



PART-TIME STUDIES INSTRUCTORS NEW EMAIL USING OUTLOOK WEBMAIL

As a PTS instructor, you have now been given access to the **@bcit.ca** web email environment and you have a new email inbox in the mail.bcit.ca employee email system. The Outlook Webmail system has many features that aren't available in myBCIT, such as a fully searchable employee directory, the ability to create your own distribution lists for workgroups, etc., and access to staff-only meeting rooms that can be booked when needed [**not to be used to host classes or as workspace**].

I am a PTS instructor, what will be different?

- To access your @bcit.ca email using a web browser navigate to <https://mail.bcit.ca> and sign in with your BCIT ID [A0...] and password.
- Your new email address will begin with the same prefix as your @my.bcit.ca email without the 'my:' [e.g., ryork5@my.bcit.ca => ryork5@bcit.ca].
- Any communication using your @bcit.ca address will be delivered to your employee inbox at mail.bcit.ca.
- You will still have access to your @my.bcit.ca email account. If you prefer to access all your BCIT email in one account, we suggest that you set-up your myBCIT email to [automatically forward messages](#) to your @bcit.ca address.

What is the difference between @bcit.ca and @my.bcit.ca email?

@bcit.ca

- This is the main **employee** email system, accessed at mail.bcit.ca
- Students do not have accounts in this system.
- You can be found by other employees in the user directory, and can easily find and communicate with other BCIT employees.
- For new faculty, this account will be created once payroll has processed your first contract. For returning faculty, your account will be created automatically from your existing myBCIT address.
- This account is yours to use even if you do not have a contract for a couple of terms. However, the email will be removed if you are not issued a contract dated within one year from the end date of the last course taught.

@my.bcit.ca

- This is the main **student** email system accessed at my.bcit.ca.
- It is the official BCIT email system used to communicate with students.
- All employees with an @bcit.ca account also have an @my.bcit.ca account.
- Access to this system is granted when a PTS contract is issued.

Who can I contact with problems or feedback

Please contact the Technology Service desk at **604-412-7444 option 1** or techhelp@bcit.ca if you have any questions regarding this change.

Thank you,

BCIT IT Services