Step-By-Step Instructions for Activating Your RRCC Student Email Account

Logging in to the Rock Portal

1. Start at http://www.rrcc.edu, then **click the rock on** to **log in to the Rock portal** and access your account.
2. **Log in to your account using the following information:**
   - **Username:** Your Student ID number, beginning with "S" (S_____)
   - **Password**: If this is your first time accessing your account, the initial password is your six-digit date of birth. (MMDDYY format)
3. Click "**Log In**".

Accessing your Student Email

Once you are in logged in, click on the Student Email icon at the top right of the screen.

You will remain signed in to your email account through **the Rock** portal until your login has expired. Click on the Student Email icon (envelope) to access your email.

Setting Time Zone and Verifying Your Address

- If prompted, select a **time zone** to activate your email account. Red Rocks uses **UTC 07:00 Mountain Time (US and Canada).** When you "save" the selection you are directed to your email list.

- Click on the **PROFILE** icon (gray torso) on upper right to receive your email address (_____ @student.cccs.edu)

Forwarding your Student Email to a Mobile Device

1. Click on the **SETTINGS** (gear) icon.

2. Below on the right side of the page, click on **MAIL.**

3. On the left side of page under ACCOUNT, click **FORWARDING**.

4. At the top of the page, click the button marked **START FORWARDING**.

5. Type in your email address in the window provided (@gmail, @yahoo, etc.).

6. If you want copies of your email saved in your accounts list, **check the box** marked "**Keep a copy of forwarded messages.**"

7. Click on the **SAVE** icon.

8. If you receive an email from your RRCC account and need to reply to it, log into **The Rock** and reply from the student email there.

Need additional help?
- Contact the RRCC Advising department for assistance
- Our 24/7 Help Desk is available at 1-888-800-9198
- Check out the Colorado Community College System's help page: help.cccs.edu