

BEFORE YOU LOGIN:

Glendale Community College uses Outlook Express for on campus Student Email. Web-based access to your student email account is also available at <https://student.gc.maricopa.edu>

To access your Student Email you must first obtain your username and password.

If your classes require you to come to campus, obtain your eGCC Username by scanning your GCC Student ID at one of the eGCC Account Stations in the High Tech Centers, the Library Media Center, or at GCC North in the Student Cluster Area. Scanning your student ID will give you your Username that is required to log into your Account. **Your initial password is your month and date of birth and the first three letters of your first name. Entered in the format, MMDDaaa,**

You must change your Password to something other than your default password - otherwise, your Student Email Account will be inaccessible. This can be done at any eGCC computer.

If you are a student enrolled in Online Courses only and have never set foot on campus, then the following procedure will guide you in activating your Account so you can use Student Email:

Step 1. Please contact your instructor directly to obtain your eGCC Username. If you do not know how to contact your instructor please follow the instructions located at the [Get Help](#) page at http://web.gccaz.edu/studenthelpdesk/get_help.html. Finally, if you are unable to contact your instructor, please call us at (623) 845-3555. Again, your initial password is your default password.

Step 2: Once you obtain your Username, open up your Internet Browser and type in the following web address: <https://genesis.gc.maricopa.edu/password/>. Enter in your Username, your default Password, and then choose a new Password that is a 6-8 character long nonsensical combination of both numbers and letters.

Your Student Email Address - "eGCCUsername"@student.gc.maricopa.edu
(Replace "eGCCUsername" with your Username.)

SET UP AND LOGIN

1. Start Outlook Express.
2. Click on "Tools" located in the Menu Bar, and select "Accounts...".
3. Click "Add" and select "Mail". The "Internet Connection Wizard" window will appear and will take you through a series of questions.
4. For your "Display Name", type your name (eg: John Doe). Click "Next".
5. For your "Internet Email address", type **eGCCUsername@student.gc.maricopa.edu**, replacing **eGCCUsername** with your **eGCC Username**. Click "Next".
6. For "Email Server Names", select "IMAP" as your Incoming Mail Server's type (THIS IS IMPORTANT!!!).
7. Type **student.gc.maricopa.edu** as both the Incoming and Outgoing Email Server. But, if your Internet Service provider is Cox Communications, please type **smtp.west.cox.net** as your Outgoing Email Server. Click "Next".
8. For "Internet Mail Logon", enter your **eGCC Username** as your "Account Name," and your **eGCC Password** for the Password. **Uncheck both boxes** next to "Remember Password" and "Log on using Secure Password Authentication (SPA)". Click "Next".
9. For the "Congratulations" message, click "Finish".
10. Click **Close** when the Internet Accounts window reappears.
11. At the "Would you like to download folders from the mail server you added?" dialog window select **YES**.
12. A login window will appear, your username is displayed, enter your **eGCC password**. Click **OK**.
13. Click **OK**. (Show/Hide IMAP dialog window.)
14. Click **INBOX** to view messages. (Located under the words student.gc.maricopa.edu.)

WEB-BASED LOGIN:

Accessing web based email:

- Enter the URL, <https://student.gc.maricopa.edu> in your web browser.
- At the CommuniGate Pro login screen enter your eGCC Username (Login Name) and Password.
- The CommuniGate welcome screen appears. To view emails, click the underlined words: **INBOX**.
- A message from the Director of the Technology Research and Implementation Center is already in your Inbox. Please take a moment to read it. The message contains valuable information about managing you email account and other eGCC Resources.

*Note - Functions such as creating email, will be slightly different when accessing your account via the web.

Web mail tutorials providing additional instructions are available at: <http://www.gc.maricopa.edu/ic/gcchelp/tutorials/wm>

HELP!

