

# Using your student email account

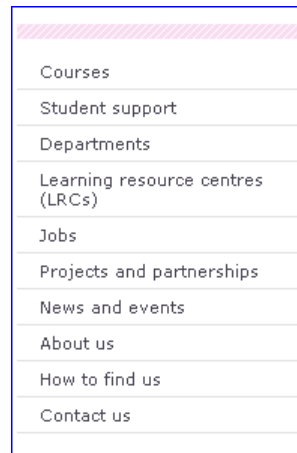
*How to log in, open, and send emails from your student email account*

## 1) Logging in to student email

a) Go to the College Homepage:

<http://www.themanchestercollege.ac.uk>

Click on the Learning Resource Centres (LRCs)



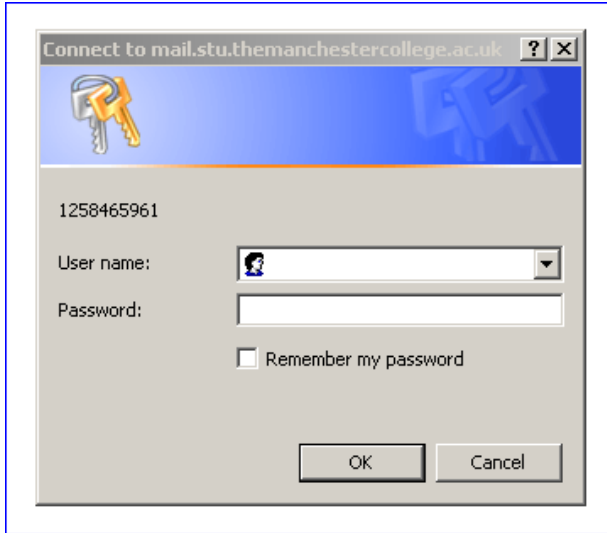
*A new page should now open.*

b) Click on the “Student email” button on the Virtual Learning Resource Centre homepage



*A pop-up window appears....*

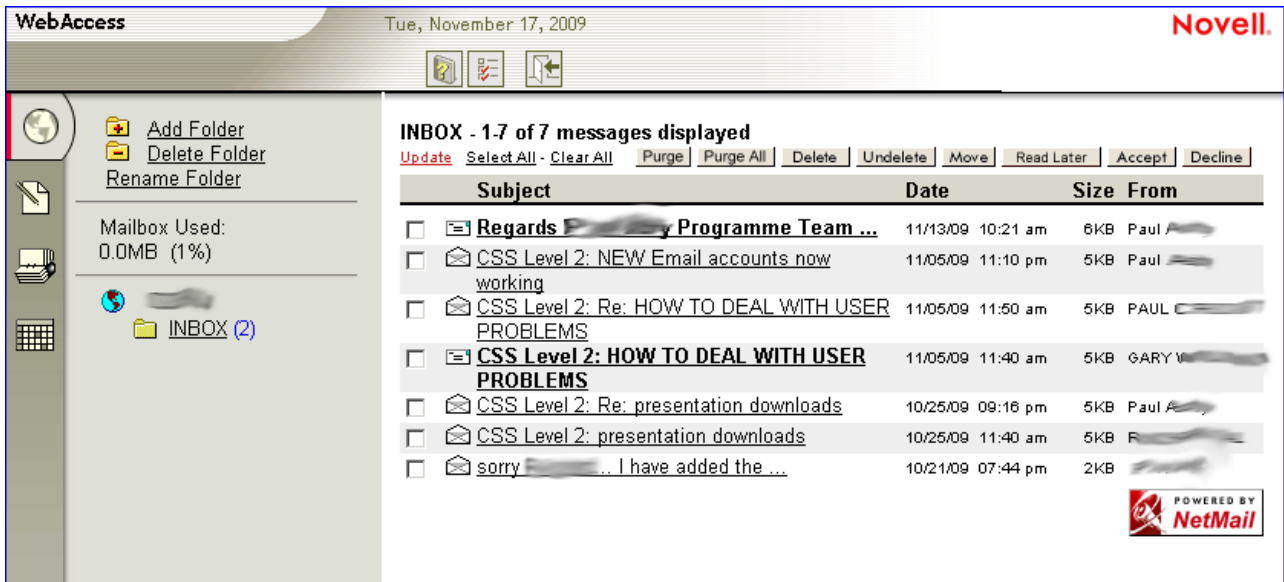
c) Enter your **Username** and **Password** and click on the **OK** button. *Your email Username and Password are the same as your College Network Username and Password.*



*If you are a student at One Central Park (OCP), your Username is the same as the number on your student ID.*

