

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.



2. Go to www.brookdalecc.edu.



Figure 4 https://www.brookdalecc.edu

3. Click the MyBrookdale button.

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Department Directory > Faculty & Staff > Jobs @ Brookdale > 90.5 The Night Listen > MyBrookdale									
Search Brookdale 2									
ADMISSIONS & AID -	ABOUT -	ACADEMICS -	CAMPUS & COMMUNITY -	CONTINUING ED -	CURRENT STUD	DENTS -			

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.

c :	
sign in	
jstudent1@my.brookdalecc.edu	
No account? Create one!	
Can't access your account?	
Sign-in options	
	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.

BROOKDALE COMMUNITY COLLEGE
Sign in with your organizational account
jsstudent1@my.brookdalecc.edu
Sign in

Figure 9 Enter password and sign in

8. Click Outlook. This is your Brookdale email.

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Figure 10 Outlook is Brookdale Email

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

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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

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Figure 13 App Launcher