

TLC Tips

How to Check Brookdale Email

As a Brookdale student, you will receive an email account. The college will communicate with you by your Brookdale email. So, you must read your Brookdale email regularly.

Follow these steps to get started.

1. Open Chrome, Firefox, or Safari.



Figure 1 Chrome icon



Figure 2 Firefox icon



Figure 3 Safari icon

2. Go to www.brookdalecc.edu.

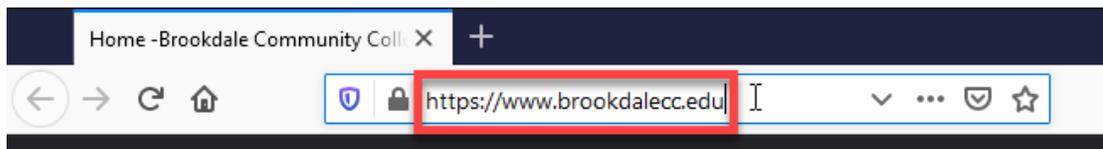


Figure 4 <https://www.brookdalecc.edu>

3. Click the **MyBrookdale** button.

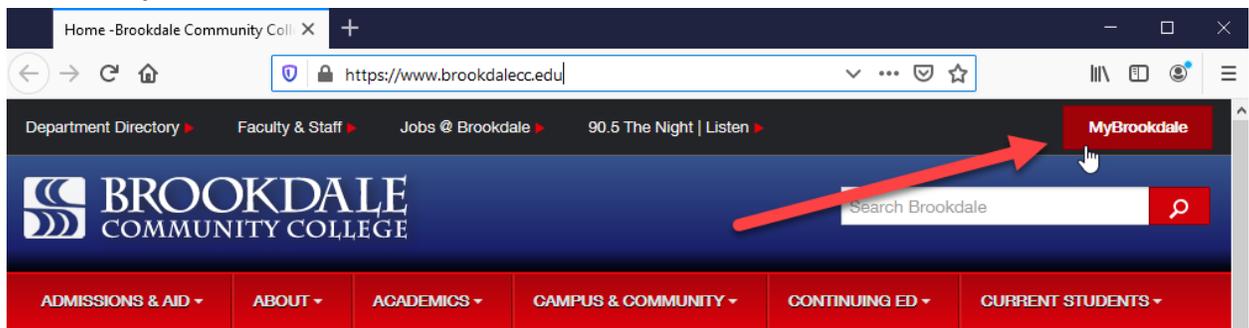


Figure 5 MyBrookdale button

4. Click on **Email + Apps**.

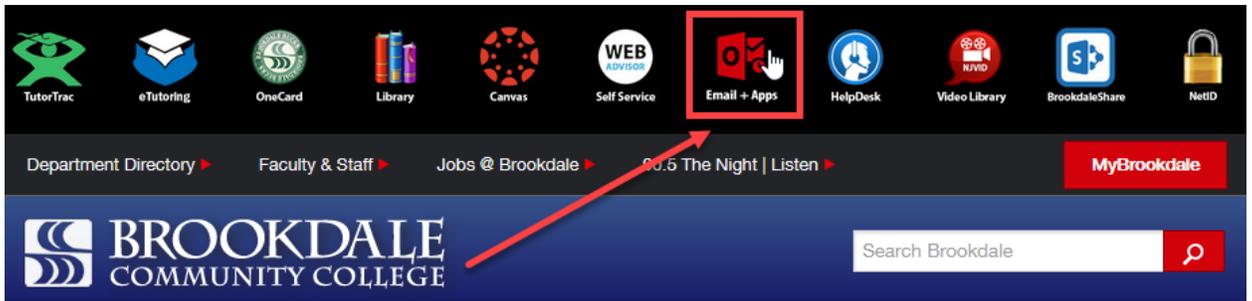


Figure 6 Email + Apps

5. Enter your email address. This will be your **user name** + “@my.brookdalecc.edu”. So if your user name is *jstudent1*, your email address will be *jstudent1@my.brookdalecc.edu*. Then, click Next.

