



## Setting Up Email Addresses for Use within Blackboard - Students



### New Email Policy at Maricopa Colleges for Students

Effective August 10, 2009, a new email system is being implemented at all Maricopa Community Colleges, powered by Google (Gmail). This system will become the official way for students to receive communications from the students' colleges and the Maricopa County Community College District.

**This @maricopa.edu email account will be automatically loaded into Blackboard. Any student's personal email address currently in Blackboard will be replaced with this new email address. ALL email sent via Blackboard to students will be sent via the students' @maricopa.edu email. It is the student's responsibility to read all email sent to this email address on a regular basis.**

**Students will NOT be able to change their email address from the official @maricopa.edu format, either in Blackboard or in My Maricopa. Students must check their Gmail regularly, OR they will need to go to <http://google.maricopa.edu> and forward their mail to their preferred email account.**

Registered students can begin now to use their free email account, which uses the MEID plus the @maricopa.edu domain name – for example: [JOSTB12345@maricopa.edu](mailto:JOSTB12345@maricopa.edu) or [SUS1234567@maricopa.edu](mailto:SUS1234567@maricopa.edu).

✍ If you have difficulty accessing Gmail using Internet Explorer, please try using an alternate browser, such as Firefox. See [http://www.maricopa.edu/blackboard/support/students/sys\\_req/index.php](http://www.maricopa.edu/blackboard/support/students/sys_req/index.php) for information about setting up Firefox for either PC or Mac.

Students can go here to learn more about the available tools and to log in to their free email account:

<http://google.maricopa.edu>

Here are the instructions for forwarding all email from Google mail to another email address:

- a. Log in at <http://google.maricopa.edu> using your MEID and the password you have set up for accessing all of your college records via the <http://my.maricopa.edu> website.
  - b. Scroll down if necessary and click on either **My Gmail** or just **Email**. Your email will load.
  - c. Click **Settings** at the top of the page, and click the **Forwarding and POP/IMAP** tab.
  - d. In the **Forwarding** area, enter the email address to which you'd like your messages forwarded. Double-check to be sure it is spelled correctly!
  - e. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can archive it or **delete it**. We strongly suggest that you choose "delete Maricopa Community College's Mail copy" (the third option on the list).
  - f. Click **Save Changes**. All Maricopa Gmail messages that arrive in the future will now be automatically forwarded to the chosen email address.
- ✍ In order to use the Maricopa Community Colleges' Gmail, students must first discover their MEID and set up a password by logging in to <http://my.maricopa.edu> where there are instructions:
- a. Discover the MEID and set up the first password:  
<https://eims.maricopa.edu/MAW/S0lookupid.pl?firsttime=yes>
  - b. Forgot the password or need to reset it: <https://eims.maricopa.edu/MAW/S0lookupcq.pl>