

How to Set Up Bigfoot Student Email Account

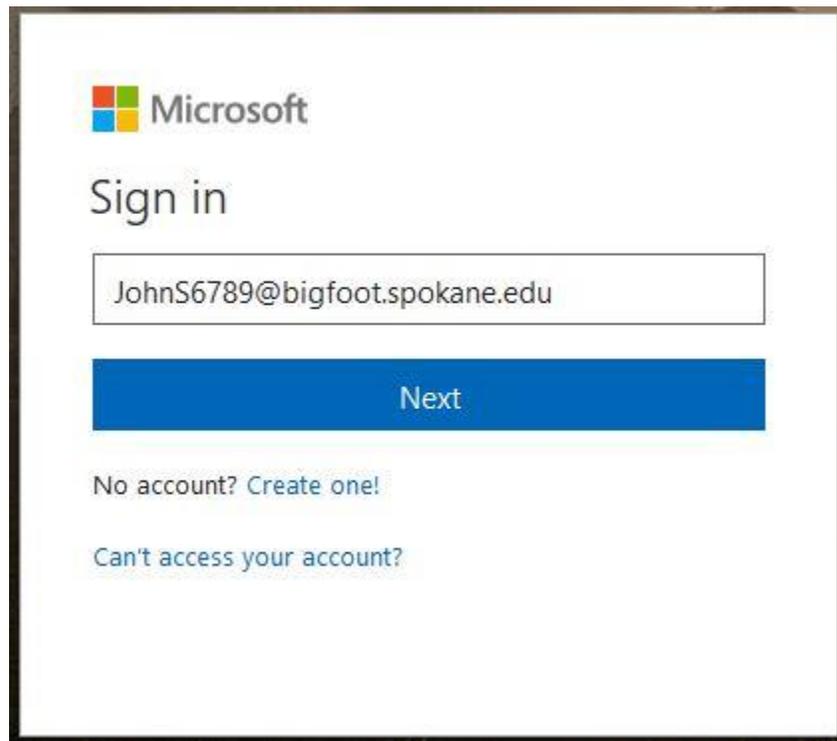
- Click **Student Tools**
- Click **Office 365**

Here we are going to type your student email address. You will need to have a Student ID card.

- Your email address is made up from your **first name**, **the first letter of your last name**, and the **last four digits of your student ID number**.

Example: **John Smith** with the ctcLink ID of **123456789**

The email address will be johns6789@bigfoot.spokane.edu



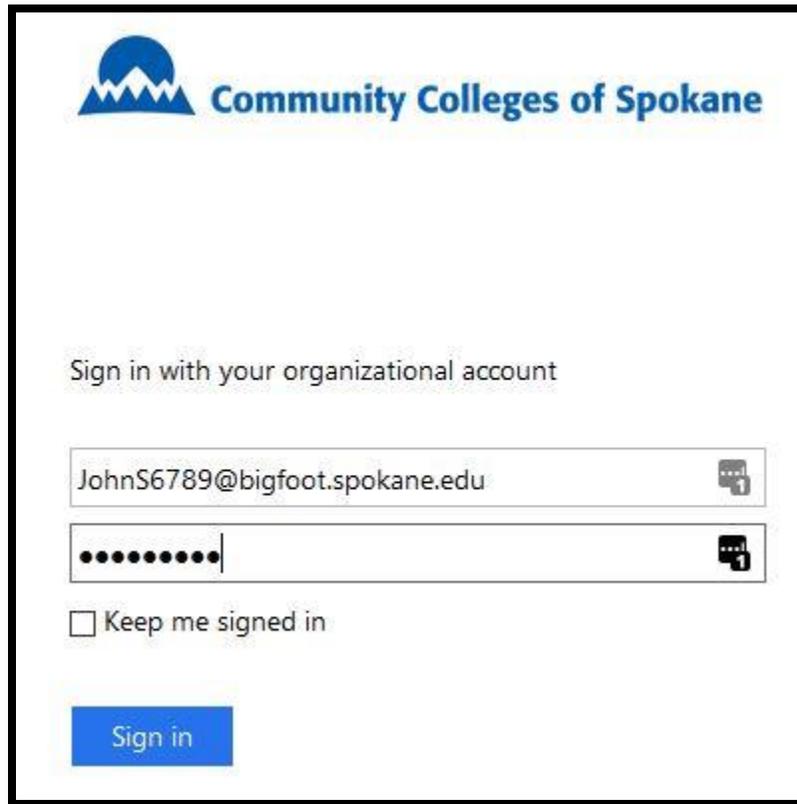
The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the email address "JohnS6789@bigfoot.spokane.edu". Below the input field is a blue button labeled "Next". At the bottom of the form, there are two links: "No account? Create one!" and "Can't access your account?".

***Students with two first or last names will sometimes have different email addresses that do not match this pattern. If this is the case, call IT Support Center and they can look up the student's information. (509) 533-4357 [533-HELP] ***

Click **Next**

- On the page that comes up next, you will need to enter the password for your Bigfoot email. The password is your Student ID (ctcLink ID). You can change your password later if you choose.

Note: this will also be the login information you can use to log in to computers on campus.



 **Community Colleges of Spokane**

Sign in with your organizational account

JohnS6789@bigfoot.spokane.edu

.....

Keep me signed in

[Sign in](#)

Click **Sign in**

You will be asked to add some extra sign-in info to help recover your account if you forget your password. You will need to do at least one of the three options. The simplest for most students is to enter your cellphone number and confirm the request by entering the code that is texted to you.

To use your email, you will need to click Outlook

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*Note: If you have a home computer with Microsoft Windows, you can install Office 2016 for free by clicking **Install Office Apps**.*