Instructions to Login to RCC Email for Students
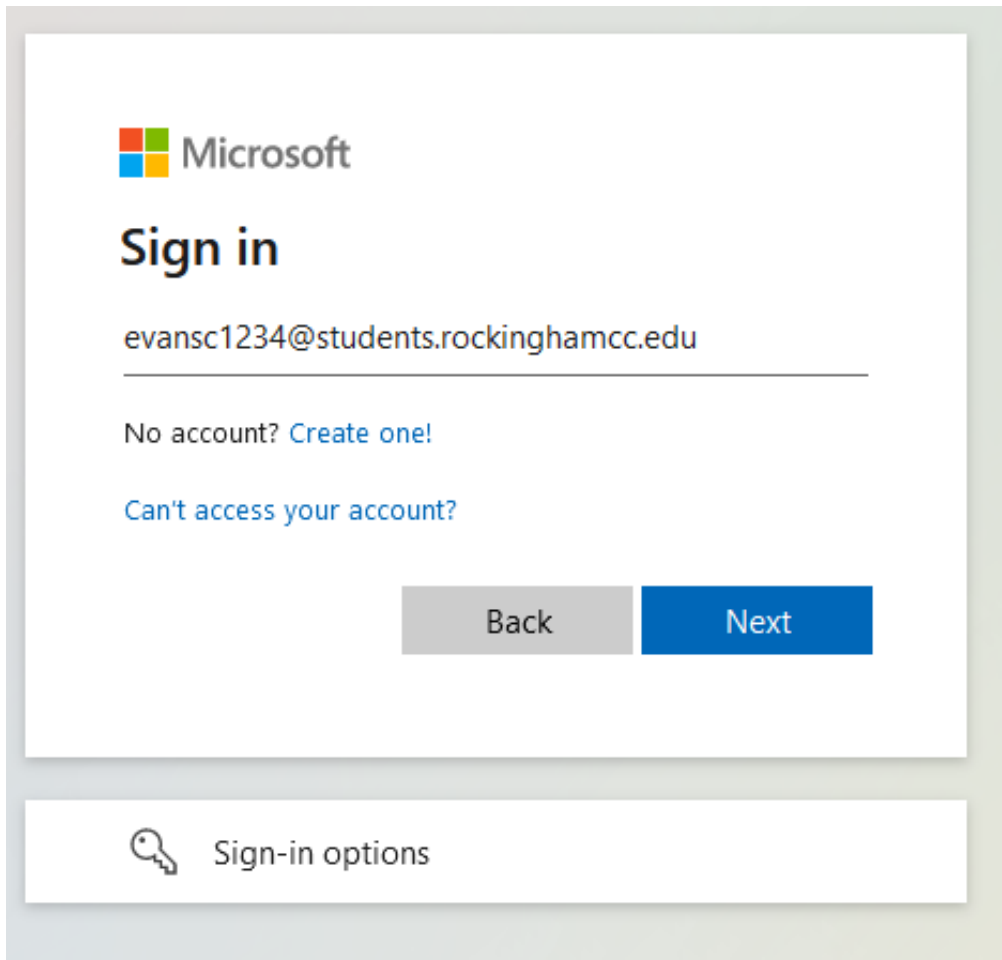
Go to the college website, click on the MYRCC in the upper right hand corner and then click on the email link under the students tab. Users will then be directed to the Microsoft login screen.
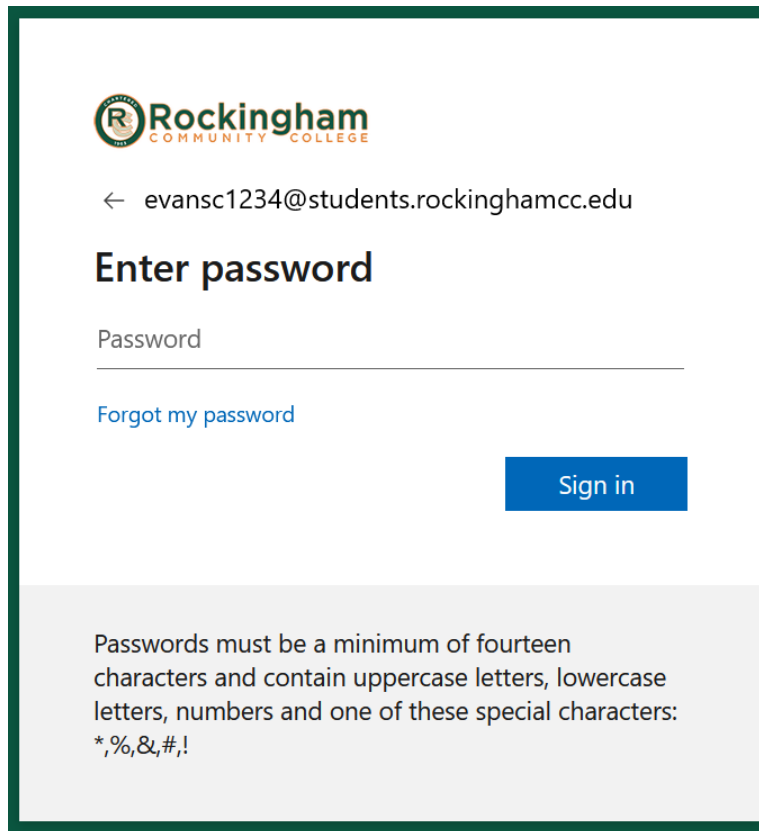