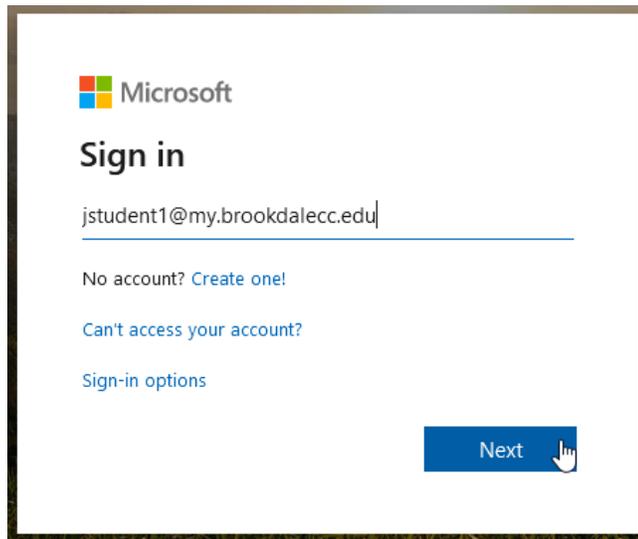


Figure 7 Enter Email Address

6. Pick **Work or School Account**.

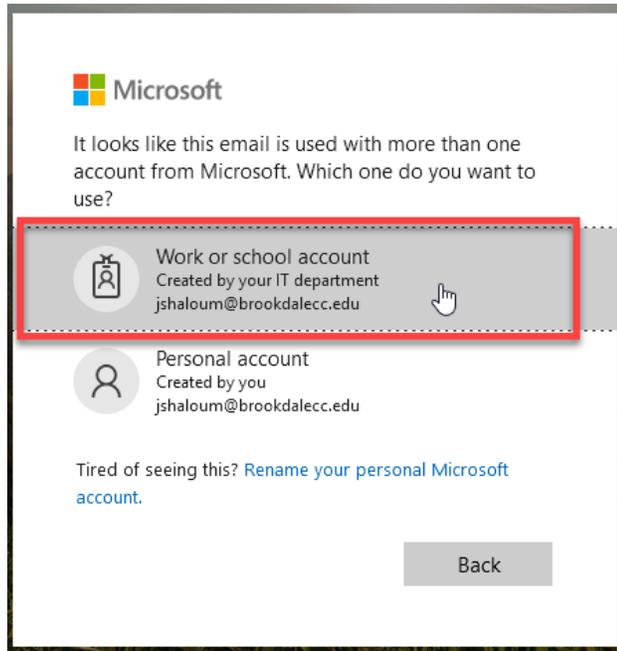


Figure 8 Work or School Account

7. Enter your password. This is the same password as you set in Net ID. Then, click **Sign in**.

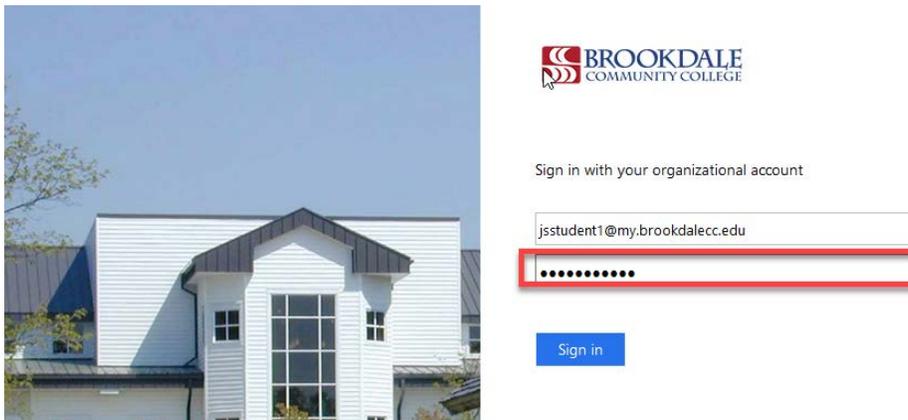


Figure 9 Enter password and sign in

8. Click **Outlook**. This is your Brookdale email.

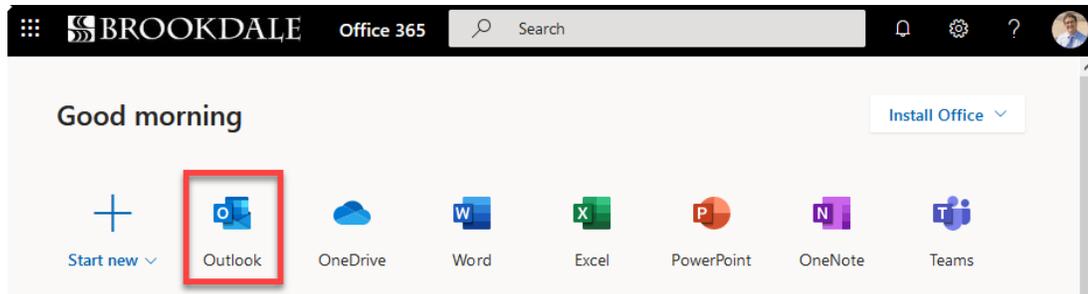


Figure 10 Outlook is Brookdale Email

