



Student Email at BC LAW

- All students at BC Law are automatically assigned an email account by Boston College.
- Messages will be sent to your BC account from BC Law faculty and administrative offices. If you prefer to use a personal mail account, you should **set your BC email to forward** directly to this account.
- Student mail accounts have a quota of 200 megabytes (MB) of storage space.

Accessing Your BC Email Account

Webmail

BC email can be accessed via the University's webmail client: <http://mail.bc.edu>. Login with your username and password.

Outlook and other Email Clients

Most IMAP mail clients can be configured to access your BC email. Both BC's incoming mail server and outgoing (SMTP) server is <mail.bc.edu>. When configuring a mail client to access your BC mail from home you may need to use your Internet Service Provider's SMTP server instead of <mail.bc.edu>. Detailed instructions are available at <http://www.bc.edu/email>.

Email Services available through Agora.

Login to Agora <http://portal.bc.edu> with your username and password, click on Email Services.

Mail Forwarding allows you to set a mail forward to another email address. *Do not choose to "keep a copy".*
Auto Reply allows you to set an auto reply message.

Your BC Email Address

Boston College email addresses can take two forms:

username@bc.edu

or the form (recommended):

firstname.lastname.#@bc.edu

(The # indicator occurs when multiple members of the BC community share the same name. To determine your exact address for this form, consult the on-line directory at <http://www.bc.edu/directory.html>)

Student Mail Storage Quota

- Student accounts are limited to 200 megabytes (MB) of storage space.
- The amount of email you can have in your account depends upon the size of each message (attachments included).
- Mail in your trash and junk folders counts against your quota. Moving your messages to the trash folder and deleting messages permanently are often two separate processes.
- **Make sure you empty your trash and your junk folder regularly.**

You should receive a size notification message when your account reaches 80% of the storage limit. When your mailbox reaches the storage limit of 200 MB, you stop receiving **new** email and incoming messages that put you over the limit are returned to the sender. For example, if your account size is 199.5 MB and someone sends you a 0.7 MB message, that message is returned to the sender. This means that you cannot send or receive email until your account drops below the storage limit. The email server attempts to deliver this new email every 4 hours for the next 24 hours. If you do not clean your mailbox to put you under 200 MB after 24 hours, your new email is deleted. After these messages are deleted, they cannot be recovered.