

EMAIL FOR ALL STAFF

The Yuba Community College District is constantly striving to provide new and better means of communication for our users. We have setup email accounts for all staff, including part-time faculty. These email accounts can be accessed from any system.

YCCD Information Technologies will support two ways to access your email:

1. Access through a web interface. From your browser, in the location/address field enter the following URL: <http://mail.yccd.edu> . This will take you to the screen shown below on page 2.
2. Access through Mozilla: Directions for setting up access in Mozilla has been provided by Information Technologies and is attached below. See pages 4 – 8.

If you prefer another software package to access your email you will have to get setup assistance from that source.

Your email login name is: Your first initial connected with up to the first seven digits of your last name. Some examples of this would be:

Your Name	Login Name
Mighty Mouse	mmouse
Luke Warmwater	lwarmwat

In cases where there are duplicate first initial and last name, the middle initial will be used in addition to the first initial, i.e.:

Adam Michael Jones	ajones
Aaron David Jones	adjones

In cases where there are exact duplicate names, numbers will be attached, i.e.

John Lee Smith	jsmith
John Lucas Smith	jsmith2

If your email login name contains a number, you will be contacted by Information Systems with your email login name.

Your email account is: Your login name connected with @yccd.edu

Some examples of this would be:

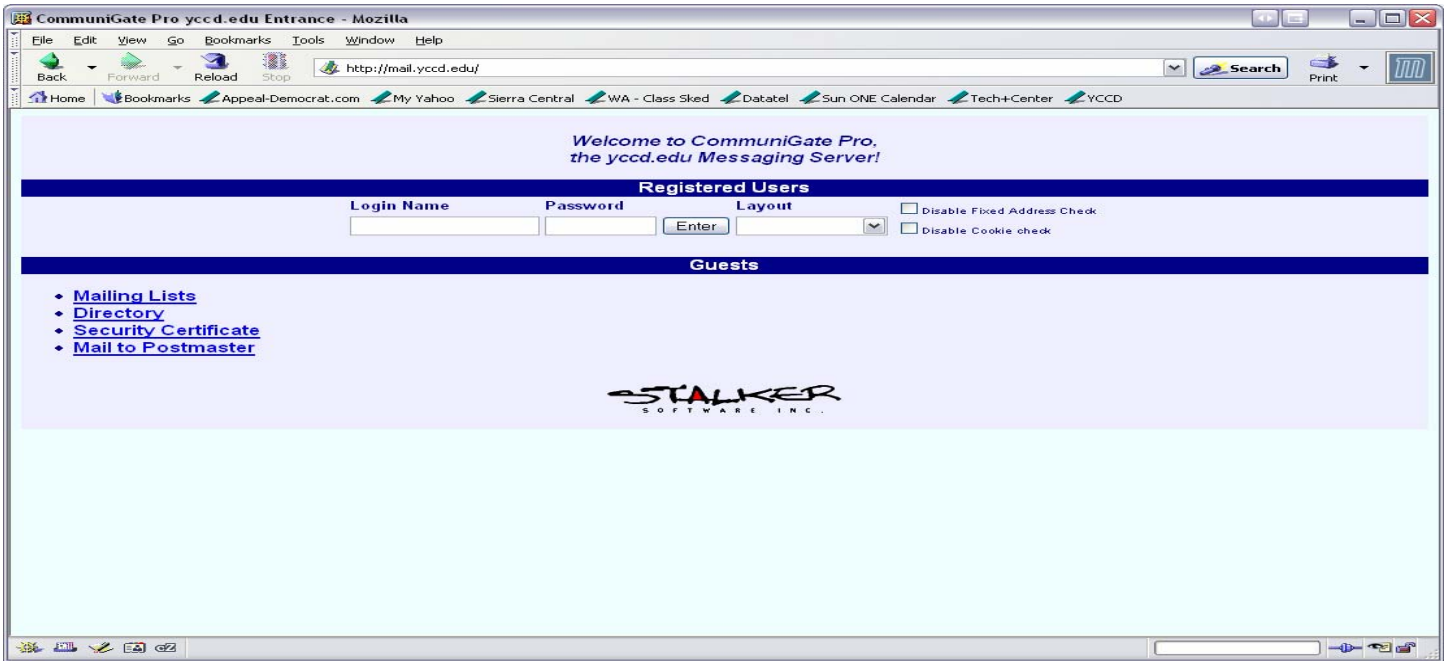
Mighty Mouse	mmouse@yccd.edu
Luke Warmwater	lwarmwat@yccd.edu

Your email password is: The first 4 letters of your last name (lower case) connected with the last 4 digits of your social security number.

