

Martin Community College Student Email Instruction Sheet

Martin Community College provides an email account to all students enrolled in online courses. This email account is a courtesy and is to be used only for communication with your instructors and/or classmates while enrolled in an online course.

You should check this email account frequently for communication from your instructor; you should also use this account to email your instructor with questions, comments, or homework. **This email account should not be used for personal email.**

You will need a username and password to use the email service. Your username will be:

Your last name + your first name (Mary Smith would be smithmary.)

Your password will be: fall04 (this is the numeric 04)

You should follow the instructions in this document to change your password the first time you login.

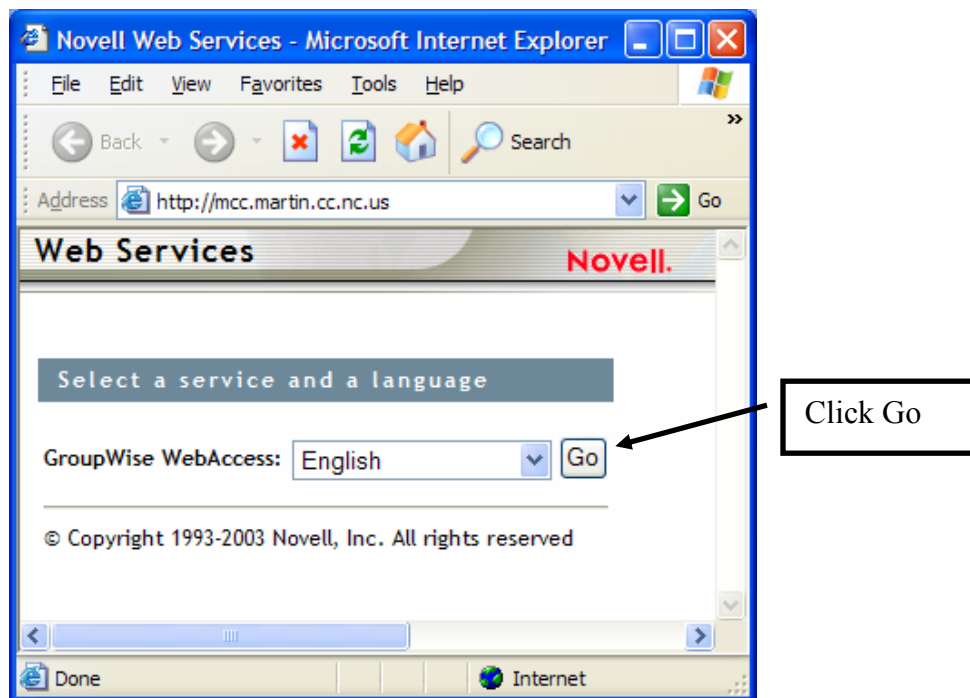
Your email account will be closed at the end of the semester, except for incompletes, in which case the email account will remain open through the next semester.

If you registered during early registration or during regular registration you should have access to your class and email account by 5:00 p.m. on the first day of classes. If you register late, allow 24 hours for access to you class and email account.

