

Student Email

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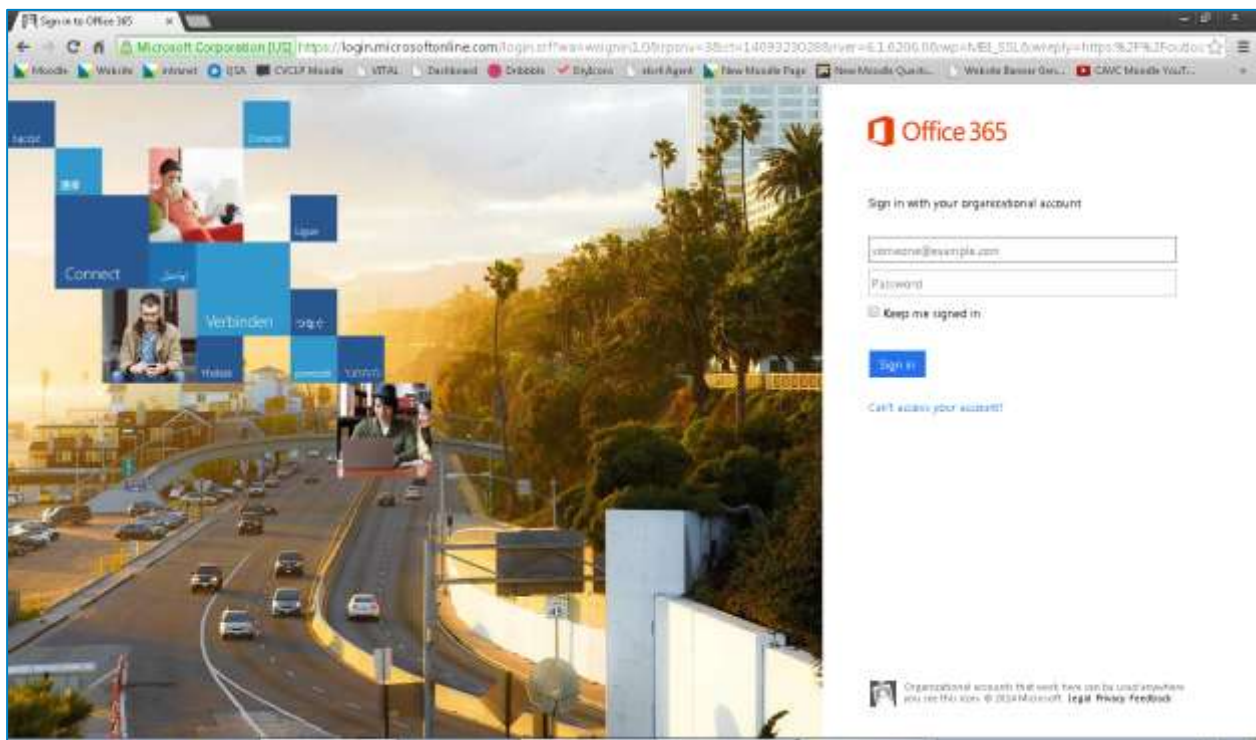
What is my email address?

Your email address is your student number and '@student.cavc.ac.uk'. For example, a learner with the ID 123456 will have the following email address: 123456@student.cavc.ac.uk

If you haven't logged in to a computer in College, you will need to do this before you can access your email.