Questions regarding your email account should be addressed to:
helpdesk@yccd.edu or call us at (530) 741-6981

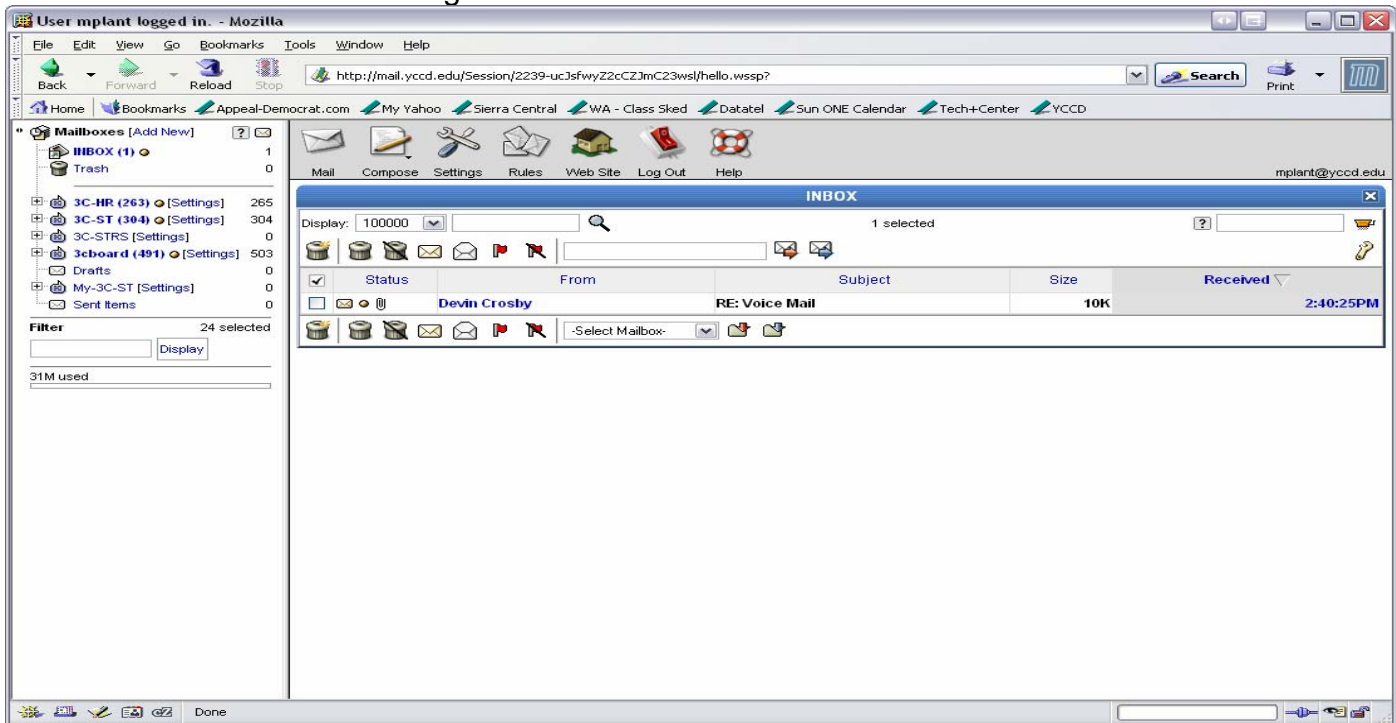
Accessing email through the web

When you enter the URL listed on page 1, you will be taken to the following page.



Type your email login name (not your full email account, just the login name) and email password in the appropriate boxes. Remember these are all lower case. Click on Enter.

You will be taken to the following screen



From here you can compose messages or read your email. To read your email, click on the email message you wish to read as you can view any message by clicking on it. Please keep in mind that email viewed through a web browser will stay on our email server until you delete it. Try to keep your inboxes free of unnecessary messages.

