How to Use your AHC Email System

Before you start:

- Are you a current/active student of Allan Hancock College? If not, apply to AHC through the AHC admissions process.
- Have your myHancock student portal login info ready (username and password).
- If you need your username and/or student H number, contact Community Ed at 805-922-6966, extension 3209.
- You can also reset your password by using the link provided in the myHancock portal login page, or contact the IT Help Desk at at 805-922-6966, extension 3390.

How to check your AHC email:

1. Open your internet browser and head over to www.hancockcollege.edu
2. Click on the blue "myHancock" tab, located at the top right corner of the page.

3. Log into myHancock with your AHC username and password.
4. Once you are in your myHancock student portal, click on Email icon.

5. The next screen will display different Office 365 programs. Click on **Outlook** to access your email.
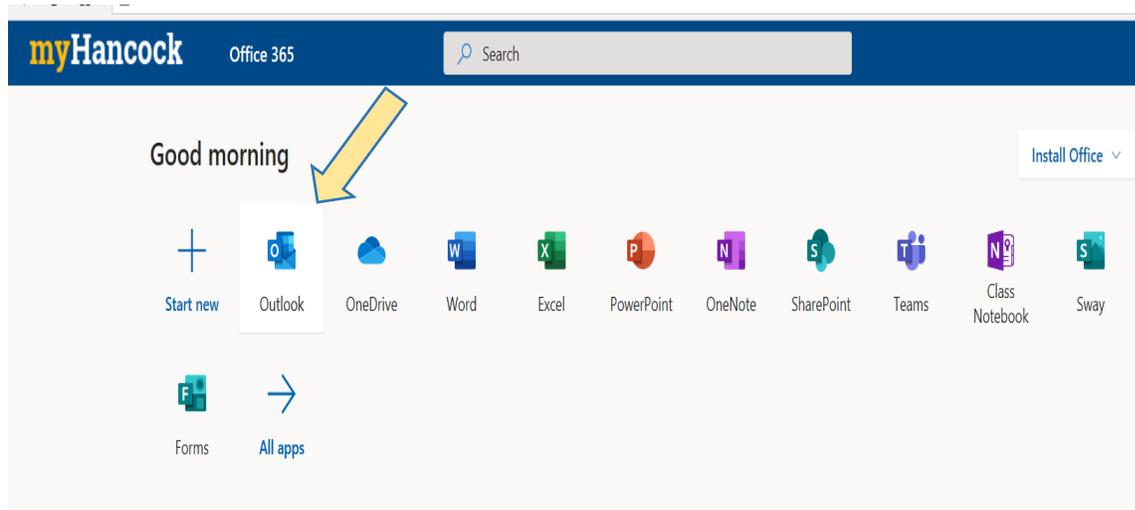
6. Once your Outlook page is open, you will be able to see the emails that have been sent to you. You will also be able to send email from your myHancock address.