How to Access Your GCC Email

Fall 2010
You will need your **GCC Student ID number** which can be found on your *tuition bill* or your *course schedule*. 
Every student receives a GCC Student Email Account and an Email Address.
Your GCC student email address is:

GCC Email Address:  last name first initial of first name Last 4 digits of student ID (no spaces) @stuemail.gcc.mass.edu

Example for student, Amanda Smith; Student ID number, 00971234; 
Email Address: smitha1234@stuemail.gcc.mass.edu;
To get email from your GCC Student email account:

1. Open *Internet Explorer* and Go to the GCC home page: [http://www.gcc.mass.edu](http://www.gcc.mass.edu)
2. Find “Online services” in the middle section of the GCC home page.

3. Click “Student Email.”
You will need your User Name and Password to access your email account.

<table>
<thead>
<tr>
<th>User Name:</th>
<th>User Name: smitha1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Password: 00971234</td>
</tr>
</tbody>
</table>
Web Access Login window appears.

1. If you are working from your laptop or a desktop at home, click the radio button next to “This is a private computer.”

2. Type in your User Name and your Password.
Web Access Login window appears.

2. Do not select “Use Outlook Web Access Light.”

This will restrict access to a number of tools and functions you will find useful.
Web Access Login window appears.

3. Type in your User Name and then your Password (see slide #7)

4. Hit the “Enter” key or click on “Log On.”
For Assistance

If you are unable to access your GCC Student Email Account, contact:

Verne Richardson  
verne@gcc.mass.edu; 413.775.1368