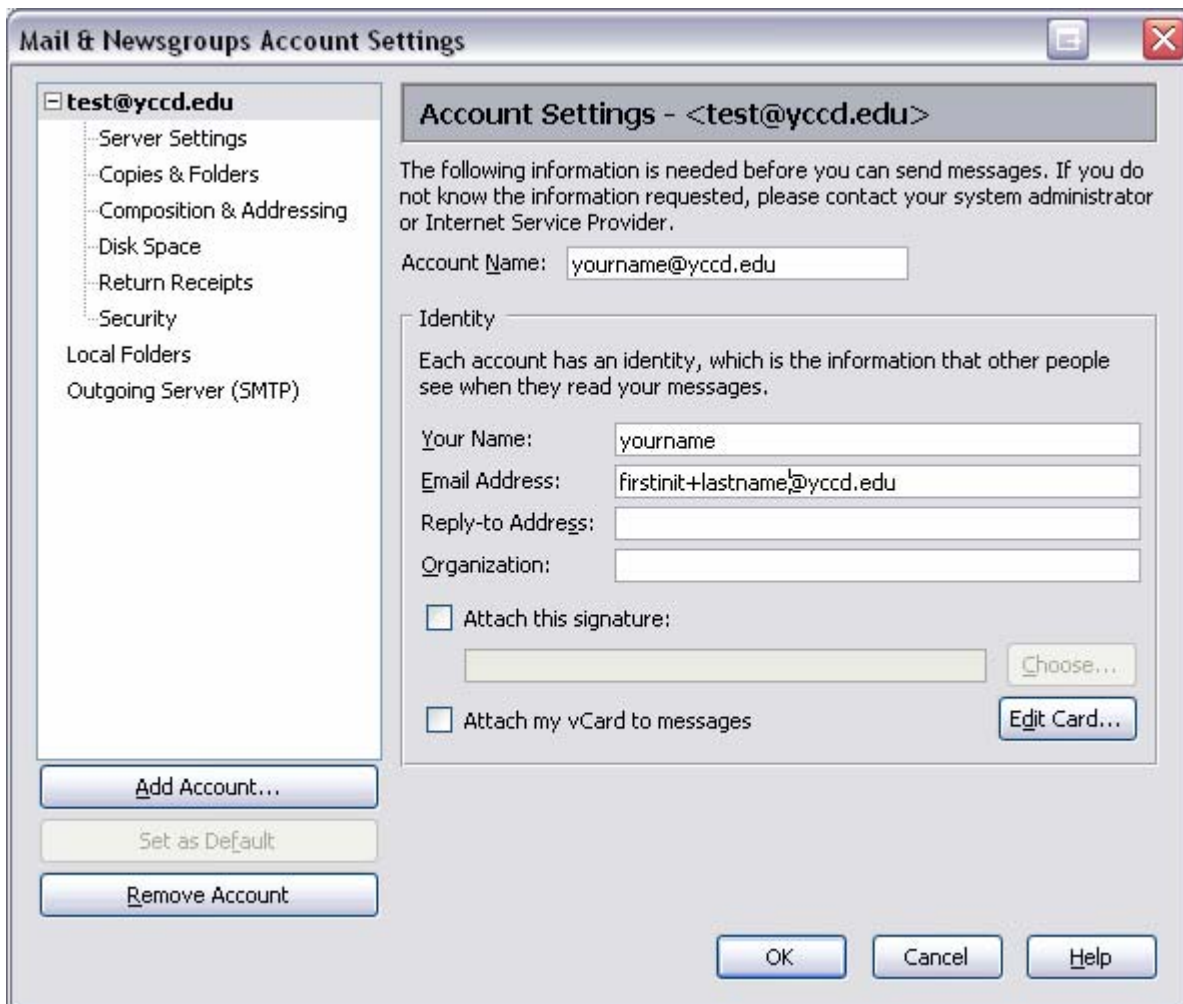
CAUTION: You must logout of the system. If you don't, it will cause problems the next time you attempt to access your email.

EMAIL setup for Mozilla

Five (5) easy steps to setting up your email in Mozilla

1) Click on your **Mozilla Mail & Newsgroups** icon or select Window → Mail & Newsgroups for your browser window.

2) From the **Edit** menu choose **Mail & Newsgroup Account Setting**. You will see something similar to the screen listed below.



In the box labeled “Your Name”, type in your full name as you wish it to appear on your mail messages.

In the box labeled “Email Address”, enter your complete email address as it was assigned to you. In most cases the first part will be your first initial connected with up to the first seven digits of your last name. The second part of the address is @yccd.edu
Some examples of this would be:

Mighty Mouse
Luke Warmwater

mmouse@yccd.edu
lwarmwat@yccd.edu

In cases where there are duplicate names, numbers will be attached i.e.