Type in your full email address (ex. evansc1234@students.rockinghamcc.edu)

Click **"Next"**

Users will be directed to the password page

Rockingham
COMMUNITY COLLEGE

← evansc1234@students.rockinghamcc.edu

Enter password

Password

Forgot my password

Sign in

Passwords must be a minimum of fourteen characters and contain uppercase letters, lowercase letters, numbers and one of these special characters: *,%,&,#,!

STUDENTS - will use the following password scheme:

The initial password is your date of birth in the format of first three letters of month with the first letter capitalized, two digits for day and four digits for year, then the percent sign, first letter of first name capitalized,first letter of last name capitalized, and the last four digits of Employee/Student ID number (no spaces).
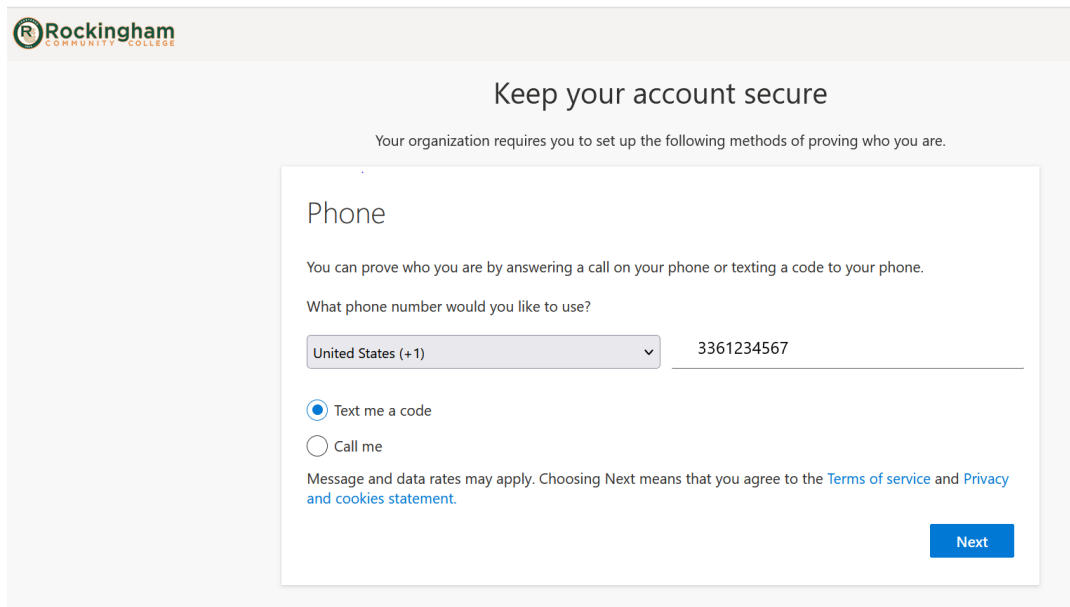
For example: Dec111975%AL1234

