

Section 2: How Do I Access My E-Mail Account?

In order to access your e-mail account, you need to be a currently registered Mott student and know your student id number – this is different from your social security number. From any computer, follow these steps:

1. Double-click on the **Fire Fox, Chrome** or **Internet Explorer** icon. Next to Location or Address, type in **webmail.mcc.edu** and press Enter. You should get this screen:



2. Click on the "Student Account Lookup" link. This will take you to the account activation page. Here you will need to type in your student number.

Student Account Lookup

Webmail, Blackboard, Computer Lab Login

This webpage is intended for use by **currently** enrolled Mott Community College Students.
Please remember that this account is intended for your academic pursuits, and not to be used for general Internet usage.

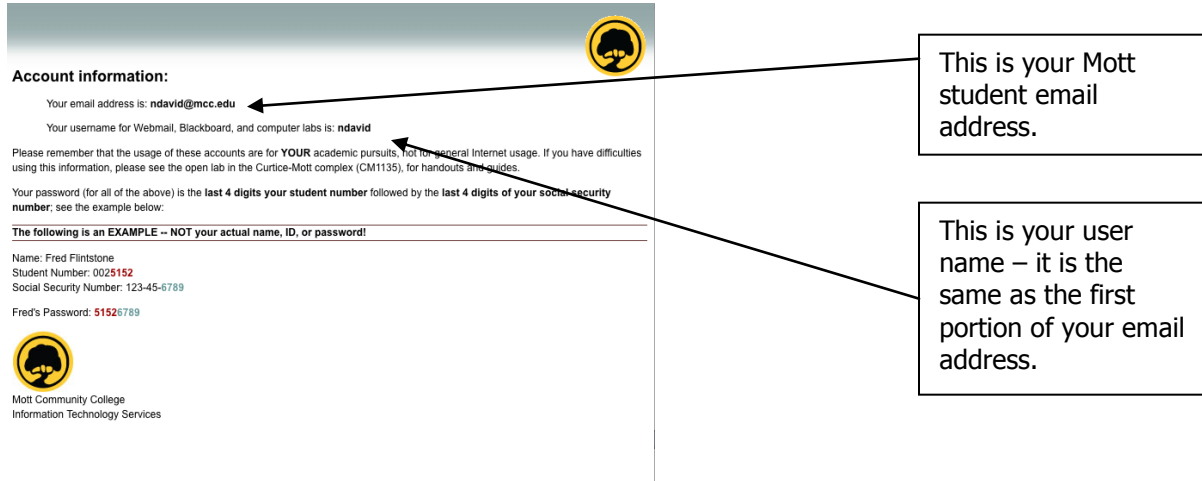
Please enter your Student ID number (7 digits):

Please read the following then click submit at the bottom of the page

1. **Acceptable Use** - The purpose of MICHNET, which is the backbone network providing Mott Community College's connection to the Internet at large, is to support research and education in and among academic institutions in the State of Michigan by providing access to unique resources as well as the opportunity for collaborative work among its member institutions. Therefore, the use of your account must be in support of education and research and be consistent with the educational objectives of Mott Community College. The use of any other organization's network and/or computing resources through Mott Community College must comply with the rules and/or policies appropriate to that network. Furthermore, transmission of any material in violation of any U.S. or state laws or regulations is strictly prohibited. This includes, but is not limited to, all copyrighted material, any threatening or obscene material as well as material protected by all laws governing trade secrets. Use for commercial activities (including product advertisements) requires prior permission. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Finally, use for partisan political lobbying is prohibited.
2. **Privileges** -The use of Mott Community College's connection to the Internet is a privilege, not a right, and inappropriate use of that connection will result in cancellation of those privileges. The system's administrators will deem what is inappropriate use of the college's network and their decision is final. The system's administrators may close an account at any time as deemed appropriate and is the sole discretion of those administrators. The administration, faculty or staff of Mott Community College may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Rules of Network Use** - You are expected to abide by the generally accepted rules of computer network etiquette. At the present time these include (but are not limited to) the following:
 - i. Be polite. Do not be personally abusive in your messages to others.
 - ii. Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. All communications deemed illegal by any or all federal, state or local ordinances are strictly forbidden.
 - iii. Do not reveal your own personal addresses or the addresses and/or phone numbers of other students or colleagues without their permission.
 - iv. Note that your electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the proper authorities.
 - v. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - vi. All communications and information accessible via the network should be assumed to be private property. Users should not intentionally seek to obtain unauthorized copies of, or to deliberately modify, any files or other data (including passwords) belonging to any of the other users of this system without their explicit permission.
 - vii. As rules in network use and etiquette change and evolve, users must be responsible for understanding and abiding by those generally accepted rules of the Internet.

3. Type in the information and then click on the Submit Query button (at the bottom center). You should see a screen indicating whether or not your account was accessible based on the information entered. If successful, click on the Print icon at the top of the browser screen to print out your account information.

4.



The screenshot shows a web page titled "Account information:" with a yellow circular icon containing a hand cursor in the top right corner. The page contains the following text:

Your email address is: **ndavid@mcc.edu**

Your username for Webmail, Blackboard, and computer labs is: **ndavid**

Please remember that the usage of these accounts are for **YOUR** academic pursuits, not for general Internet usage. If you have difficulties using this information, please see the open lab in the Curtice-Mott complex (CM1135), for handouts and guides.

Your password (for all of the above) is the **last 4 digits your student number** followed by the **last 4 digits of your social security number**; see the example below:

The following is an EXAMPLE -- NOT your actual name, ID, or password!

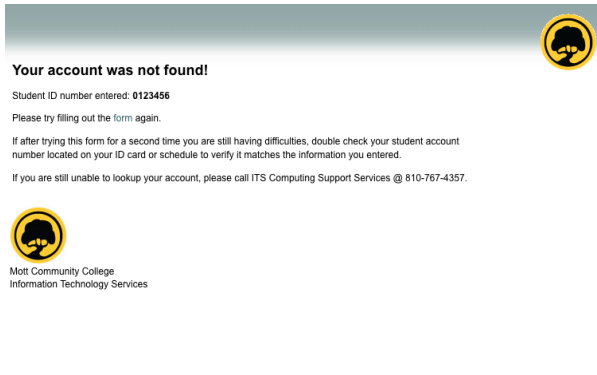
Name: Fred Flintstone
Student Number: 002**5152**
Social Security Number: 123-45-6789
Fred's Password: **51526789**

At the bottom left, there is a yellow circular icon with a hand cursor and the text: "Mott Community College Information Technology Services".

Two callout boxes with arrows pointing to the page content:

- Box 1: "This is your Mott student email address." (points to **ndavid@mcc.edu**)
- Box 2: "This is your user name – it is the same as the first portion of your email address." (points to **ndavid**)

5. If there was an error generating your account, please try again or contact Information Technology Services in CM1208 (810-767-4357) for assistance.



6. Once your account has been created and printed, you should close your Web Browser if you are done. This will ensure that no other person can view your new account information.

Your username and password will give you access to:

- Blackboard
- Webmail
- Wireless @ MCC
- Computer Labs login
- WebDrive @ MCC
- winSCP @ MCC