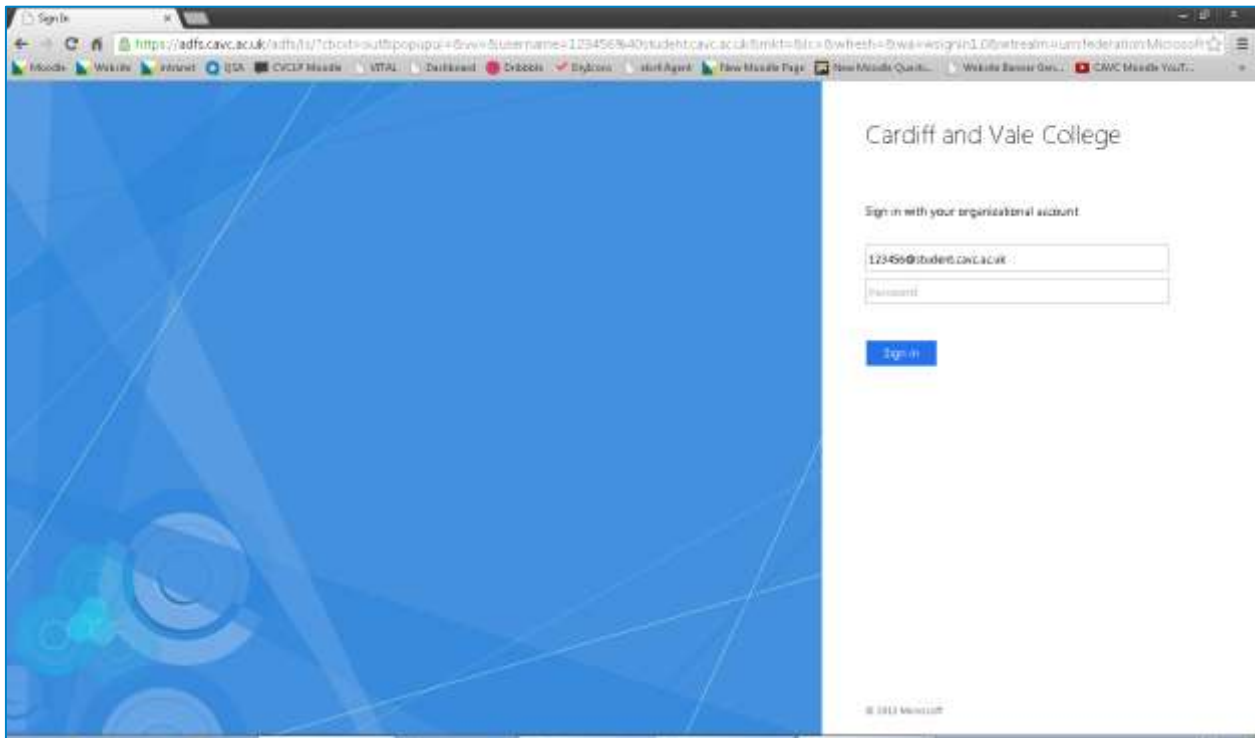
How do I get to my inbox?

