



**THIS PDF INCLUDES INFORMATION ON:**

- [Your New Student.LACCD.Edu Email Account](#)
- [Logging On to Your Student.LACCD.Edu Email Account](#)
- [Forwarding Your Student.LACCD.Edu Email to Another Email Account](#)
- [Accessing Microsoft Applications via “The Cloud” and Saving Files](#)

## **CONGRATULATIONS!**

West Los Angeles College is among the first of the 9 colleges in the Los Angeles Community College District to provide its students with “cloud” email accounts.

Starting mid-Spring, West will begin phasing out the use of any student email address other than the student’s **Student.LACCD.Edu** account. Email that West sends to students includes important notices regarding your financial aid awards, registration appointments, class changes updates, services information and more.

For your convenience, your **Student.LACCD.Edu** email can be forwarded to any other email account you have. Instructions are included on the following pages.

Your new **Student.LACCD.Edu** account is powered by the Microsoft Live@edu suite of applications. In addition to the ability to send and receive personal emails (10GB Inbox and up to 20MB for attachments), you will also have:

### **OTHER BENEFITS**

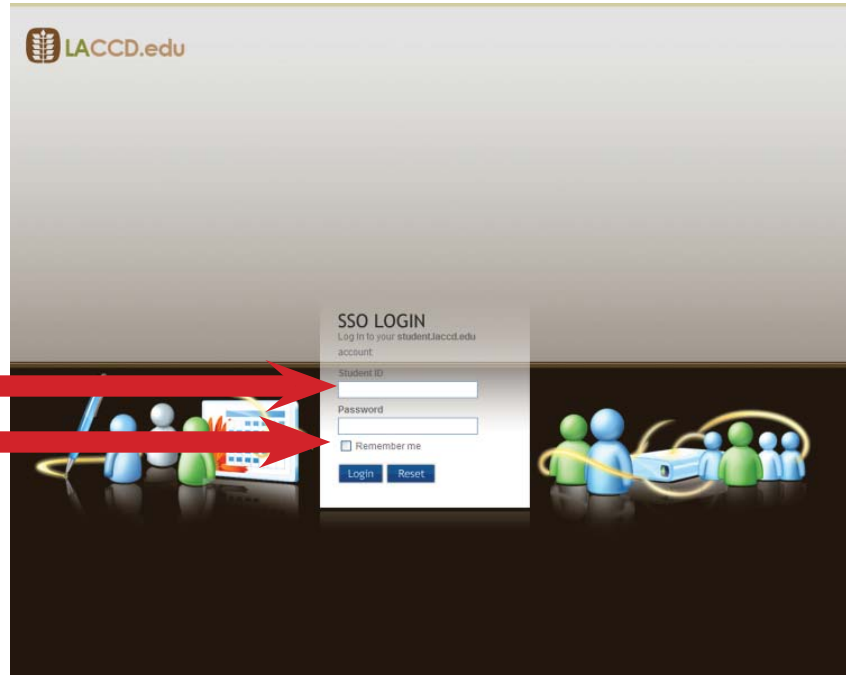
- Outlook Calendar
- Access to Microsoft Office Web Apps (Excel, Word, PowerPoint, OneNote)
- Storage Capacity for Electronic Files - up to 25GB
- Photo Sharing

## HOW TO LOG IN

Login in to your student email account at <https://student.laccd.edu/sso/>

Enter your LACCD (WLAC) student ID number here

Your Password is your birth month and day (e.g. February 26 = 0226)



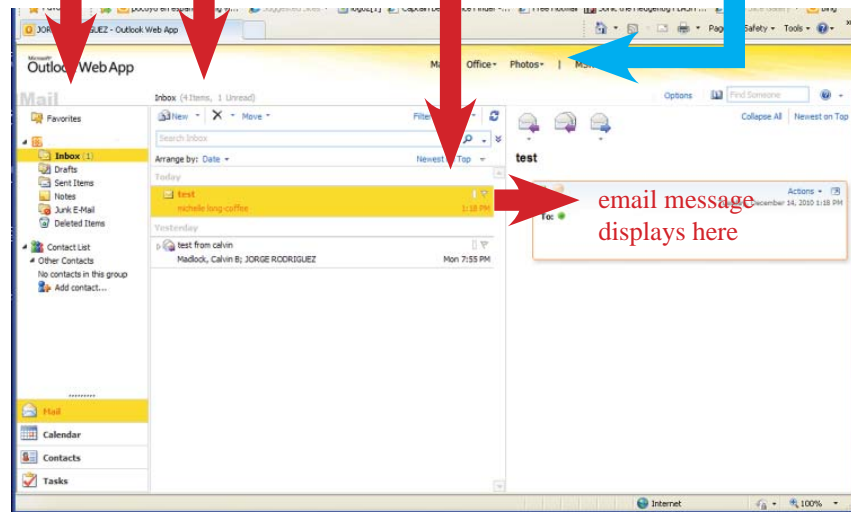
**CONGRATULATIONS!** You're now in your email account.