9. Click on any message in your Inbox to read it.

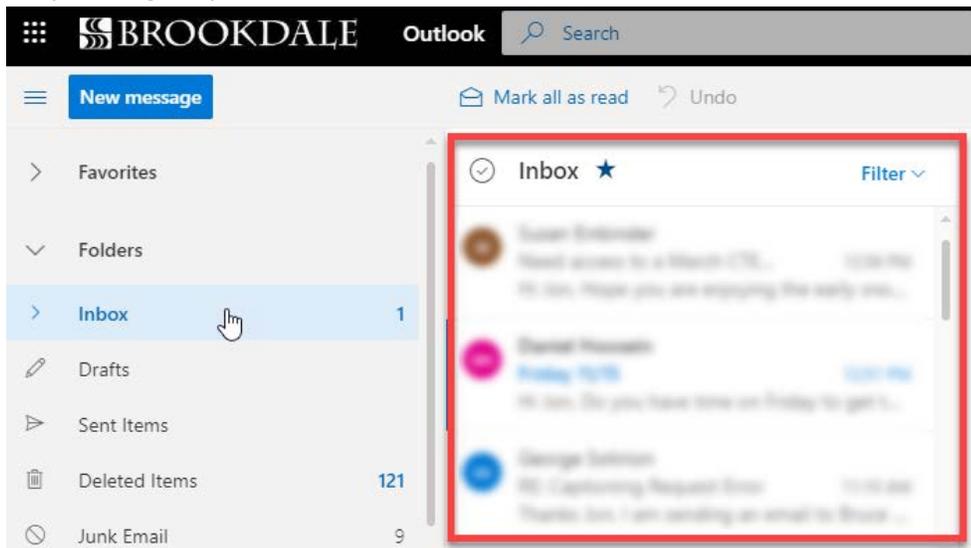


Figure 11 Inbox messages

10. You can click the **App Launcher** at any time to return to the list of Apps.



Figure 12 App Launcher

11. From here, you can:

- Launch other apps, such as Word, Excel, or PowerPoint
- Open your OneDrive, where you have 1TB of cloud storage
- Install Office to your computer

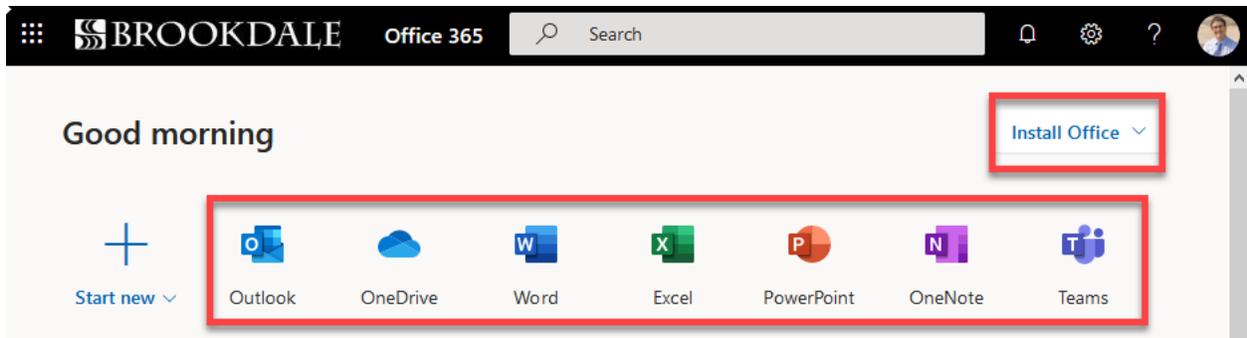


Figure 13 App Launcher