Student HelpDesk Web-based resources:

http://web.gccaz.edu/studenthelpdesk/get_help.html

- eGCC
- Email
- Working of Campus

Student HelpDesk Email:

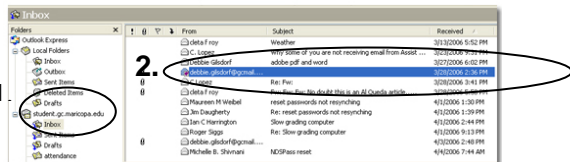
student-helpdesk@student.gc.maricopa.edu

Phone Number: 623.845.3555 option: 2

READ EMAIL MESSAGES:

After logging into your email account:

1. Select the **INBOX** located under the words student.gc.maricopa.edu
2. **Double-click** the desired email message.



- To close the message screen and return to the Inbox, click the **Close** button located in the upper right hand corner of the message screen.

REPLY, REPLY ALL, FORWARD:

After accessing your email message, use the buttons below to:

Reply: reply to the currently selected email message's sender.

Reply All: reply to the original sender and any others that received this message.

Forward: send a copy of the currently selected email message to someone else.



CREATE AN EMAIL:

- From the Outlook Express toolbar click on the **Create Mail** button.
- Type the desired recipient's email address in the **To:** text box.
- Type a brief subject in the **Subject** text box.
- Click in the **Message** text box.
- Enter your message.
- When you have completed your email message, click **Send**.



To send a message to more than one person, enter recipient's email addresses. Separate each address with a semicolon.

ADD/OPEN AN ATTACHMENT:

After creating your email:

- Click the **Attachment** button on the toolbar (blue paperclip).
- The **Insert Attachment** dialog box opens.
- Click the **Look In** down arrow, and navigate to the drive and folder where your file is stored.
- Double click on the desired file. The insert attachment dialog box closes.

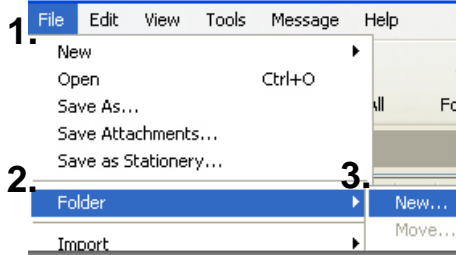


Complete your email:

- The name of the attached file appears below the subject line.
- Check to confirm the correct file is attached, complete the email, and click the **Send** button on the toolbar.

ADD A FOLDER:

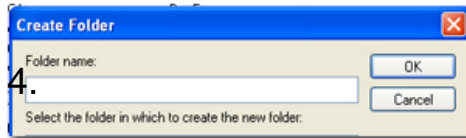
1. From the **File** Menu.



2. Select **Folder**.

3. Select **New**.

4. Enter desired **Folder Name**.



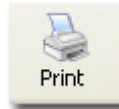
DELETE AN EMAIL:

- Select the email/emails to be deleted.
- Select the **Delete** button on the toolbar.
- The email/emails are marked for deletion.
- Select the **Purge** button on the toolbar to complete deletion process.



PRINT:

- From the Outlook Express toolbar select the **Print** button.
- Select the desired print options.



ADDRESS BOOK:

Add a New Contact:

- From the Outlook Express toolbar, select **Addresses**.
- The Address Book window will be displayed. From the Address Book toolbar, select **New** and then **New Contact** from the drop down list.
- A properties dialog box appears.
- Enter the necessary information including your new contact's email address.
- Click **Add**, and then click **OK**.
- The properties dialog box closes and the Address Book window appears.

Select a Recipient:

- Click the **To:** button.
- From the Select Recipients dialog box, click on the desired recipient's **Name** and then the **To:** button. The recipient's name will appear in the right hand pane. Click **OK**.

Tip: You can also select **CC:** (carbon copy) and **BCC:** (blind copy) options when selecting a recipient.

Create a Group Mailing List:

- From the Outlook Express toolbar select **Addresses**. The Address Book window will be displayed.
- From the Address Book toolbar select **New** and then **New Group** from the drop down list. A properties dialog box appears.
- Enter your new group's name.

Tip: This procedure will only work if you have previously entered contacts to your address book. See: [Add a New Contact](#)

- After naming your group, click the **Select Members** button to add members to your mailing list.
- Click on the **Member** you want to add then click the **Select** button. The member's name will appear in the right hand pane of the window. When you have completed your selections, click **OK**.