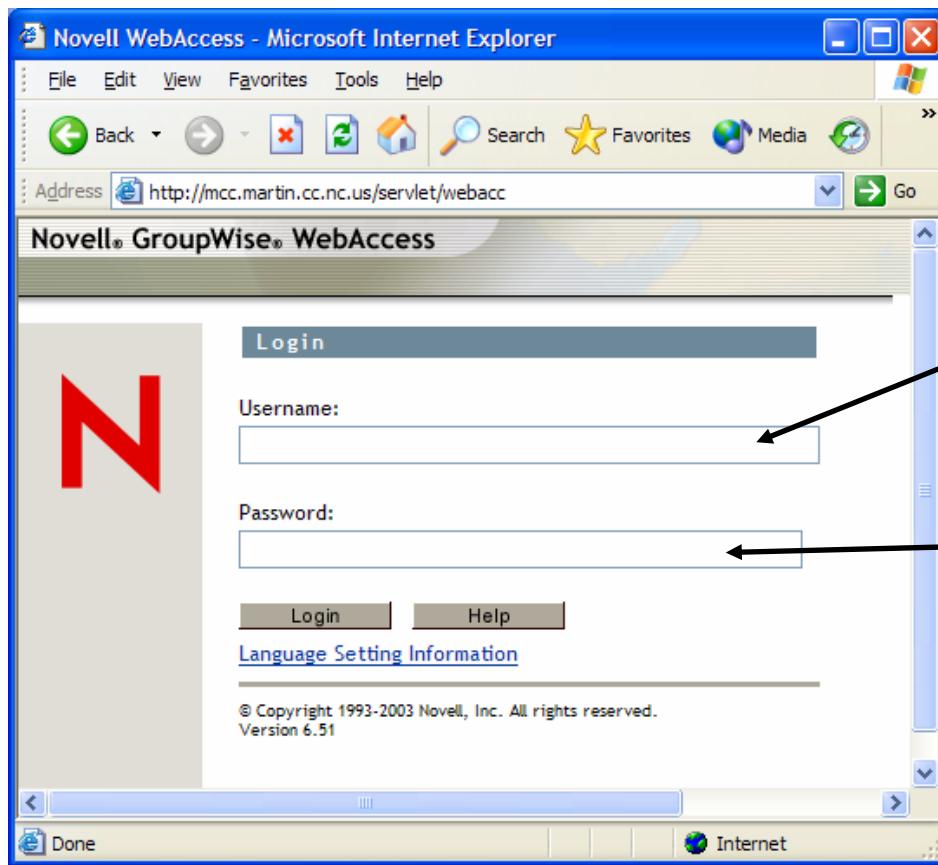
To access your email account, launch your web browser and type the following in the address bar:

<http://mcc.martincc.edu> and press enter.

Your will see the following screen:



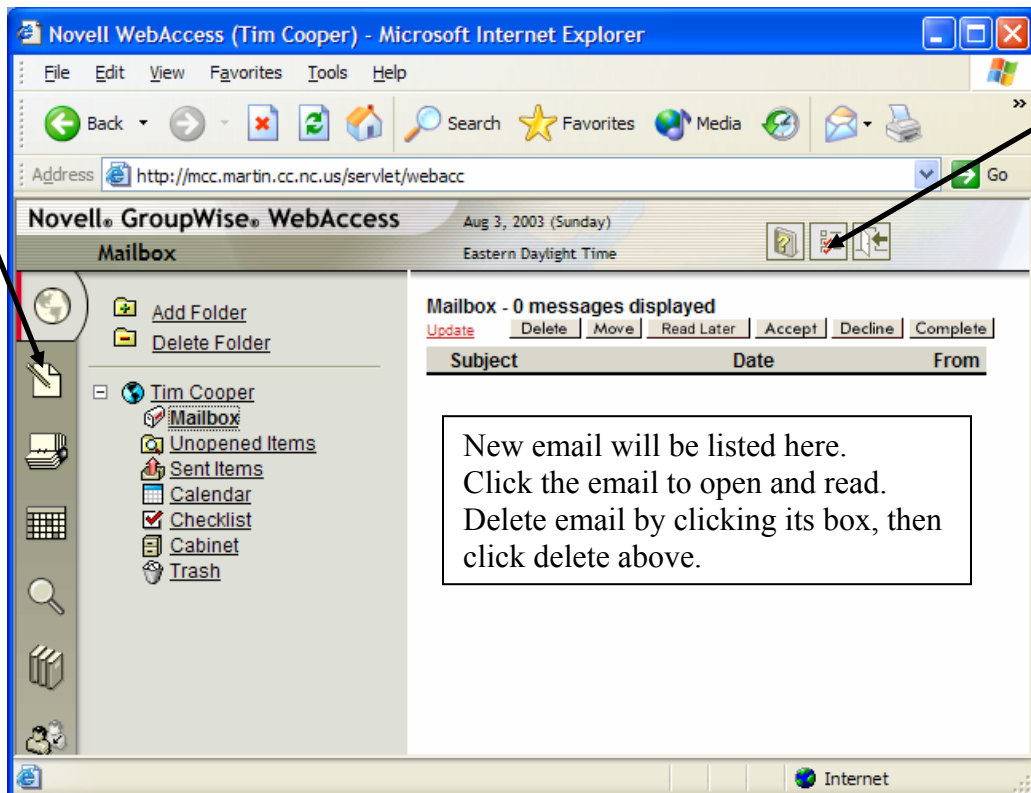
Your will see the following screen:



