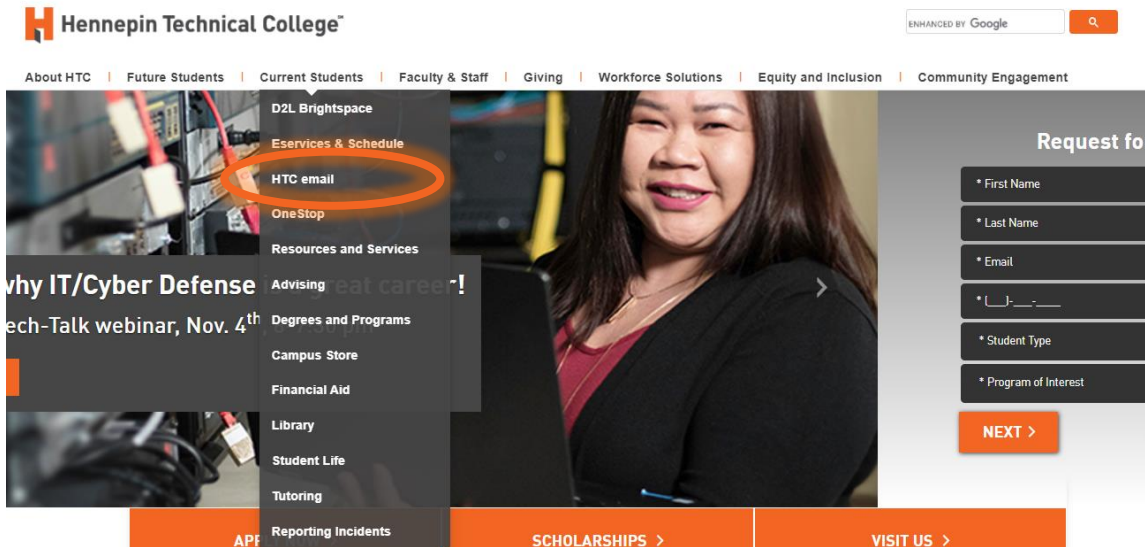


1 NESTOP **HOW TO** setup HTC email account

Find your answers.

- 1) Go to <https://hennepintech.edu> and under **Current Students**, choose **HTC email**.



- 2) There are two buttons to click for email. Choose **[A] Email Login** to continue setting up your email. **Email Setup** **[B]** helps students understand the email setup process. **StarID Login Reset** **[C]** to reset your StarID password. However, for the purpose of activating your student email, choose **Email Login**.

STUDENT EMAIL

Email is the official form of student communication for the college. Students are required to sign up for an HTC student email account, as this account will be used to communicate important messages to students. If you need assistance with student email, please see a staff member in the [Student Computer Lab](#).

NOTE: Student email will deactivate two semesters after the last enrolled class. Summer semester is not included in this timeline.



go.minnstate email receives:

D2L, Registration Wait List, and other official HTC student email.



go.minnstate email online apps include:

Word, Excel, PowerPoint, document storage, and document sharing.



StarID logs in to the following resources:

eServices

D2L Brightspace

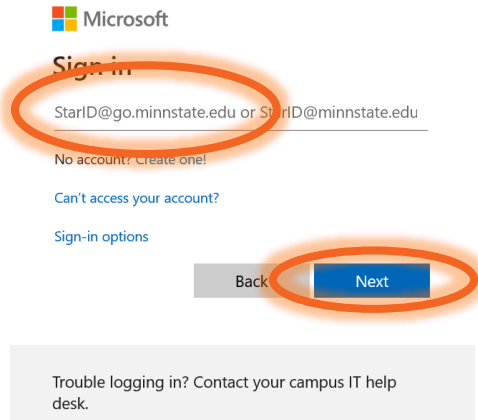
Student Email

GoPrint

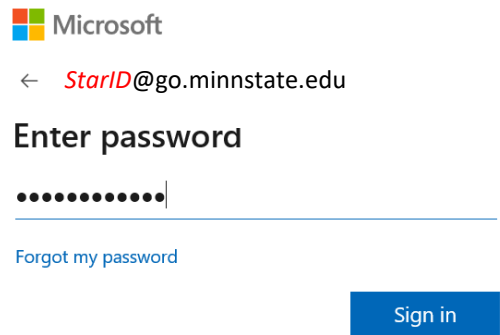
[Hoonuit by Atomic Learning](#)

Campus Computers

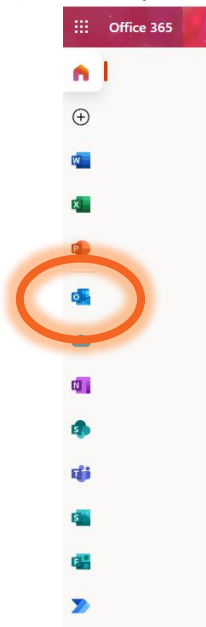
- 3) Students will log into their new HTC email account with this username: **StarID@go.minnstate.edu** (where the student will enter their individual **StarID** where it is indicated in the username). To move on, click **Next**.



- 4) Then enter **StarID Password**.



- 5) You may see the screen below. Choose the Outlook application for your Student Email.



IMPORTANT INFORMATION TO KNOW ABOUT YOUR STUDENT EMAIL:

- It is the main form of communication with students and HTC – so thank you for setting it up!
- Remember to check it periodically! If you can install Outlook on your smart phone, it make it much easier.
- Your username for your student email is: **StarID@go.minnstate.edu**
- Your email address is different: ex. **john.smith100@my.hennepintech.edu**
- Your StarID password is the password that is used to login

TO LOCATE YOUR EMAIL ADDRESS

- Log into your student email account as described above
- Click the circle icon (with initials) on the upper right
- Click View Account
- Your name-based email address will be displayed

