1. **Register for self-service password reset**

Avoid losing access to student email, Canvas, and other student services!

   a. Go to the password reset registration page at [https://aka.ms/ssprsetup](https://aka.ms/ssprsetup)
   b. Enter your email address and password provided by the college. (Call help desk at 698-2330 if you don’t know your password.)
   c. Set up at least one authentication method (phone, alternate email, and/or security questions).

2. **Reset your password**

   b. I know my password: Go to Settings > Password.
   c. I forgot my password: Select Can’t access your account? Choose Work or school account. If you registered for self-service password reset, follow the directions to reset your password.

3. **Forward student email to a personal account**

Don’t miss important information sent to your student email!

   b. Go to Settings > Mail.
   c. Choose Forwarding, then select Start forwarding and enter a personal email.

4. **Student email and WebDMC**

You may hear the term “WebDMC” used interchangeably. Just know that:

   • Your student email address is your DMC username followed by @webdmc.delmar.edu. Check student email using Outlook in Office 365.
   • WebDMC is another name for Web Advisor, the online portal used to register for classes and view grades at delmar.edu/webdmc.

5. **Student email and Canvas Inbox**

Messages sent via Canvas Inbox are separate from email sent via Outlook in Office 365. You may customize Canvas notifications to receive alerts in Outlook whenever you receive a message in Canvas.