Step By Step Instructions How to Activate Your Student Email Account

Visit www.Housatonic.edu and select the "myCommNet" icon on the left-side navigation bar

Log into myCommNet using your NetID and password

Ex. Student NetID: 12345678@student.commnet.edu



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The myCommNet and Banner	to access Banner, Blackboard & Email	myCommNet portal videos
self-service stateover is up and running!!!	NetID See faculty/staff NetID format	E Search for Course Offerings
Faculty and Staff - Please note - currently you must access your email through	Password	Search for Programs/Majors
ttps://www.mail.commnet.edu. Ve are working on correcting		1 Apply for Admission
the connection to OWA. We recommend that the Chrome browser NOT be used	Forgot your password? LOG IN	Apply for Financial Aid

In the Access College Email section, select the link "Log in to Student Email using your NetID and Password"

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	Preview	Hide	Access your student email account (Office 365), All official information from the colleges is sent to the college issued email address. Your CCC issued email address is and practice to Lea his Student Email using your helicit and Passeoot Vetoo	Banner Student & Facu Course registration, add Degree requirements
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	NetID password reset using the		faculty Contact can be via text, cell/frome phone, and email Click the link to keep your emergency contact information up-to-	S Access Blackboard
age: a for set	Delivery Date: June 25	Hide	date. (Note: myCommNet Alert updates do <u>not</u> update personal information in Banner Self-Service.	Blackboard Course syllabi, lectures, i



You will be directed to the Microsoft Office 365 student email page. Enter your NetID in the "User ID" field.

* 2	G Office 365	
	Sign in with your organizational account	
	01234567@student.commnet.edu	
CAN A TAKE	Password	
	Keep me signed in	

A pop up window will appear, enter your NetID and password, then click "OK".



First time user will be prompted to set the language and time zone to English and US Eastern Time. After completing those steps you will be taken to your inbox.

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(1	JTC-05:00) E	astern Time	e (US & Can	ada)		1

This is what your inbox should look like.



If you would like to forward these emails to your personal account, click the wheel icon in the top right corner of your window.

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			Refresh	
			Set automatic replies	
6	REPLY	K REPLY	Al Display settings	



itservice@hcc.comm	Manage apps
	Change theme
	Options
t.edu>;	Office 365 settings

On the next screen, click "Forward your e-mail."

In the "Forward my e-mail to:" field, type in the email address that you want your Microsoft Office 365 email forwarded to. If you want to keep a copy of the forwarded email in your student email account, check the "keep a copy" box.

Forward my email to:			
type your extern	al email address (vahoo, gmail, etc.)		
	and a messages in outlook the hpp		

Lastly, select "Start Forwarding" and then click "Save." Your email will now start forwarding.

Please note: emails received prior to forwarding must be individually selected and forwarded.

This is very important! Once you are ready to sign out of your account, click "log out" in the top right corner of the screen, YOU MUST ALSO CLOSE THE BROWSER WINDOW, in order to log out completely.

Welcome to your new student email account

What is my Microsoft Office 365 student email login user ID and password?

You log into Microsoft Office 365 with your NetID and password.

What if I forgot my username or password for myCommNet?

You can look up your NetID here: https://bor.ct.edu/netid/lookupnetid.asp

If you forgot your password, you can reset it here: https://bor.ct.edu//netid/pswdmenu.asp

If you are still having problems with your NetID or password please see the back panel for support staff.

What is my new email address?

Your student email address is **NOT** your NetID. Your new email address will end in "@mail.ct.edu." (See steps 1 through 3 to find out your email address.)

Can I forward my student email account to my personal email?

YES! You can forward your student email account to another email account that you check regularly. It is your responsibility to ensure that you are receiving your student emails. (Please see steps 8-12 for instructions to forward your emails)

Where can I go for more assistance?

For more detailed information and a video tutorial, visit www.Housatonic.edu/365. For one-on-one support please visit the following computer labs:

For Frequently Asked Questions regarding Student Email or Office 365, please visit **https://websupport.ct.edu** then hover over the "FAQs" link in the upper right corner and click on "Student Email | Office 365"



For more detailed information and a video tutorial visit:

www.Housatonic.edu/365

For One-on-One Support Visit an IT Tech:

Jesse McAllister (203) 332-5092, LH-A223



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