EMAIL FOR ICC STUDENTS

Email Basics

All Illinois Central College students have ICC student email accounts.

- All email from ICC (including Blackboard) is sent *only* to your ICC email address.
- Your ICC student email address is your **username@lab.icc.edu** (for example, jm123a@icc.edu).

Accessing Your Student Email Account

1) Go to **icc.edu**.
2) Click on the **Student Email** icon.
3) Enter your **username@lab.icc.edu.** *Need to find your username?* Visit my.icc.edu, and click **Find User ID/Username.**
4) Your default email **password** is ICC plus the last 5 digits of your Social Security Number (for example, ICC12345).
   * You can also log in at webmail.lab.icc.edu, gmail.com, or from the Email login link at my.icc.edu.

> **For assistance with an ID/Username or password, contact the Help Desk, helpdesk@icc.edu, (309) 694-5457, or visit a Library on any campus.**

- You must accept the terms of service the first time you log in to your student email account.
- ICC student email is powered by Google; you can access Google tools when logged in to your ICC student email account.
- If you are already signed in to another Google account in the same browser, click **Add account**; then log in using your ICC email information.

> **All email from ICC (including Blackboard) is sent *only* to your ICC email address.**
> **Check your ICC email often!**

Managing Your Inbox

When you sign in to your ICC student email account, you will be taken to your email inbox, where you can compose new messages, as well as reading and organizing messages you have received.

Sending an Email Message

1) To start a new message, click **Compose.**
2) Enter the email address of the recipient in the **To:** field. (Separate multiple addresses with commas.)
   — OR —
   Click **To:** to choose from contacts.
3) Enter a subject.
4) Type a message.
5) Click **Send.**

> **Additional links in the Compose Mail window:**
>
> ♦ **Add Cc** (carbon copy)— allows you to send a copy of the email to additional people while indicating they are not the primary person for whom the message is intended
>
> ♦ **Add Bcc** (blind carbon copy)— allows you to send a copy of the email to additional people without including their names or email addresses on any of the emails that are sent

Adding Attachments

1) Click the **attach files** paper clip icon.
2) Browse to the location where the file is saved.
3) Select the file, and click the **Open** button.

Printing a Message

1) Open the message or conversation.
2) Click the **Print all** icon.
3) The print view screen will display.
4) Use the web browser's **Print** options on this screen to print the message.
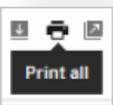
Reading Email Messages

Your email inbox will list the sender, subject line, and date (received) of messages.

1) To open a message, click on either the sender or subject.

2) Click the **Back to Inbox** arrow icon (upper left) to return to the inbox.

Replying to Email Messages

1) Open the message.

2) Click the **Reply** arrow icon.

3) Type a message.

4) Click **Send.**

Forwarding Email Messages

1) Open the message.

2) Click the **More** drop-down arrow next to the Reply arrow icon.

3) Click **Forward**.

4) Enter the email address of the recipient in the **To:** field. Separate multiple addresses by commas.

5) Type a message.

6) Click **Send.**

Creating an Email Signature

1) Click the **gear icon**, and choose **Settings**.

2) On the **General** tab scroll down to the **Signature** section, and type a signature in the text box.

3) Click **Save Changes** at the bottom of the general tab.

Changing Your Password

1) Click the gear icon, and choose **Settings**.

2) Click the **Accounts** tab.

3) Click **Google Accounts settings**.

4) Click **Security**.

5) Click **Change password**; then enter a new password, and click the **Change password** button.

Separating Threaded Messages *(conversations)*

Messages in the inbox are combined into a conversation by default. The number in parentheses next to the sender's name indicates how many messages are in the thread.

To turn off the conversations feature:

1) Click the **gear icon,** and choose **Settings.**

2) On the **General** tab find the **Conversation view** setting.

3) Select **Conversation view off**.

4) Click **Save Changes**.

Searching Mail

Quickly locate email messages containing particular words or phrases using the **Search** box. Click the drop-down arrow in the search box to display advanced search options.

Setting Mobile Access

Your ICC Google Apps account can be accessed on mobile devices; visit http://m.google.com for more information.

Google Apps

Your student email is a **Gmail** account that provides access to all Google tools. Below are some recommendations for making the most of these Google tools as a student:

♦ Save assignments or other files to **Google Drive**. This way you can access them from any computer with Internet access and won't need to email them to your yourself or to carry a jump drive for saving files.

♦ Collaborate with other students on group projects using **Google Docs** or **Slides.**

♦ Communicate with your classmates or a group of classmates using **Google Hangouts.**

♦ Showcase a portfolio of your work using **Google Sites.**