

Instructions for accessing your BTC email on your smart phone

****Depending on the model and carrier of your phone these instructions may vary.****

You are required to have a security PIN/passcode configured to access BTC e-mail on your phone

Go to “Settings” or “Accounts & Sync”

Choose “Exchange” or “Corporate”

Some of these settings may not be required for your phone

- Enter your e-mail address *Some phones may require “btc\” before the e-mail address*
- Domain = BTC
- Username = same as webmail or campus computer login
- “Exchange” or “Mail” server = webmail.blackhawk.edu

*Note that some carriers may charge an additional fee for Exchange email access and the option may be blocked. Check with your carrier.