# **INDIANATECH**

## **Student Email**

Below you will find the steps for checking the Indiana Tech email. It is imperative that you check this daily as communication from Indiana Tech and your professors will come to this account going forward.

1. Go to my.indianatech.edu and find the Quick Links box on the left-hand side.

- 2. Click on the Student Webmail link.
- 3. Sign in using the email address and password.
- 4. Check your Inbox and respond when necessary.

5. Once you are done, click on the down arrow in the upper right-hand corner next to your name.

6. Select Sign out.

## RESOURCES

- \$ Financial Aid
- 🚍 Make a Payment
- Blackboard
- 🔹 👕 Help Desk
- 🔹 🖂 Student Webmail
  - Faculty/Staff Webmail
  - *F* Maintenance Requests
  - 🖀 indianatech.edu

Get in the habit of checking your Indiana Tech email daily (even during the summer!). We highly suggest adding this to your phone.

## Adding Student Email to iPhone

Navigate to Settings > Mail > Accounts > Add Account > Enter Email ID and Password

## Adding Student Email to Android

Navigate to Settings > Accounts > Users & Accounts > Add Account > Enter Email/Password

**Hint**: if you ever forget your email, you can reset this using LetMeIn. You can also access your email through LetMeIn once it has been set-up.