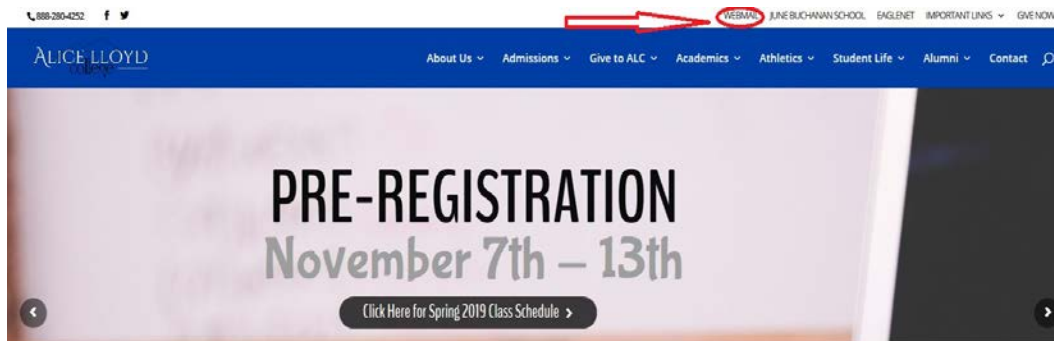


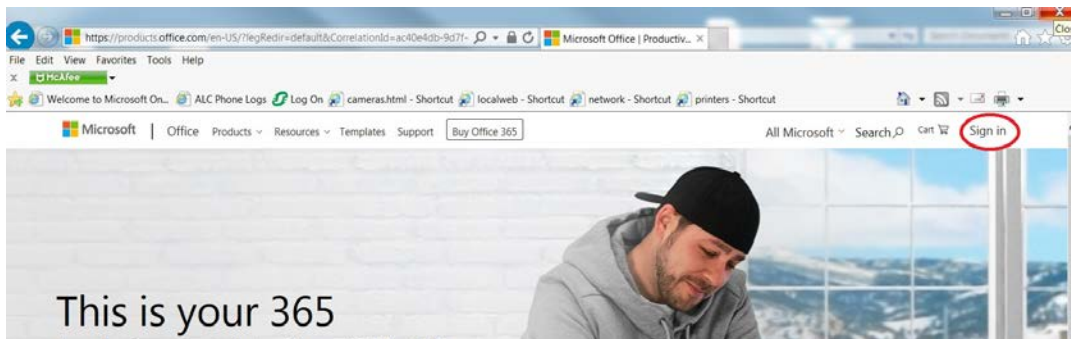
# Using *WEBMAIL* to check Alice Lloyd College Email

From any location, you can use Internet Explorer to access your ALC email.

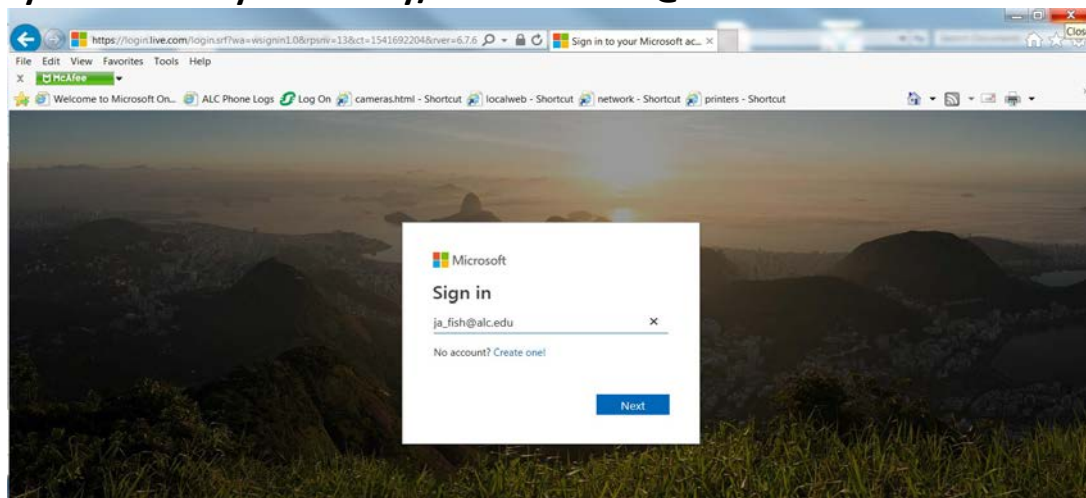
1. Open Internet Explorer and go to [www.alc.edu](http://www.alc.edu) and choose webmail at the top.



