

## Barstow.edu Email Account

All official correspondence from Admissions and Records will only be sent to your official barstow.edu email address. This email address is also linked to your faculty profile in Banner, so it is the email address students see. It is also the only email address that A&R gives to students who are attempting to contact you.

This address is composed of the first letter of your first name and your entire last name.

Example: Heather Caldon → [hcaldon@barstow.edu](mailto:hcaldon@barstow.edu)

Password: P@ssw0rd (This is the default password for new accounts)

You will be asked to change your password the first time you log in.

### **Passwords must meet complexity requirements. The password:**

- Must be at least six characters long.
- Must contains characters from at least three of the following four categories:
  - English uppercase characters (A - Z)
  - English lowercase characters (a - z)
  - Base 10 digits (0 - 9)
  - Non-alphanumeric (For example: !, \$, #, or %)
- Cannot contain three or more characters from the user's account name.

To login to the Webmail portal, visit <https://mail.barstow.edu>.

For assistance with login issues please contact the IT Department at 760-252-2411, x7000.