Use your left menu to view received and sent emails & calendar

Create a new email

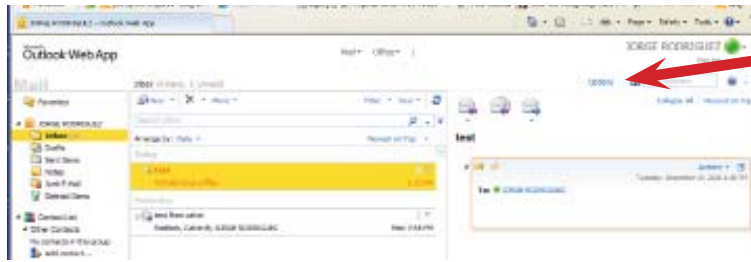
Click here to view email

Access Microsoft Applications, Save Files & Share Photos

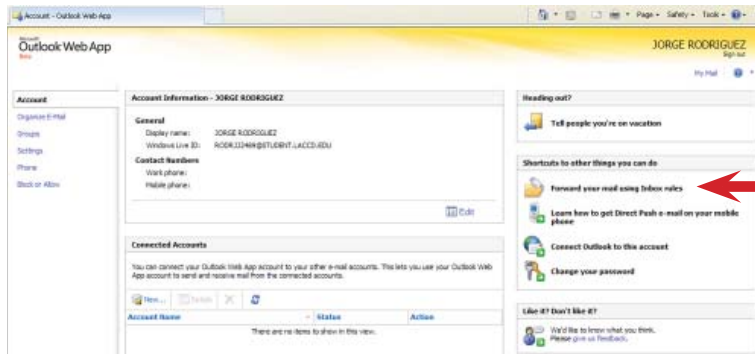




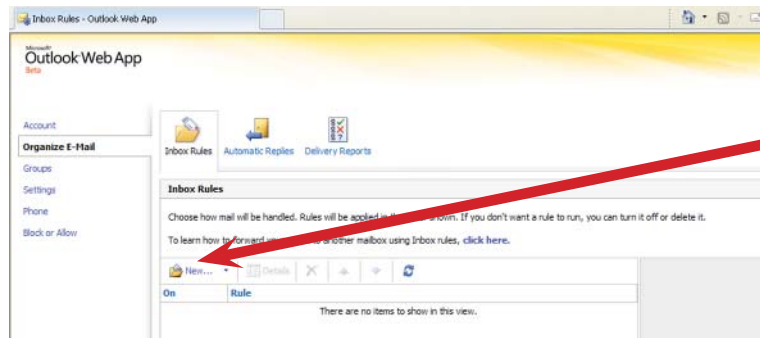
TO FORWARD EMAIL TO ANOTHER ACCOUNT



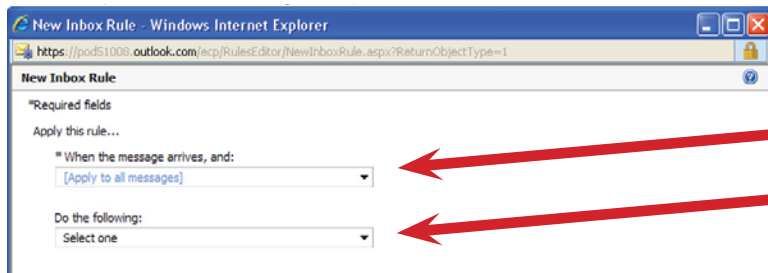
Click "OPTIONS"



Click "FORWARD YOUR MAIL USING INBOX RULES"

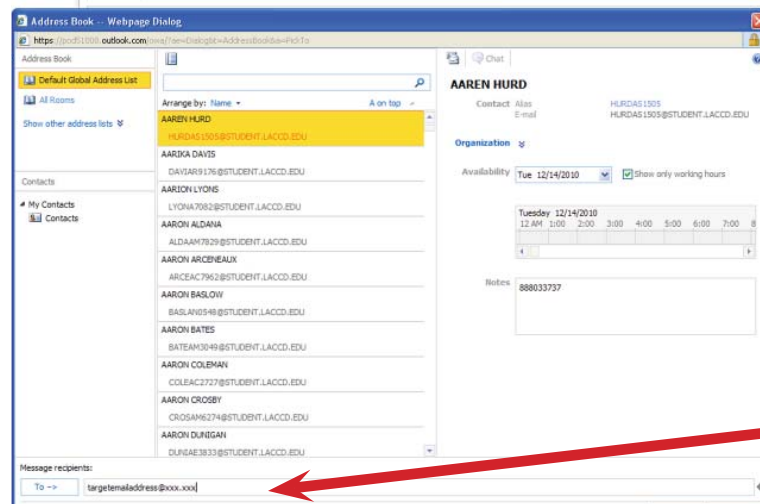


Click "NEW"