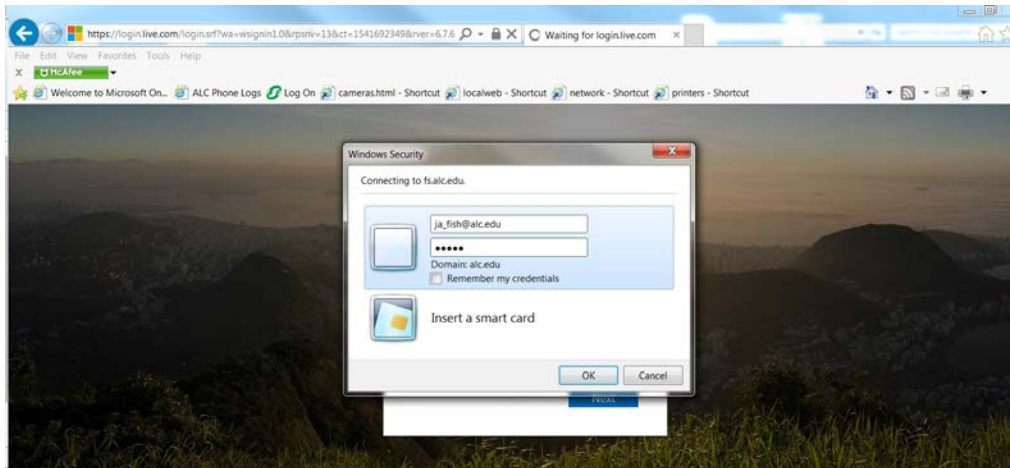
2. From the Microsoft page, choose sign in at the top right.



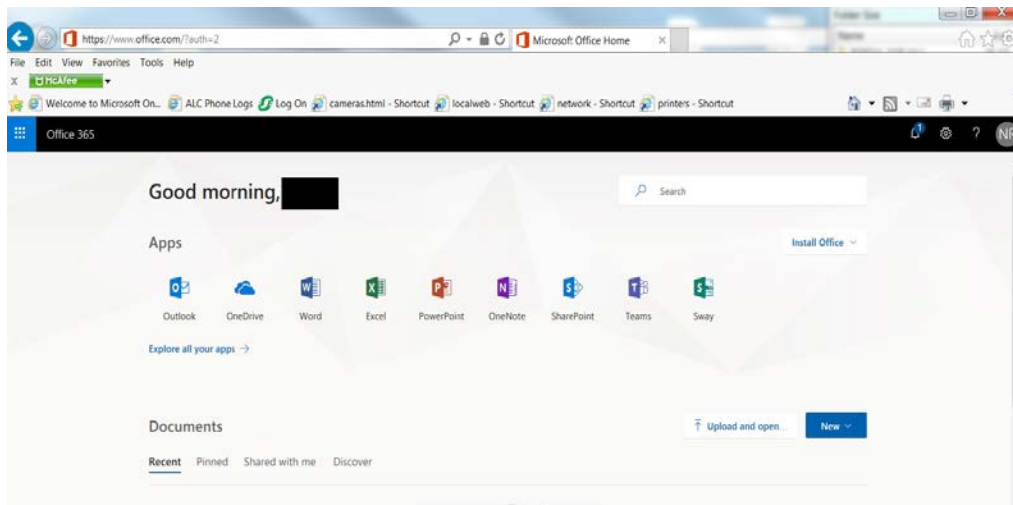
3. Enter your email address as your username. If you are a student, it will be @alicylloyd.edu and if your faculty/staff it will be @alc.edu



#### 4. Enter your email address again as your username and your password.



#### 5. Choose Outlook



From there you will find your inbox/sent items folder to the left, and the ability to send a new email at the top.

1. As mentioned, use Internet Explorer for compatibility issues.
2. Student email address will be in the form of [ja\\_fish@alcelloyd.edu](mailto:ja_fish@alcelloyd.edu) (first initial middle initial \_ lastname where the name is Joe Alan Fish) and faculty/staff will in the form of [joefish@alc.edu](mailto:joefish@alc.edu) (firstnamelastname where the name is Joe Fish).