Type your username in all lowercase

Type your password in all lowercase and click Login

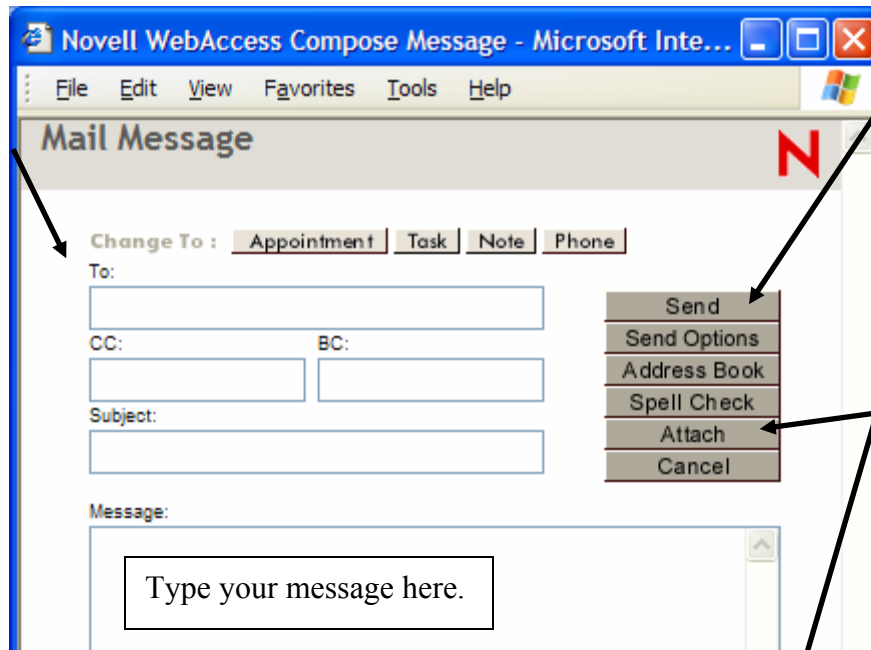
Your will see the following screen:



Click here to write new email. See next page

Click here to change your password.

New email will be listed here. Click the email to open and read. Delete email by clicking its box, then click delete above.

