

How to Use your AHC Email

Before you start:

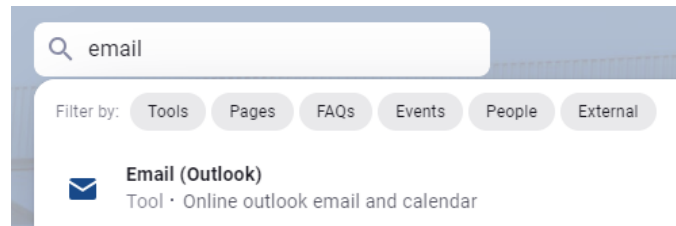
- Are you a current/active student at Allan Hancock College? If not, apply to AHC through the AHC admissions process.
- Have your myHancock student portal login info ready (username and password).
- If you need your username and/or student H number, contact Community Education at (805) 922 6966 extension 3209.
- You can also reset your password by using the link provided on the myHancock portal login page or contact the IT Help Desk at (805) 922 6966 extension 3345.

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, use the search bar at the top and look up "email" and it should be the first link that comes up.



5. Another window should pop up, taking you to Outlook. It may ask you to enter your Microsoft email for verification. In this case, your email address is your myHancock username, followed by @my.hancockcollege.edu. You can also find your email address within your portal by clicking the profile icon in the top right of the portal and clicking "View Profile".
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 email address.