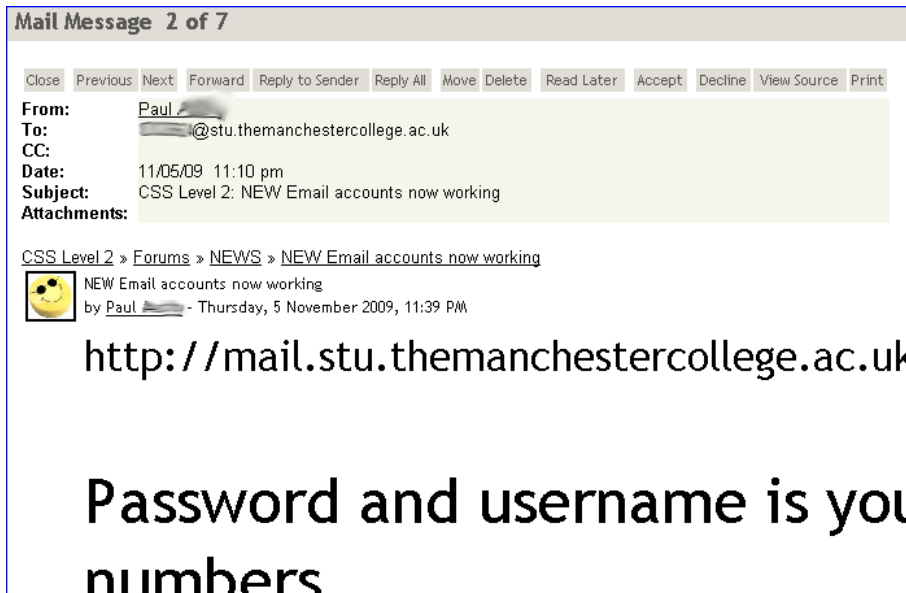
d) You will now see your email Inbox, showing the latest messages you have received, including the Subject, Date received, file size, and who the message is from.

To open and read an email message, click the subject of the email you wish to view.



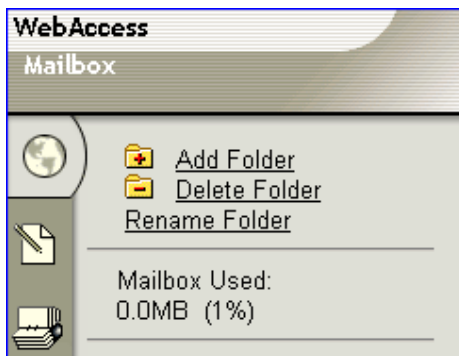
	Subject	Date	Size	From
<input type="checkbox"/>	Regards [redacted] Programme Team ...	11/13/09 10:21 am	6KB	Paul [redacted]
<input type="checkbox"/>	CSS Level 2: NEW Email accounts now working	11/05/09 11:10 pm	5KB	Paul [redacted]
<input type="checkbox"/>	CSS Level 2: Re: HOW TO DEAL WITH USER PROBLEMS	11/05/09 11:50 am	5KB	PAUL [redacted]
<input type="checkbox"/>	CSS Level 2: HOW TO DEAL WITH USER PROBLEMS	11/05/09 11:40 am	5KB	GARY V [redacted]
<input type="checkbox"/>	CSS Level 2: Re: presentation downloads	10/25/09 09:16 pm	5KB	Paul [redacted]
<input type="checkbox"/>	CSS Level 2: presentation downloads	10/25/09 11:40 am	5KB	F [redacted]
<input type="checkbox"/>	sorry [redacted] ... I have added the ...	10/21/09 07:44 pm	2KB	[redacted]

e) A new page opens showing the contents of the message. There are buttons at the top of the page, which you can click to **Close** the message, **Forward**, **Reply** to, **Delete**, and other standard email options.



## 2) Composing an email message

a) Click on the “Pen and Paper” icon in the Mailbox.



*A new page opens*

b) What to type:

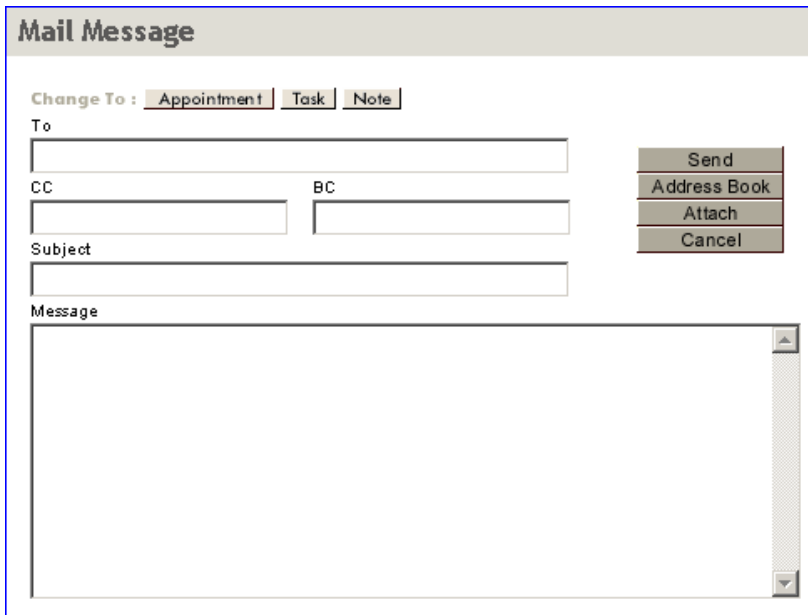
Type in the recipients' email address in the **“To”** box

Type in the title of the message in the **“Subject”** box.

Type in your message in the **“Message”** box.

If you want to send a file along with your message, click the **“Attach”** button and a new window appears where you can select the file to attach.

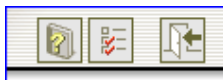
Click the **“Send”** button when you are ready to send the message. The page will then close.



### 3) Saving “Sent Messages”

The email program does not automatically save “Sent” messages (i.e. messages that you have sent to other people). If you wish to keep a copy of any “Sent” messages, you should type your own email address in the “CC” box of the message you are sending before you click the **“Send”** button.

### 4) Closing the email program



Click the “Open door” (Exit) icon at the top of your Mailbox to exit the program.

A “Session logged out” message appears to show you have closed the program.

If you have any problems accessing your email please talk to your tutor in the first instance or email [eservices@themanchestercollege.ac.uk](mailto:eservices@themanchestercollege.ac.uk) please do NOT contact IT Services.