Click "Sign in"

You will then see a screen which says "More information required". Click "Next" to continue.
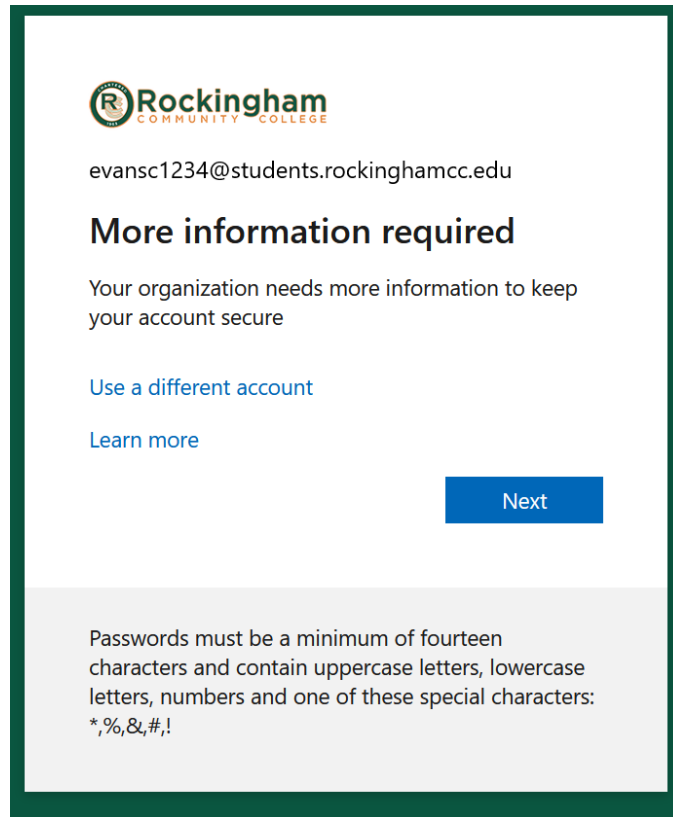
Users will be directed to setup their multi-factor authentication (MFA) using their phone number. You'll need to use a phone number you can receive calls or texts at. Once you type in your number (including the area code) click next.

You will then be prompted to enter the code that you received. If your text message does not come through you can click "Resend code" or click "Back" and select "Call me" instead. Once the code has been entered click "Next".

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 3361234567   . Enter the code below.

######

Resend code

Back   Next

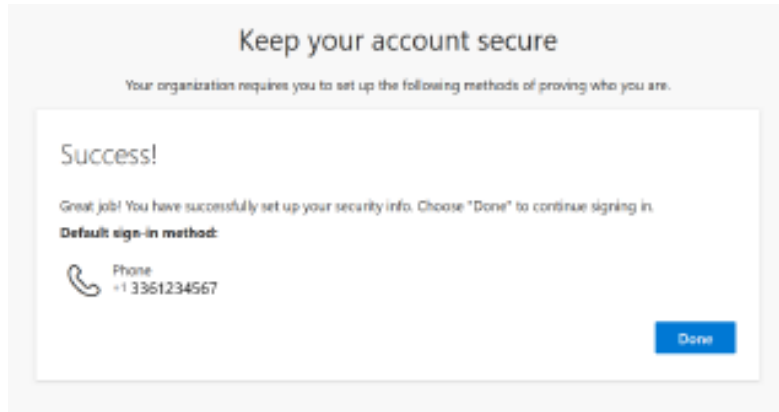You will then get a message that your phone has been verified.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

✅ SMS verified. Your phone was registered successfully.

Next

Click "Done".

The first time you log in you will be given a tour of where things are located at. Once you click through these pop up windows click on the Outlook icon on the left had side to access your email.