

How to Set Up Bigfoot Student Email Account

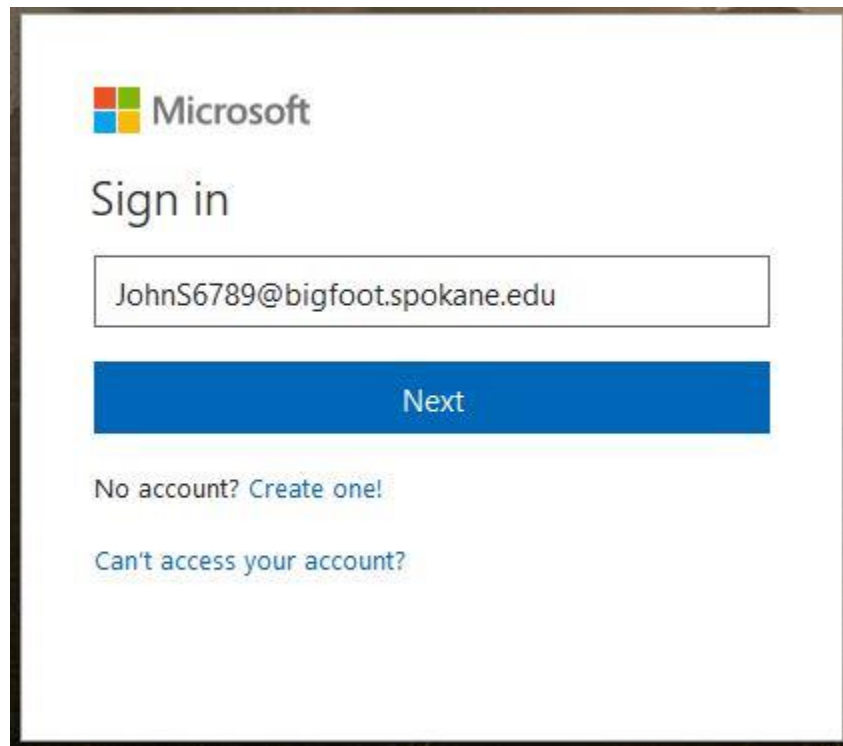
- Click **Student Tools**
- Click **Office 365**

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



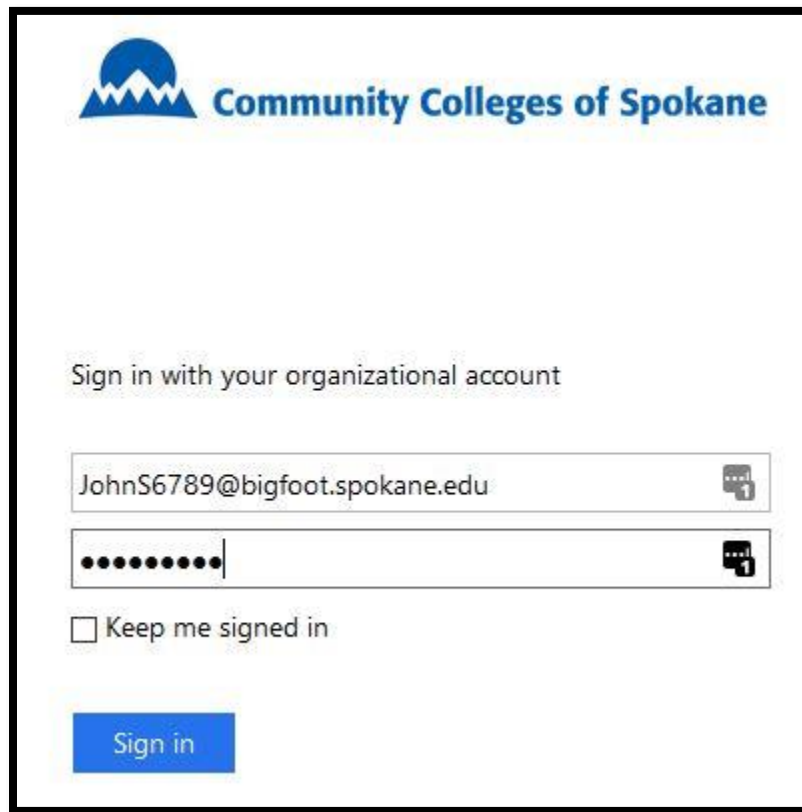
The image shows a Microsoft Sign in window. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input box contains the email address "JohnS6789@bigfoot.spokane.edu". Below the input box is a blue button labeled "Next". At the bottom, there are two links: "No account? 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.

The image shows a login page for the Community Colleges of Spokane. At the top left is a blue logo of a mountain with a sun rising behind it. To the right of the logo is the text "Community Colleges of Spokane" in blue. Below the logo and text is the instruction "Sign in with your organizational account". There are two input fields: the first contains the email address "JohnS6789@bigfoot.spokane.edu" and the second contains a series of dots representing a password. Both fields have a small icon of a speech bubble with the number "1" next to them. Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue button with the text "Sign in" in white.

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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PowerPoint



OneNote



SharePoint



Teams




Class Notebook



Sway



Forms

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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**.*