Instruction of Accessing Student College Email

Distance Learning/Educational Technology, Middlesex Community College

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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.

Office 365

Sign in with your organizational account

12345678@student.commnet.edu

Password

☐ Keep me signed in

Sign in

Can't access your account?

- You will be redirected to a pop-up window. Enter your NetID and password. Click on OK.
• If prompted, type your Net ID and password again and click on Login.
• You will see your college email home screen.

To forward your college email to a personal email,
• Go to upper right corner of the page and click on the setting icon. Click on Options.
• Click on **Forward Your Email** (middle of the right column).

shortcuts to other things you can do

See email from all your accounts in one place
Set up an automatic reply message
Connect your mobile phone or device to your account
Connect Outlook to this account

**Forward your email**
Change your password
Import your contacts from an existing email account

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

forwarding

Forward my email to:

*myemail@yahoo.com*

Keep a copy of forwarded messages in Outlook Web App

Click on **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)