

# How to Access Student Email

## Option 1: MyPortal

1. Go to the Norco College Website:  
<https://www.norcollege.edu/Pages/Welcome.aspx>
2. Select "**WebAdvisor**" on the top right corner
3. Select "**Continue to MyPortal**"



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## WebAdvisor / MyPortal

If you need any help reading the schedule or registering, please contact the Counseling Office or Admissions & Records.

Continue to [WebAdvisor](#)  
Continue to [MyPortal](#)

[Edi News](#) [New Website Feature \(Video\)](#)



#### 4. Sign in with your RCCD student email account

\*Initial password for first login:

- Your initials, first name capitalized, last name lowercase and six-digit date of birth
- Example: For John Smith whose date of birth is 05/18/04, the password would be: **Js051804**
- Once you enter this password, you will be prompted to create a new password

#### 5. Sign in to MyPortal

Sign in with your RCCD email account

[Sign in](#)

This is a private computer system operated by RCCD on behalf of the students, faculty and staff of Moreno Valley College, Norco College, and Riverside City College. Actual or attempted unauthorized use of this system is prohibited and may result in criminal and/or civil prosecution.

[Can't access your account?](#)

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\*Note: If you are not able to successfully login, please follow these instructions for Student Email Password Reset:

(Do not use MAIL.OFFICE365.COM to reset email password)

For password assistance, please email Norco College Admissions & Records at [admissions@norcocollege.edu](mailto:admissions@norcocollege.edu) or call (951) 372-7002

Only email from the personal account that you have listed on your application. Be sure to include the following information: Student name, student ID, student email, and date of birth

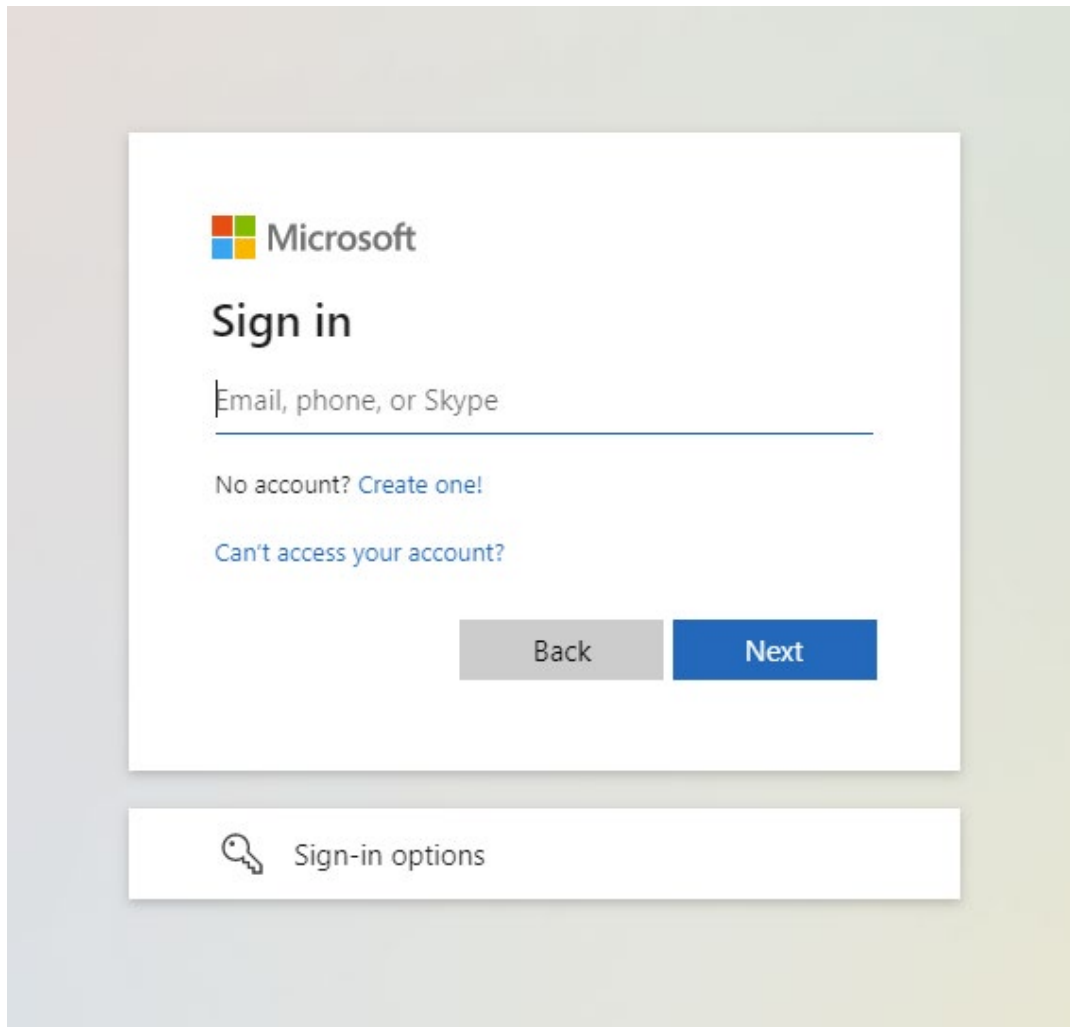
6. Under “My Student Email” select **Office 365**

