

# Instruction of Accessing Student College Email

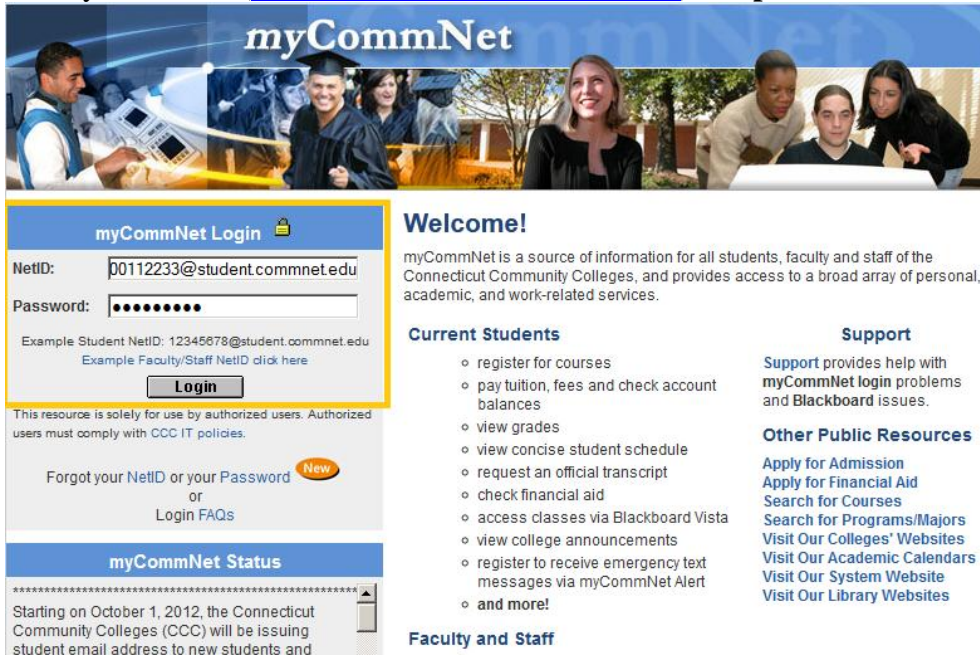
*Distance Learning/Educational Technology, Middlesex Community College*

*Last updated on January 9, 2014*

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](http://my.commnnet.edu)
- Enter your NetID ([BannerID@student.commnnet.edu](mailto:BannerID@student.commnnet.edu)) and password, click **Login**.



**myCommNet Login**

NetID:

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 interface. At the top, there is a navigation bar with links for Home, Student, myAccount, Library, How to, and More... Below this, a 'Student Email Channel' section is highlighted with a yellow border. The channel title is 'Student Email Channel'. The main text reads: 'Here is Your CCC Issued Email Address: [redacted]@mail.ct.edu'. Below this, it states: 'Starting on October 1, 2012, the Connecticut Community Colleges will be issuing student email address 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. Your assigned email address is displayed on top of this channel. You can access the CCC student email system at the "Student Email Login" link below, use your NetID and password to login.' At the bottom of the channel, 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.



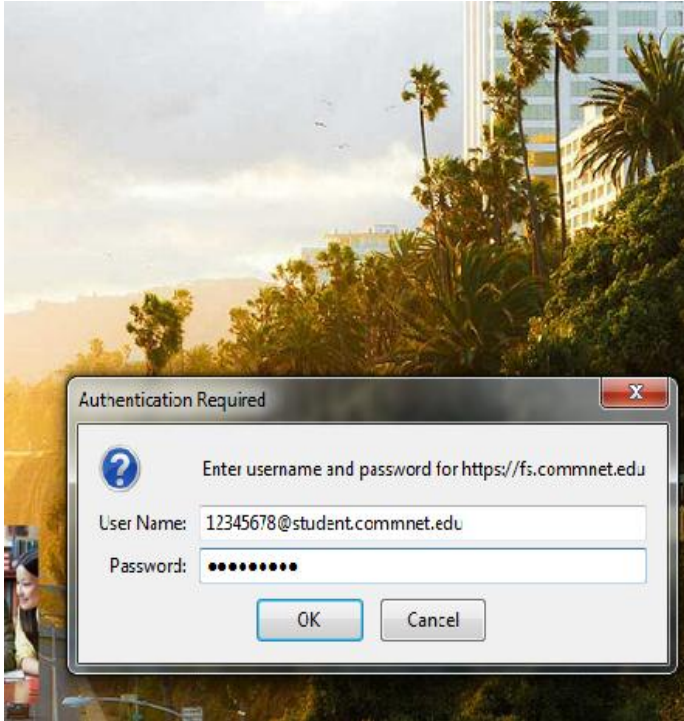
Sign in with your organizational account

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.