John Lee Smith
John Tyron Smith

jsmith@yccd.edu
jsmith2@yccd.edu

Your email name and password is provided to you by Information Technologies

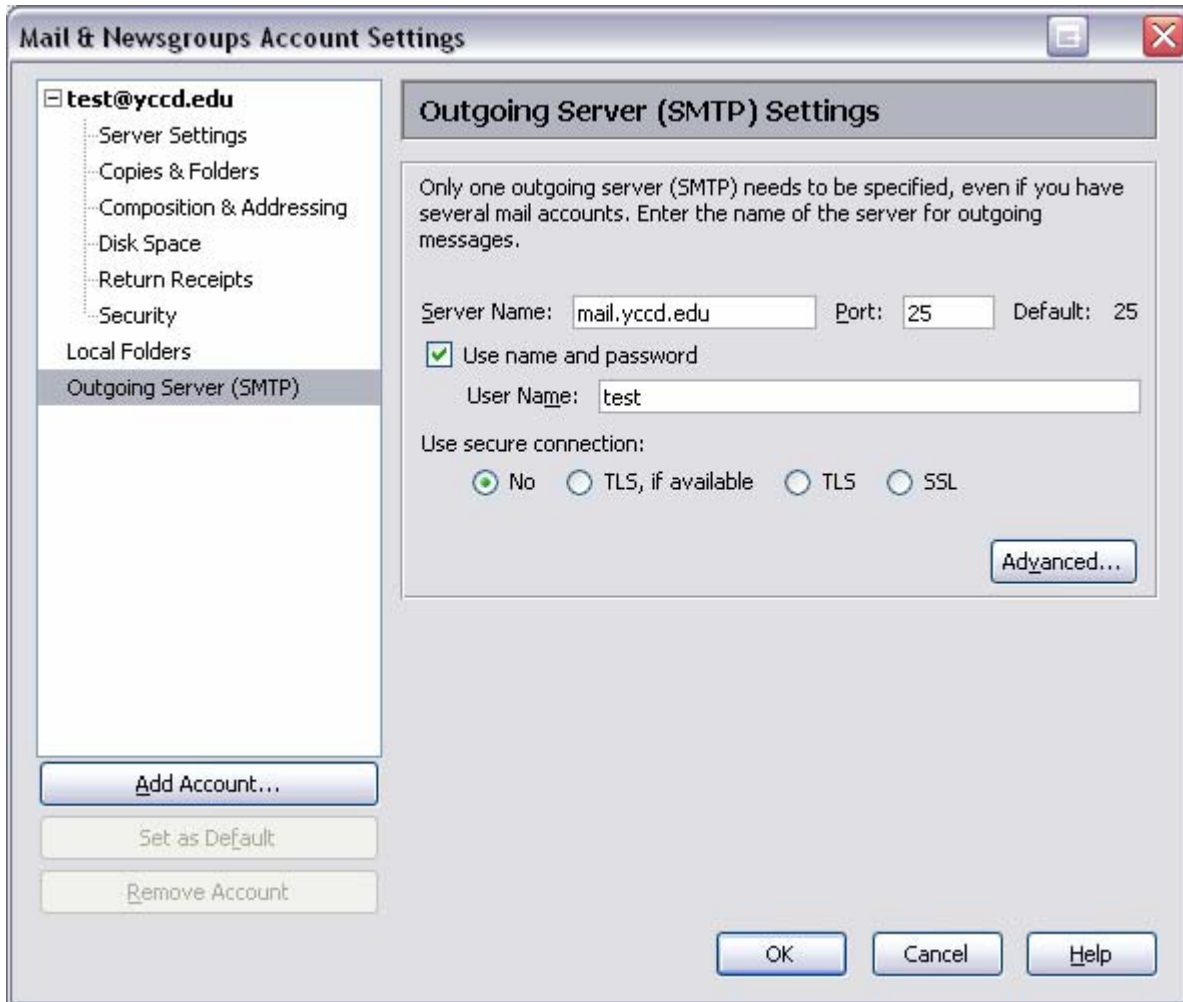
3) Now click on the **Server Settings** in the dialog box.



The box labeled “server name” is your outgoing mail server. If you are using a local service provider (ISP), enter their address here (i.e. jps.net). If your PC is located at Marysville, Beale, Clearlake or Woodland campuses, this will be **mail.yccd.edu**

The box labeled “User name” is your email login name. This is **only** the email login name portion. Do not enter @yccd.edu

4) Now click on the **Outgoing Server (SMTP) Settings** in the dialog box.



The box labeled "server name" is your outgoing mail server. If you are using a local service provider (ISP), enter their address here (i.e. jps.net). If your PC is located at Marysville, Beale, Clearlake or Woodland campuses, this will be **mail.yccd.edu**

The box labeled "User name" is your email login name. This is **only** the email login name portion. Do not enter @yccd.edu

5) After completing the setup, click the OK button.