Student Email Accounts

Information Guide
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Why A College Email?

0 The Los Angeles Community College District (LACCD) has created a common email system to be used at all 9 campuses.

0 The student email system exists to increase the ease of academic communication throughout the school district.

0 Your student email is key for keeping you up to date on what is happening with your classes, the college, and district.

0 The college or district will send important emails regarding your registration, financial aid, and services information to this address as well.
Your responsibilities

0 It is the main method professors will use to inform you of canceled classes or changed plans.
0 As a student, it is your responsibility to keep track of your student email, and it's far easier than you think.
How to login?

0 Logging on for the first time can seem a bit complicated. Access to the student email system login can be found at https://student.laccd.edu/sso. (See next slide.)

0 To begin login, you will need your LACCD student ID number and the same pin you use to log in to the student information system portal.

   0 If you already know your student ID number and pin, you can enter those into the appropriate fields and gain access to your account.

0 I don’t remember my password.

   0 If you don’t know your pin and you have yet to change it from the default, it is the month and date of your birth in a MMDD format. If you have previously changed your pin and don’t remember it, you can contact the Admissions and Records Office and they will help you recover it.
The email view

Left navigation section is where you can navigate between your different folders in the email.

Middle E-Mail list is where you will see the list of emails that you have received in the corresponding folder.

Right-Preview Window shows you the preview of the email that is selected from the Email List.
If you’d like to change your pin, it’s an easy process done through the student portal. First you’ll login in to the portal at https://eweb3.laccd.edu/WebStudent/signon.asp.
Login with your student ID number and current pin.
Then select the ‘Change Pin’ tab.
Once there, you can simply input a new pin and submit.

The pin to your student portal and email will instantly be changed.
FORWARDING YOUR STUDENT EMAIL

Many students find managing multiple emails difficult and time consuming. If you wish to forward the emails sent to your student account to a personal email account, setting it up is extremely easy.
0 First begin by logging into your email through the SSO portal.

0 In the bar at the top right of the page, locate the cog icon in the corner. Click it and select ‘Options’.
0 Once you have selected ‘Options’, you will see a screen that says ‘My Account’ and next to it will be a link called ‘Connected Accounts’. Select ‘Connected Accounts’.
Scroll down the ‘Connected Accounts’ page until you see the ‘Forwarding’ section. Input your personal email address here and click save.

Any future emails you receive at your student email address should then arrive in the inbox of your personal email as well.
Skydrive

0 The email system also gives you access to Skydrive
  0 A mobile data storage
  0 It can be accessed anywhere you have internet
One of the few benefits of your student email is Skydrive. You can easily access it through your email by looking for the link in the upper blue bar of your inbox.

Skydrive is useful for storing documents while you are on the go. You can also use it to share files with other students, collaborate, and create new documents.
To upload a new document, you simply select the tab that says ‘FILES’ at the top of the page.

Select ‘Upload Document’ and locate the file you wish to upload on your computer.
If you find it easier, you can even start a word document in Skydrive by clicking on the ‘new document’ button on the main page.

You can create any document using Microsoft Office applications: Word, Excel, and PowerPoint.

Once there, you can select the file type you wish to create and begin the process of opening a fresh file that will then be saved to your Skydrive.
Beyond uploading and creating documents, you can allow others to read and edit your files by returning to the main page of your Skydrive and locating the ‘…’ icon beside the file you want to share. Select it, and it will open a window with several options. Locate the ‘Share’ button.
Once the window is open, input the names or emails of everyone you wish to share the document with.

Once you hit share, they will receive an email linking them to your file.
If you wish to download any files, you will need to turn to the main page and click on the ‘…” button beside the file you want.

Select the second ‘…” button and then click on ‘Download a Copy’.
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