

Instruction of Accessing Student College Email

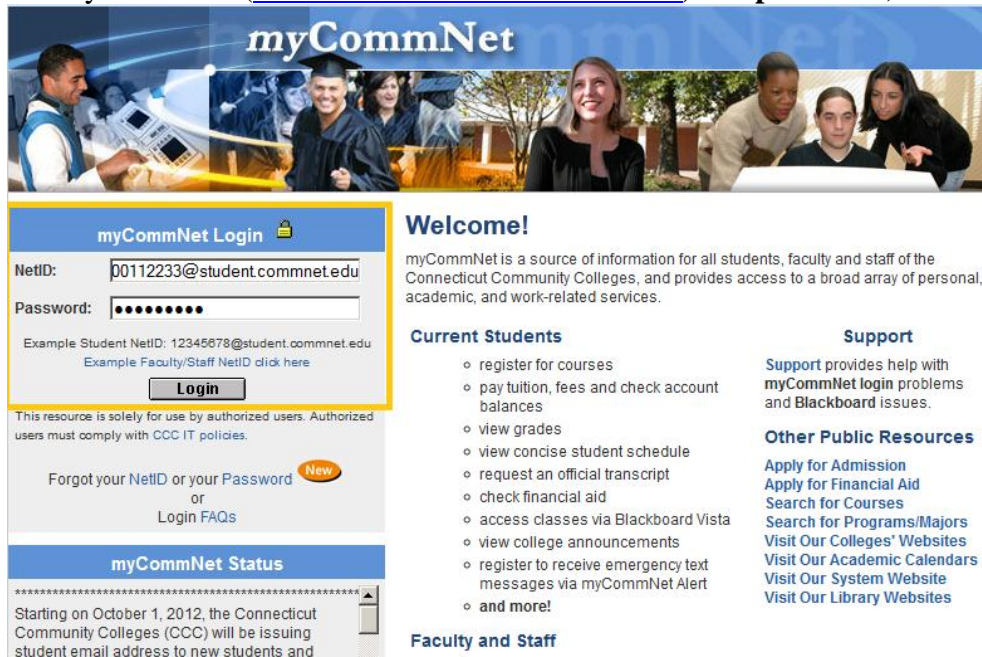
Distance Learning, Middlesex Community College

Last updated on January 15, 2013

Upon registration, you will receive an official college email address (userman@mail.ct.edu) to which all college-based communications will be sent.

To access your college email,

- Go to my.commnnet.edu
- Enter your NetID (BannerID@student.commnnet.edu) and password, click **Login**.



The screenshot displays the myCommNet website interface. At the top, there is a banner with the text "myCommNet" and a collage of students. Below the banner is a "myCommNet Login" form with fields for "NetID:" (containing "00112233@student.commnnet.edu") and "Password:" (masked with dots). A "Login" button is positioned below the password field. To the right of the login form is a "Welcome!" message and a list of services for "Current Students" and "Faculty and Staff".

myCommNet Login

NetID: 00112233@student.commnnet.edu

Password: ●●●●●●

Example Student NetID: 12345678@student.commnnet.edu
Example Faculty/Staff NetID click here

Login

This resource is solely for use by authorized users. Authorized users must comply with CCC IT policies.

Forgot your NetID or your Password **New**
or
Login FAQs

myCommNet Status

Starting on October 1, 2012, the Connecticut Community Colleges (CCC) will be issuing student email address to new students and

Welcome!

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic, and work-related services.

Current Students

- register for courses
- pay tuition, fees and check account balances
- view grades
- view concise student schedule
- request an official transcript
- check financial aid
- access classes via Blackboard Vista
- view college announcements
- register to receive emergency text messages via myCommNet Alert
- and more!

Faculty and Staff

Support

Support provides help with myCommNet login problems and Blackboard issues.

Other Public Resources

- [Apply for Admission](#)
- [Apply for Financial Aid](#)
- [Search for Courses](#)
- [Search for Programs/Majors](#)
- [Visit Our Colleges' Websites](#)
- [Visit Our Academic Calendars](#)
- [Visit Our System Website](#)
- [Visit Our Library Websites](#)

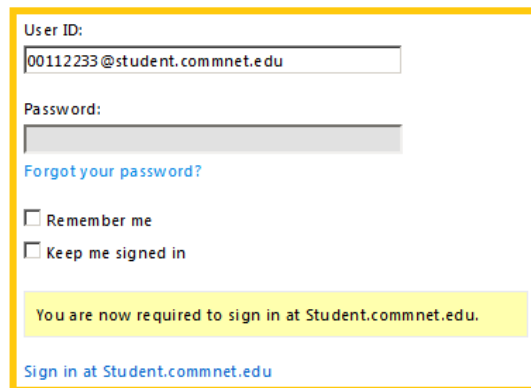
- Once you are in myCommNet, click on the **Student** tab. Click on **Student Email Login**.



The screenshot shows the myCommNet website header with the logo and a navigation menu. Below the header, there is a welcome message and a navigation bar with links for Home, Student, myAccount, Library, How to, and More... The main content area is titled "Student Email Channel" and contains a message about the new CCC Issued Email Address. The message states that starting on October 1, 2012, the Connecticut Community Colleges will be issuing student email addresses to new students and students who have been enrolled at any of the Connecticut Community Colleges (CCC) at any time since the spring 2011 semester. The assigned email address is displayed on top of this channel. The message also provides a link to the "Student Email Login Page" and mentions that users can access the CCC student email system at the "Student Email Login" link below, using their NetID and password to login. Below the message, there are three links: "Student Email Login Page" (highlighted with a yellow box), "Student Email FAQ Page", and "College Contacts Page".

