# Student E-mail Quick Start

All registered MCC students automatically have an e-mail account.  New accounts are generally available the week before classes begin.  It is a web-based system that uses Microsoft Outlook Web Access.  This account cannot be redirected to another account or to desktop email client.

To gain access:

> ➢ Direct your web browser (please use Internet Explorer) to http://student.monroecc.edu or http://monorecc.edu and click on Current Students.  If you use AOL please access the web and then minimize your window.  At this point you can open and use Internet Explorer.
> ➢ Be sure to read the web links.  All of the information you will need is contained in these pages.
> ➢ Go to **Email Help & Setup,** click on **Lookup My Account,** follow the instruction here and you will be able to find your user name (account name).
> ➢ Once you know your user name, go back to the MCC student page.
> Enter your User Name then your password and click on Login.
> ➢ Remember to **_ALWAYS_** log off the system when you are finished.

**TIPS**

> ➢ <u>User Names (Account names):</u> are the first initial of your first name, your full last name and a three-digit number assigned to you by the college.
>   - Use - Find Account - to find your user name.  Example:  Jane Doe = jdoe005
> ➢ <u>Passwords</u> are your 8-digit birth date.
>      Example:  January 1, 1972 - 01011972
>   - Use - Change password - to change your password.  Do this right away for security reasons and remember it must be 8 characters.
> ➢ Your address is accountname@student.monroecc.edu
>   - Example:  jdoe005@student.monroecc.edu
> ➢ You can receive e-mail from and send mail to any email address on the Internet.

_**NOTE:  Keep your own back-ups of important documents.  Individual lost or deleted mail items and attachments cannot be restored from the system back-up.**_

The Photo-ID Office, Room 3-139A, maintains a Student E-mail Help Desk to provide assistance to students, faculty and staff with questions concerning student accounts.  You may contact them at 292-2555 during operating hours.

Hours are:     Monday- Friday     9:00 - 2:00pm
                   Monday- Thursday    4:00 - 6:00pm

Some professors may be listing class assignments to their students or extra credit assignments via your e-mail account so you will want to check it regularly.  Some professors are also requiring term paper assignments be submitted via e-mail which is a great help if you have a computer at home.