



HOW TO ACCESS IVC STUDENT EMAIL

Your IVC Student Email Account has been created for you!

You are expected to check your IVC email on a frequent and consistent basis in order to stay current with college-related communications. As of today you already have important information that needs to be reviewed in your mailbox.

STEPS TO ACCESS YOUR IVC STUDENT EMAIL:

- **STEP 1:** Go to imperial.edu
- **STEP 2:** Click on **For Students**
- **STEP 3:** Click on **Student Portal**
- **STEP 4:** Input your **IVC ID (G#)** or your social security #
- **STEP 5:** Input your **PIN** (If it's your first time login into WebSTAR or Student Portal your pin would be your date of birth (mmddy))
- **STEP 6:** Click on **Student Email Info** (Located on the top of the page)
- **STEP 7:** Copy your **NEW IVC email address**
- **STEP 8:** Click on **Login URL:**<http://outlook.com/students.imperial.edu>
- **STEP 9:** Paste your **NEW IVC email address** to Outlook
- **STEP 10:** Again input your *same PIN as in STEP 5*
(This PIN will be used for your Email, Student Portal, and WebSTAR)
- **STEP 11:** Select your **Language Preference**
- **STEP 12:** Click on Time Zone and select **Pacific Time (US & Canada)**

You should now have access to your IVC student email. If you need further instructions, please contact the Student Equity and Achievement Program Staff at (760) 355-6450.