1. First, go to: <http://outlook.office365.com>

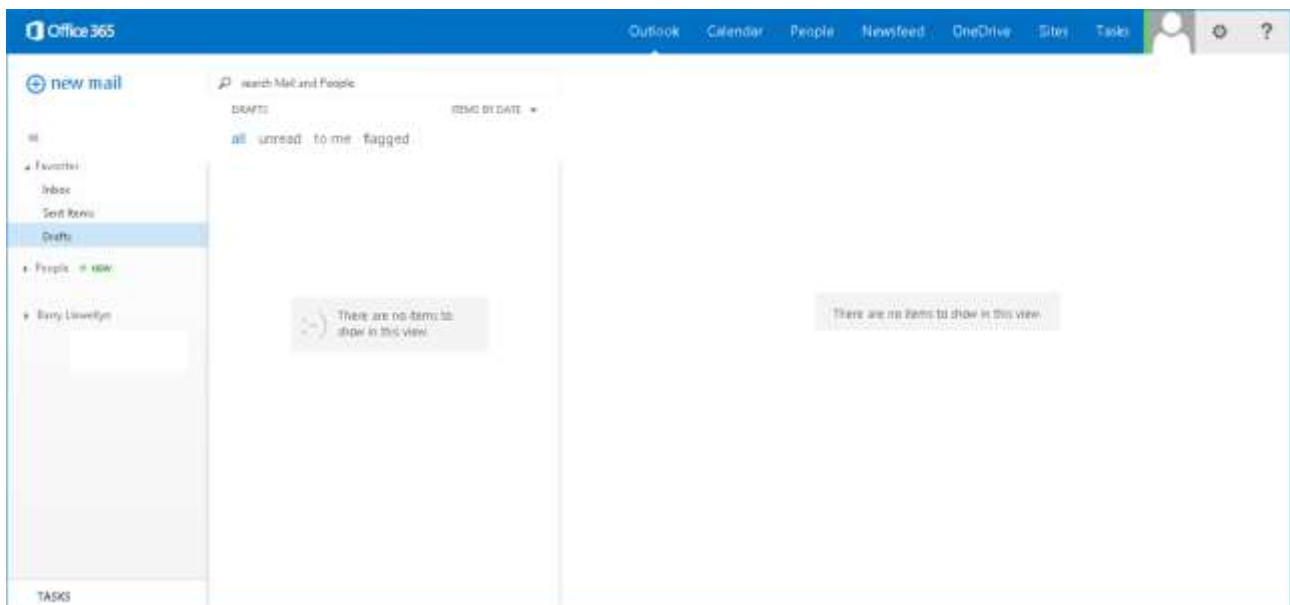


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2. Enter your email address into the first field. After you have moved the cursor out of the first box, the page will redirect to the Cardiff and Vale College Authentication page.



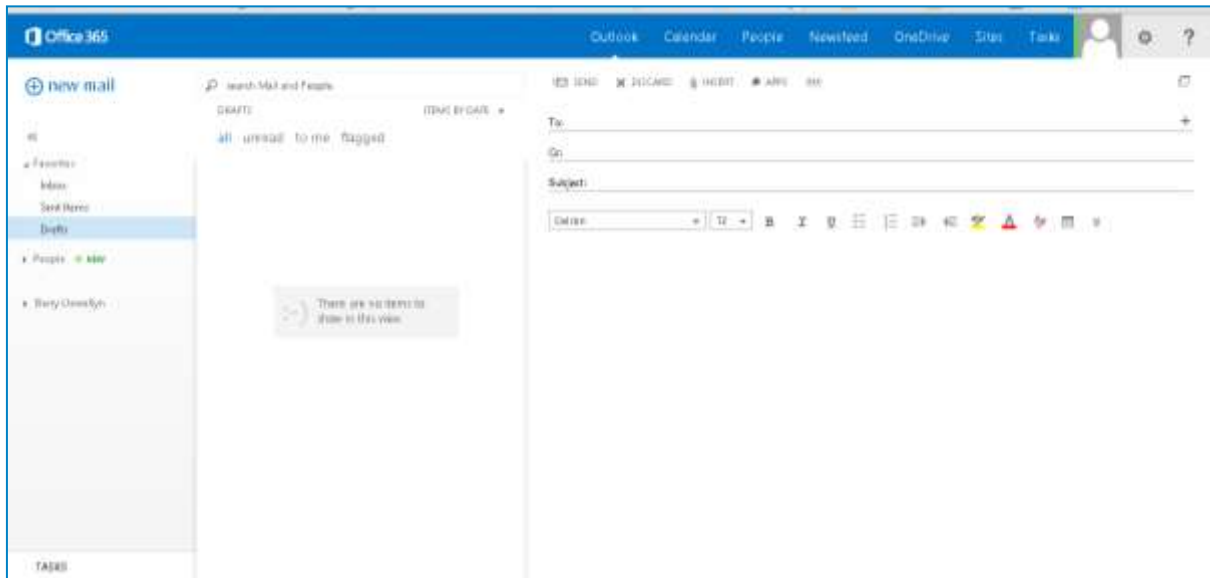
3. Enter your password – this is the password that you use to log in to a computer in College. Press “Sign In”. This will take you to your mailbox:



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Woohoo! I'm logged in! How do I write an email?

1. Find the "New Mail" button and click it. Enter an email address in to the "To" field, a Subject in to the "Subject" field and finally your message in to the big box at the bottom.



2. Once you have finished writing your email, press the "Send" button!

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Awesome! Email! What if I forget my password?

If you have any password issues, please:-

- If you are in either Trowbridge Road site or Colcot Road site, see a member of staff at the LRC's.
- Contact IT services (see the next section for details)

♪ This password is linked your College network password so if you change it for your email account, then it will also change it for your College network account, and if you change it in the College for the network password, then it will also be changed for your email account.

And who can I contact if I have any other questions?

- Email IT Services on: itservices@cavc.ac.uk
- Be sure to include your full name and student ID.

Please be aware that you might be asked some security questions depending on the nature of your email.