## How to Access Your Montgomery College E-mail

1. Go to www.montgomerycollege.edu and Click on "Access MyMC"



 Log in using your MyMC ID (e.g., mraptor1 and password. If you don't have a User Name and password, please call Raptor Central at 240-567-5000 or visit: montgomerycollege.edu/raptorcentral



3. Click on the "E-mail" on the top right corner.



4. Sign in to your Montgomery College Microsoft email using your MyMCID@montgomerycollege.edu

For example: <u>mraptor1@montgomerycollege.edu</u>

Type in your password (the same password used to login to MyMC) and click on Next.



## **Access your MC E-mail**

- 5. Click on Outlook Good afternoon + Outlook OneDrive Word Excel PowerPoint
- 6. If it is your first time login into your Microsoft email, you may have to select a language and your time zone. Select "Eastern Time (US & Canada)"

0	Choose your preferred display language and home time zone below.   Language:   English (United States)   Time zone:   Select time zone
	⊖ save

 If you have any questions or still need support, contact the IT Service Desk at: 240-567-7222 or itservicedesk@montgomerycollege.edu