

E-Mail

Montgomery College has implemented student e-mail as of Fall 2007. It is intended as a primary method of communication between students and instructors. Information on using the system can be found at http://www.montgomerycollege.edu/mymc/email_faq/student.html .

The TP/SS WRC has provisionally implemented a link to allow students to seamlessly transfer their work to the MC e-mail system.

Sign in to **MyMC**

Click on e-mail icon



On **E-Mail** screen:

Click on **Compose**



On **Compose** screen, **TO** field:

Either:

- Click on **To** if you have the needed address stored in your address book
- Type the needed address in.

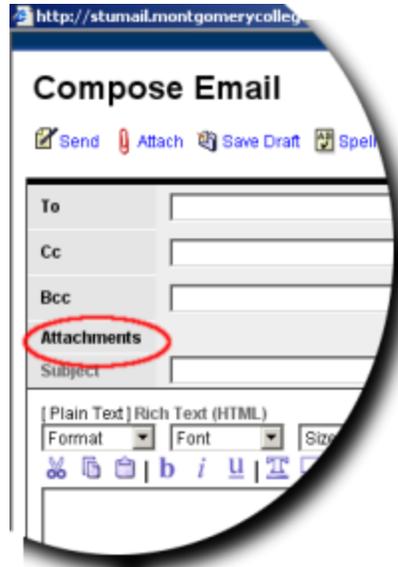
On **Compose** screen, **Subject** field:

Type a description of the message.

Note that there are THREE steps needed to attach a file.

Add attachment:

Click on the word **Attachments**.



On **Attachment** screen:

- Click on the **Browse** button.

Navigate to where you saved your file.



- Click on the **Add** button.

You're not done!

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- Click on the **Attach** button.



Back on the email message screen

Fill in a short message describing what you've attached.

Click **Send**: A copy of your message will be stored in the **Sent** folder.

Navigate to the **Sent** folder and open the message.

Click on the addressee.

You will be able to add the addressee to your address book, so you will not have to re-type the address perfectly every time.