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.commnet.edu

- Enter your NetID (BannerID@student.commnet.edu) and password, click Login.

- Once you are in myCommNet, click on the Student tab. Click on Student Email Login.
Type your NetID in the Username box and click on the Password box. You will see that the password box is grayed out.
• Click on **Sign in as a Student.commnet.edu** link at the bottom of the page.

... 

• 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 interface](image)

• Click on **Save**.

![Forwarding interface](image)

* 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 webspot.ree.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)