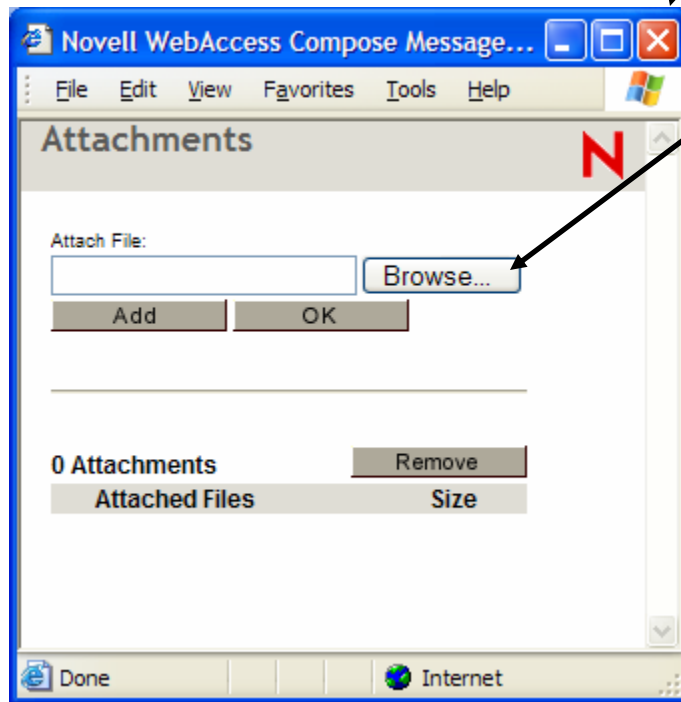


Be sure to type the email address in the To: box

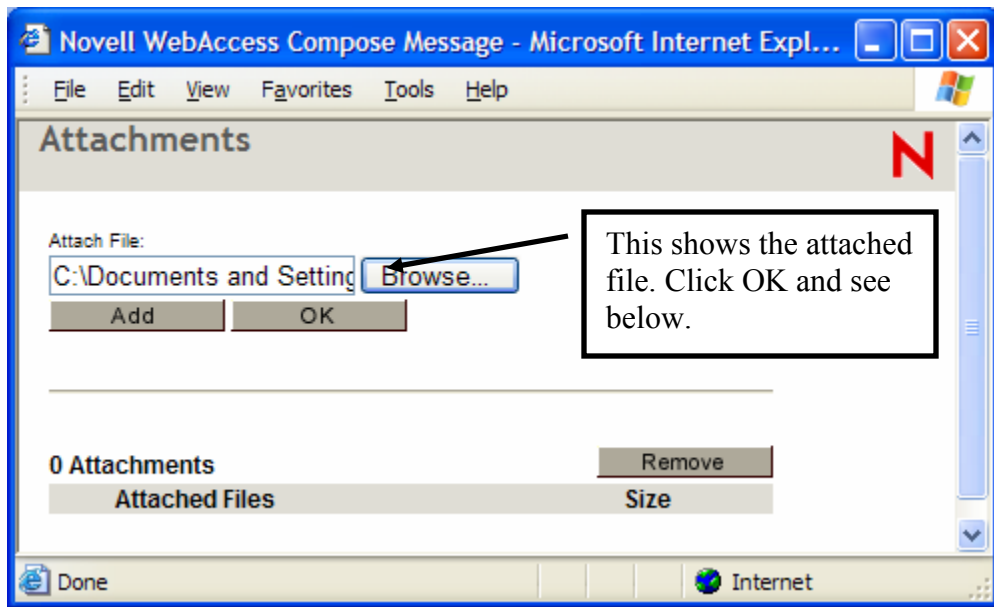
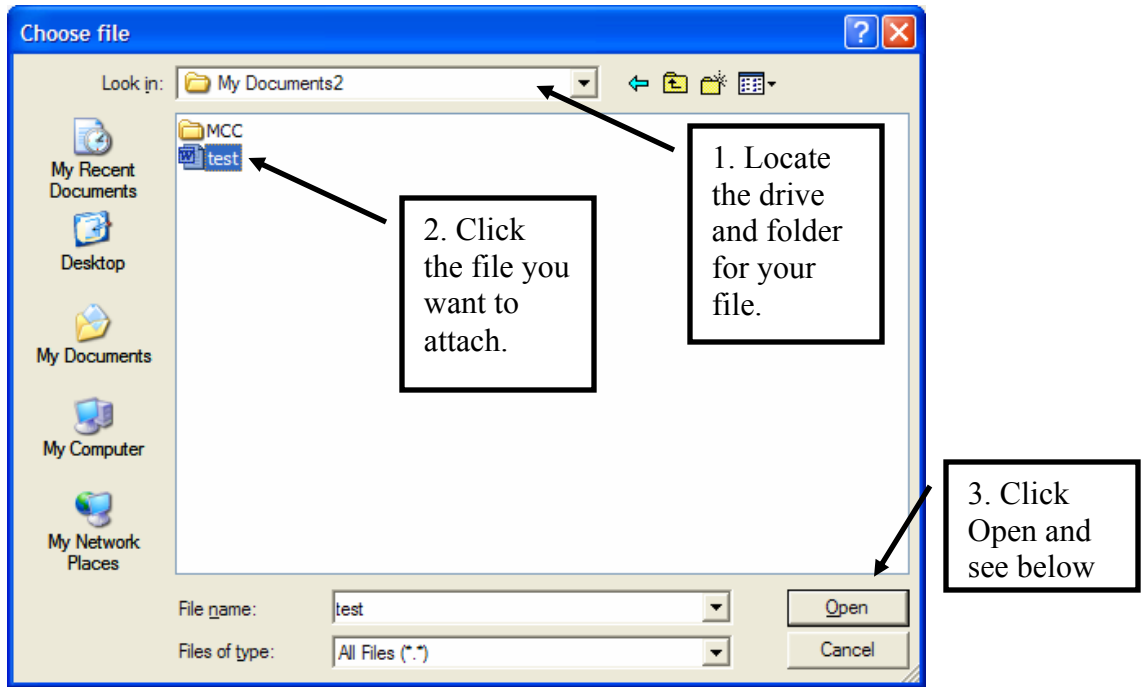
Type appropriate subject in the Subject: box.

