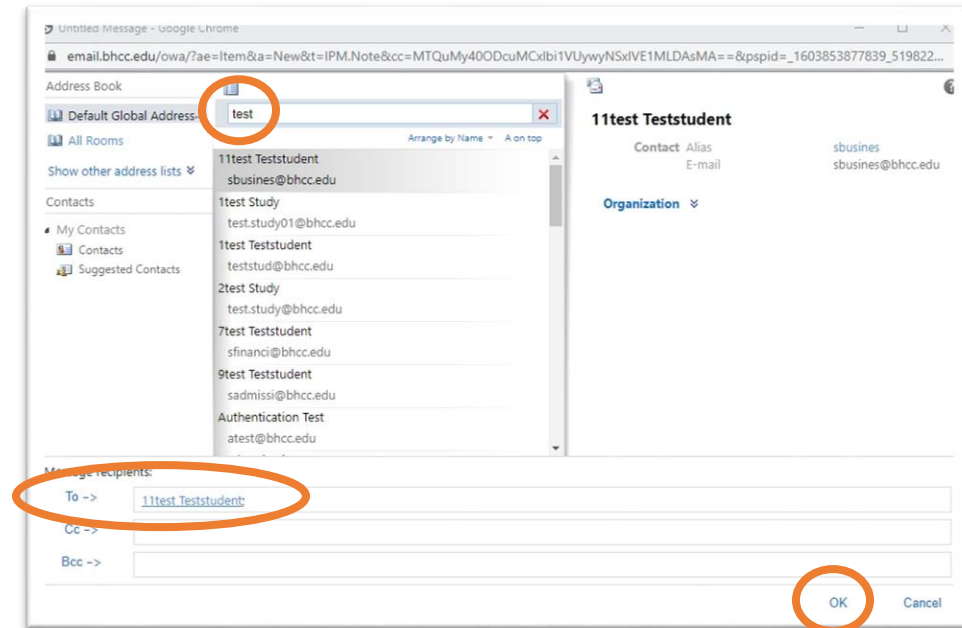
Step 3: Select the option for “New” email.



Step 4: If you do not know your advisor’s email address, you can search for it, by selecting “To”.



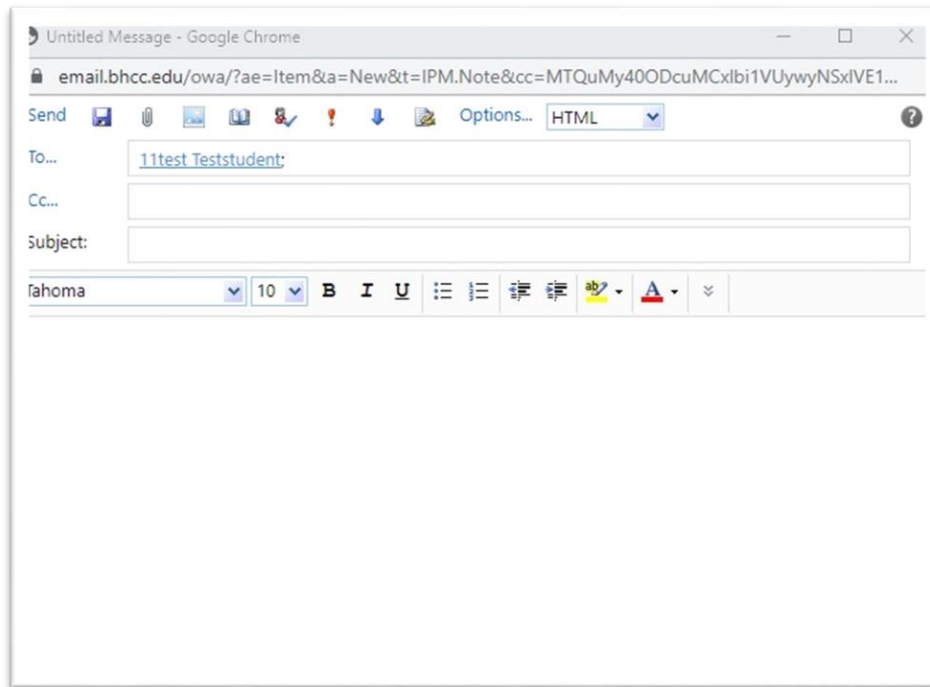
Step 5: Then type in your advisor’s first or last name. Find the name on the list and select it.



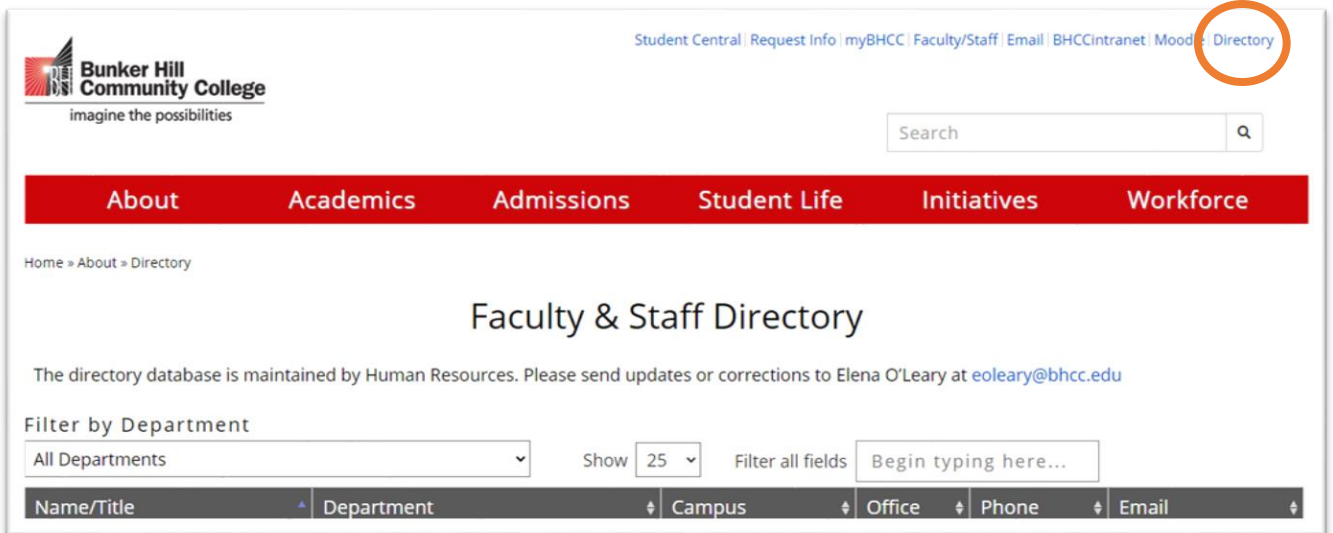
Step 6: Select “To” and your advisor’s name will show up on the box. Then select ok.

How to Email Your Advisor

You are now ready to write an email to your advisor and send it.



You can also check the college directory for your advisor's email address by going to the BHCC website at bhcc.edu and looking up your advisor's name in the Directory.



On the Directory page you can search for full time faculty by name or by their department.