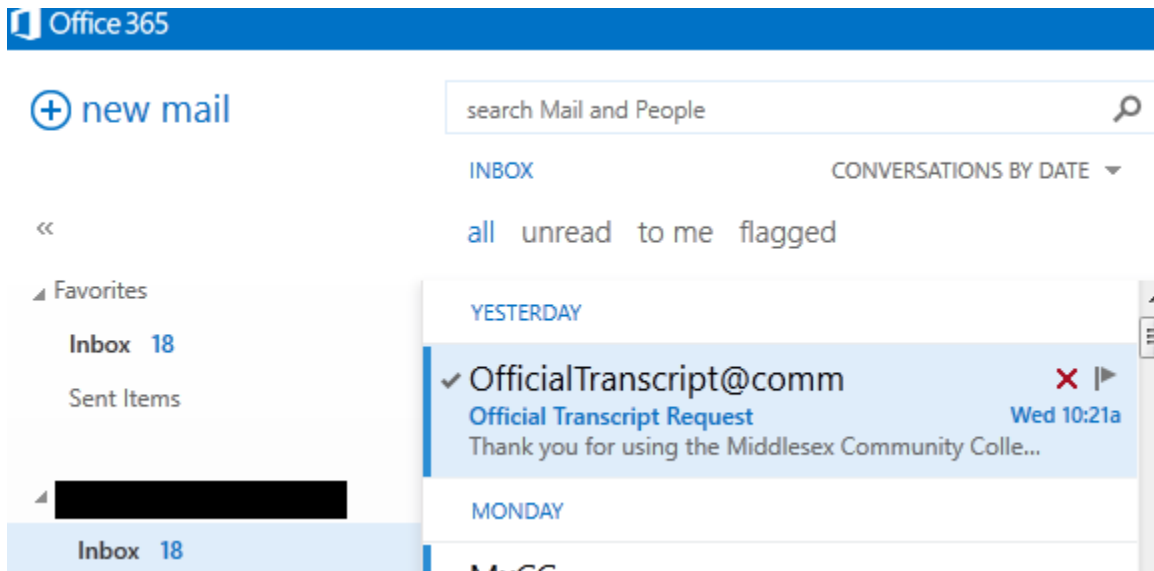


Redirecting

We're taking you to your organization's sign-in page. [Cancel](#)

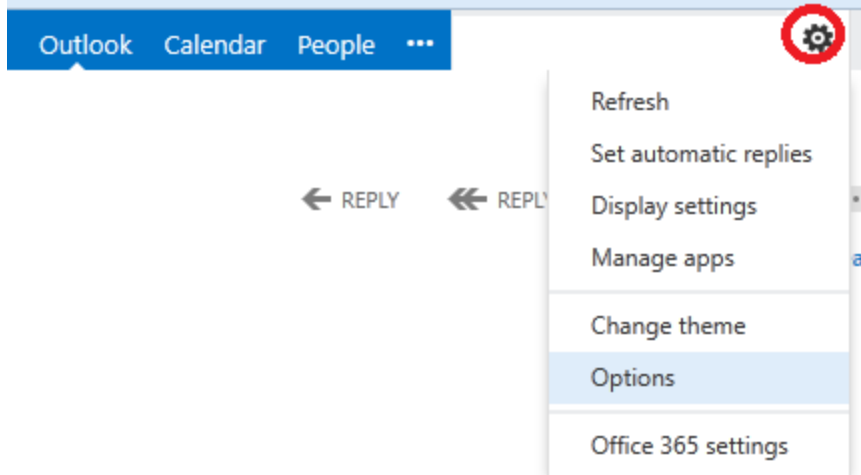
Keep me signed in

- 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:

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](http://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)