From top pull down menu, select "APPLY TO ALL MESSAGES"

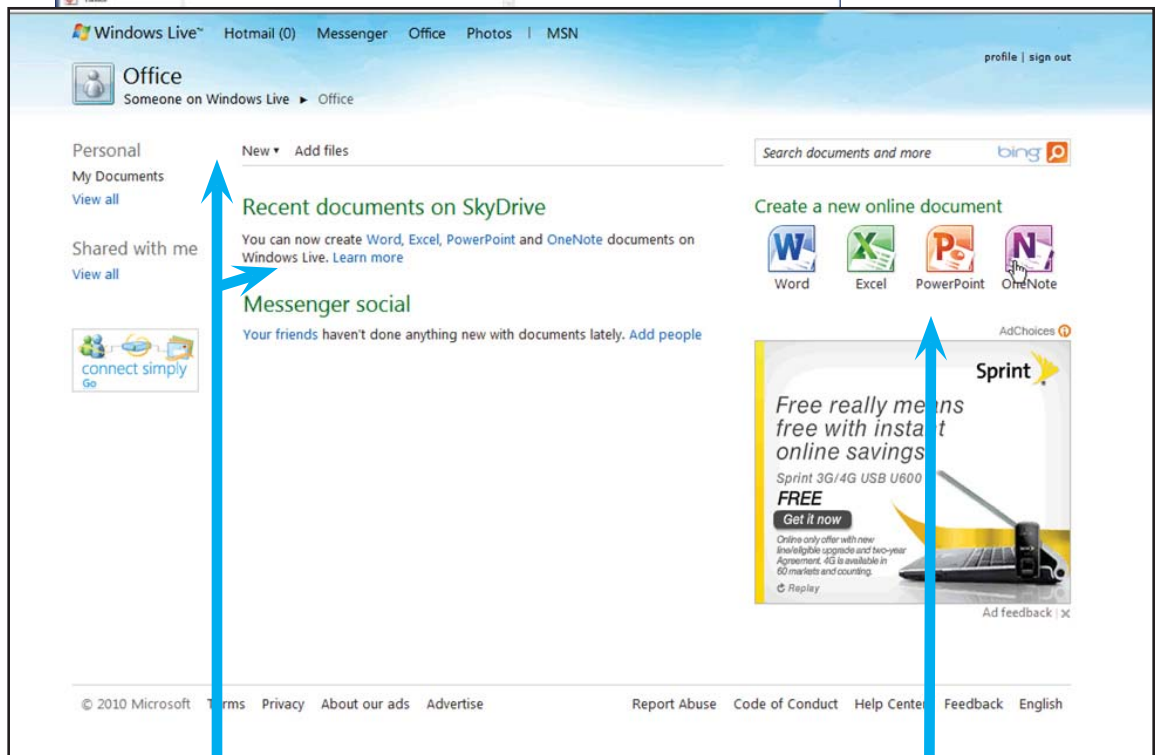
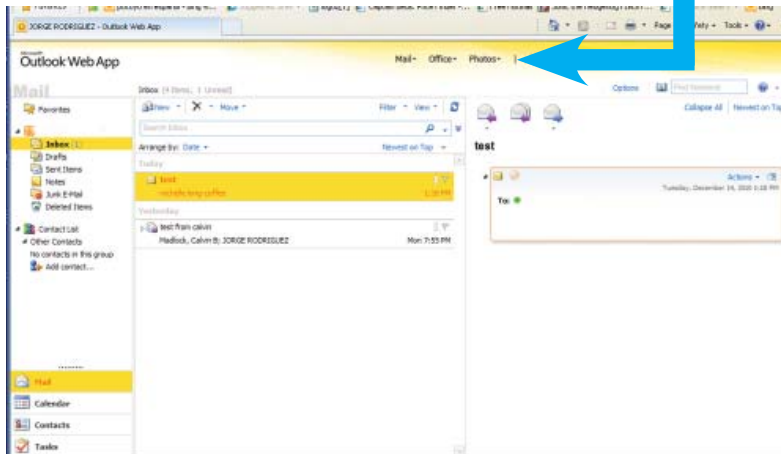
From bottom pull down menu, select "REDIRECT THE MESSAGE TO..."



Enter the email address where you would like messages forwarded

Great News! . . . Now you can access Microsoft applications free from where ever you have an internet connection to your Student.LACCD.edu account. Save your electronic files (documents, spread sheets, presentations, photos) right onto the web in your personal account. Retrieve them from any computer with an internet connection. You can store up to 25GB -- that's better than your thumb drive!

Access Microsoft Applications, Save Files & Share Photos by clicking "OFFICE" or "PHOTOS"



When this page opens, follow the prompts to

- select the application you want
- create, add & edit recent files
- and more