Student Email Policy

Due to FERPA (Family Rights and Educational Privacy Act), SNC faculty and staff do not respond to SNC students’ personal e-mail accounts. All communication with students is done through the SNC student e-mail system.

Sierra Nevada College has chosen to use the Microsoft.edu system because of its many advantages and features such as:

- 5GB of storage for e-mail, contacts, calendar and documents
- Ability to use your e-mail with your mobile devices such as a cell phone
- Share photos, videos and blogs with others on your own website
- IM capability
- Robust spam and virus filters

SNC STUDENT EMAIL ACCOUNT SET UP INSTRUCTIONS:

Go to the Sierra Nevada home page www.sierranevada.edu. Scroll down the homepage until you find the section titled ‘Welcome to Sierra Nevada College’. Click on the ‘Current Students’ button, and then select ‘Undergraduate’ or ‘Graduate’ from the list that appears.
On the following page, click ‘Email’. This will open the e-mail login page in a new window.
On the login screen (Outlook Live), enter your full e-mail address in the Windows Live ID field. In the field below this, enter your eight-character password, and then click ‘Sign In’.

Your e-mail address is in the following format: \texttt{firstname\_lastname@snceagles.sierranevada.edu}. For example, if your name is Joe Student, then your e-mail address is \texttt{joe\_student@snceagles.sierranevada.edu}.

*Please note there is an underscore between the first and last name, for example: \texttt{joe\_student}.*

*Your password will be given to you over the phone by an SNC staff member.*

You may choose to have the Web page remember your Windows Live ID and password by checking the box next to ‘\texttt{Keep me signed in}’.

If you have any questions or problems, please call the Help Desk at \texttt{775-881-7500} or email us at \texttt{snchelpdesk@sierranevada.edu}.

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On the following page, click on the drop-down Language bar and select ‘English (United States)’.

In the drop-down ‘Time Zone’ bar, select ‘(UTC-8:00) Pacific Time (US & Canada)’.

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Click ‘OK’.

**Outlook Web App**

Choose the language you want to use.

Language:  **English (United States)**

Time zone:

(UTC-08:00) Pacific Time (US & Canada)

To forward your e-mail, start by clicking ‘Options’, and then select ‘See All Options…’.

Connected to Microsoft Exchange
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Next, click ‘Forward your e-mail’.

On the following page, enter the desired e-mail address into the ‘Forward my e-mail to:’ field. Next, click ‘Start Forwarding’, and then ‘Save’.
To return to your e-mail inbox, click on ‘Mail’.