- Type your NetID in the Username box and click on the Password box. You will see that the password box is grayed out.

sign in



The screenshot shows a sign in form with the following elements:

- User ID:
- Password:
- [Forgot your password?](#)
- Remember me
- Keep me signed in
- You are now required to sign in at Student.commnet.edu.
- [Sign in at Student.commnet.edu](#)

- Click on **Sign in as a Student.comnet.edu** link at the bottom of the page.

sign in

User ID:

Password:

[Forgot your password?](#)

Remember me
 Keep me signed in

You are now required to sign in at Student.comnet.edu.

[Sign in at Student.comnet.edu](#)

- If prompted, type your 8-digit ID and password again and click on Login.
- You will see your college email home screen. Click on **Inbox** to see your mails.



Start here

1. Get an overview of Office 365. [Watch the user tour](#)
2. Learn the basics. [Read the Quick start guide](#)

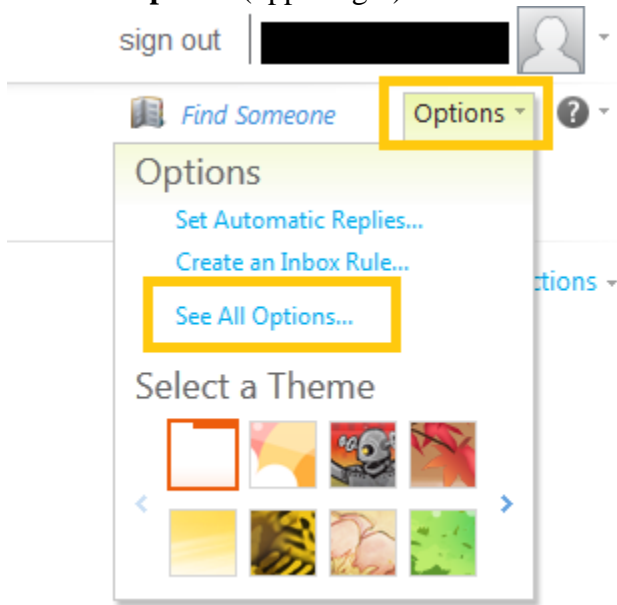
Outlook

Read email and access your Outlook calendar, contacts, and tasks.

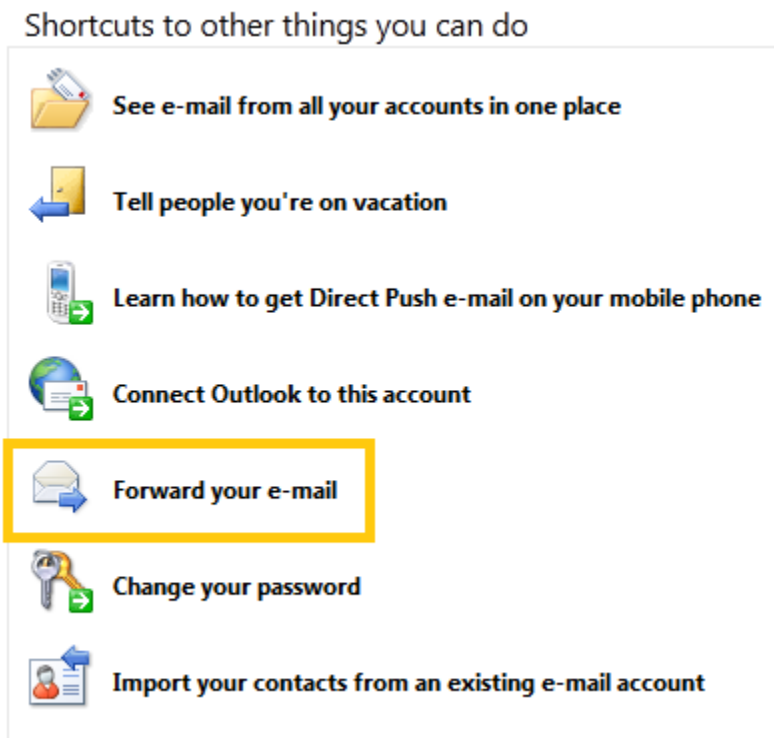
[Inbox](#) | [Calendar](#) | [Options](#)

To forward your college email to a personal email,

- Click on **Options** (upper right) and choose **See All Options**.



- Click on **Forward Your Email** (middle of the right column).



- At the bottom of the page, under **Forward My Email To**, type your personal email address. Click on **Start Forwarding**.

Forwarding

Forward my e-mail to:
emailAccount@example.com

Keep a copy of forwarded messages in Outlook Web App

[✔ Start Forwarding](#)

- Click on **Save**.

Forwarding

Forward my e-mail to:
emailAccount@example.com

Keep a copy of forwarded messages in Outlook Web App

[✘ Stop Forwarding](#) [✔ Save](#)

* Please be aware that all college-based communications will use your student college email. Please check your college email often if you have not set up email forwarding.

For assistance with student emails, go to websupport.ct.edu or call 860-493-0221 (Mon-Thur, 8:00 am - 8:00 pm; Friday, 8:00 am - 5:00 pm; Sunday, 1:00pm - 9:00pm)