The screenshot displays the MyPortal website interface. At the top left, the "MyPortal" logo is followed by four circular institutional icons. Below this is a yellow navigation bar with a "Menu" icon. A dark blue "Announcement" banner contains several notices: an "IMPORTANT" notice about COVID-19 testing, an "URGENT VACCINATION NOTICE" with a link, a notice about 2021 mailings, and a "SCHEDULE LITE for 22SPR" link. Below the announcements are two main navigation panels. The left panel, titled "WebAdvisor", has a dropdown arrow and lists "STUDENTS" and "FACULTY". The right panel, titled "Portal Help", lists "MyPortal Overview". Below the "Portal Help" panel is the "My Student Email" section, which shows a dropdown arrow, the text "You Have 108 Unread Messages", and a list item "108 Office 365". A large yellow arrow points from the right towards the "Office 365" link.

7. Once you have selected **Office 365**, you have successfully logged into your student email account.

## Option 2: MyApplications

1. Go to <https://myapplications.microsoft.com/>
2. Login with your student email



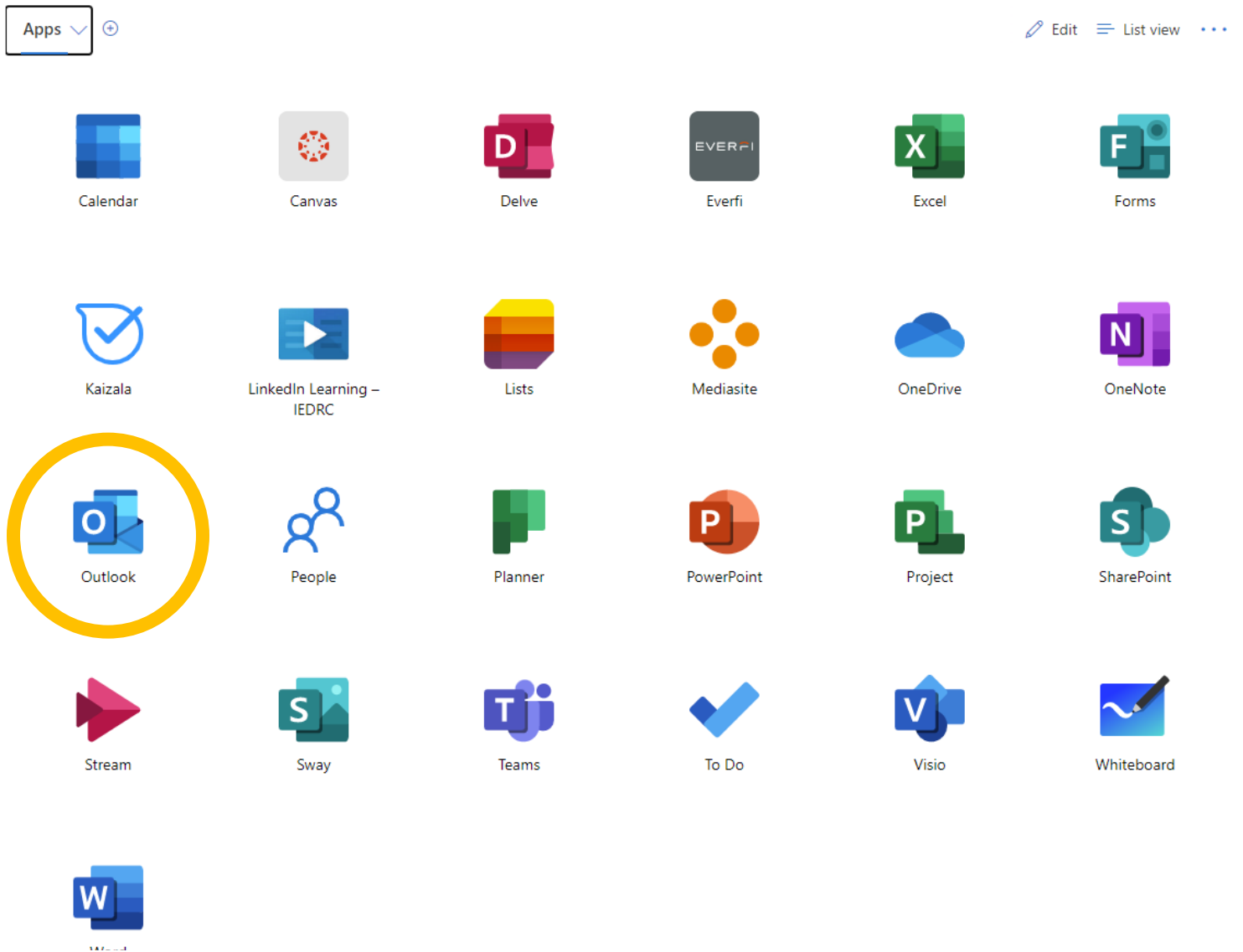
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Only email from the personal account that you have listed on your application. Be sure to include the following information: Student name, student ID, student email, and date of birth

### 3. Click on Outlook



4. You have now successfully signed into your student email account

*Questions? Contact the Engagement Center:*

*Call: 951-372-7176*

*Text: 951-336-1883*

*Email: [NorcoEC@norcollege.edu](mailto:NorcoEC@norcollege.edu)*