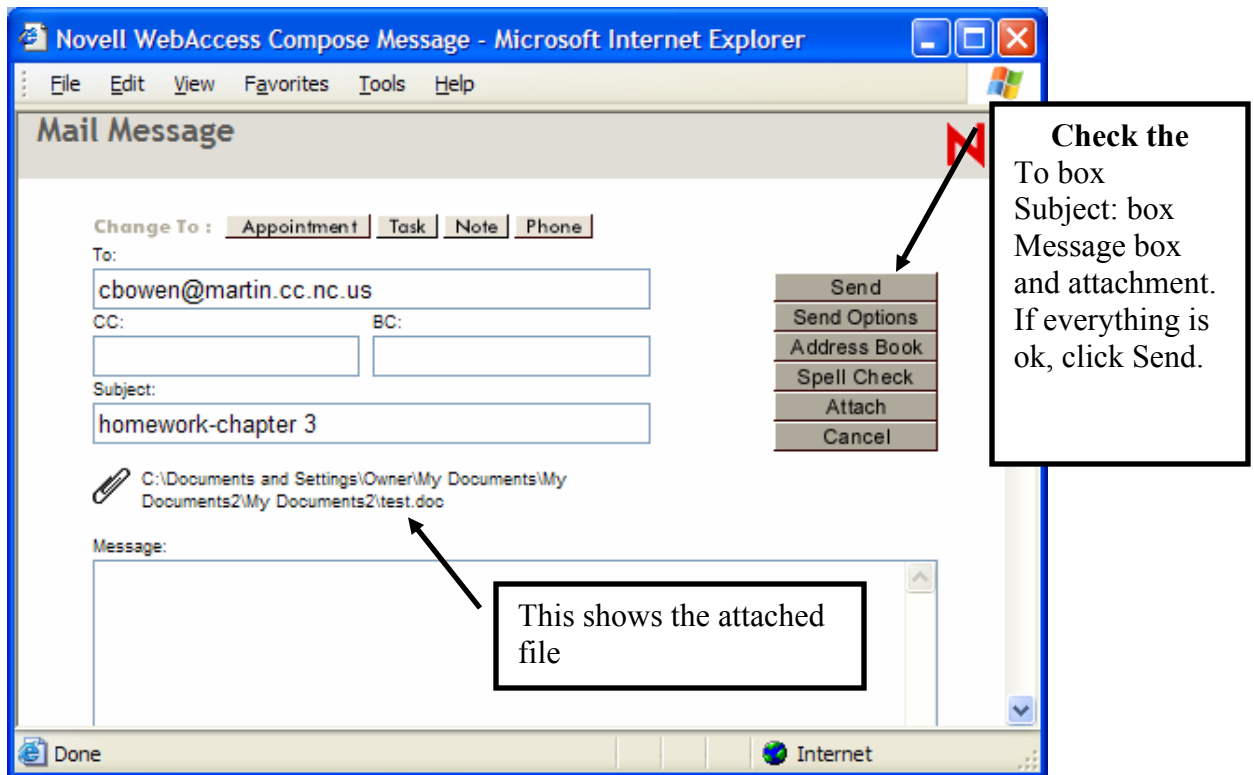
Click here to send your email after writing it and/or attaching a file.

If you need to attach homework, click Attach and see below.



Click Browse to choose your file. See below





If you are having email account problems, contact:

Tim Cooper

Distance Learning Administrator

Building 4, Room 46

252 792-1521 ext 285

tcooper@martin.cc.nc.us