**Student Email Accounts**

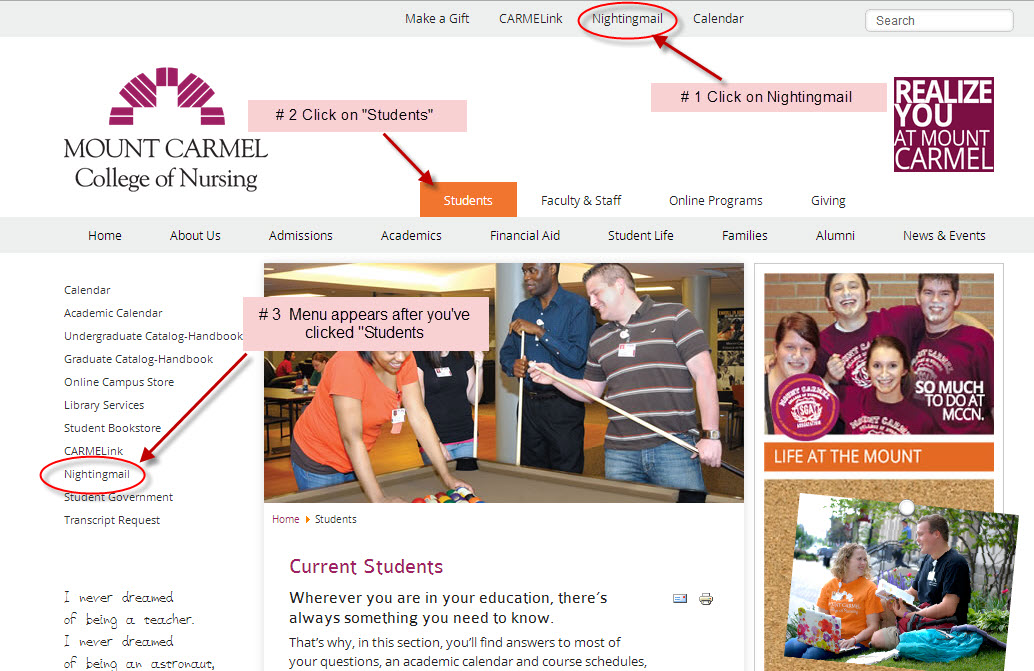
You can access your student email via the MCCN website at: [**www.mccn.edu**](http://www.mccn.edu) **(Figure 1)**

**OR**

Directly by entering <http://mail.mccn.edu> **(Figure 2 – next page)** in your web browser’s address bar.

***Access through MCCN website:***

* **#1** - Click on “Nightingmail”
* **#2** - Click on “Students”
* **#3** – Click on Nightingmail

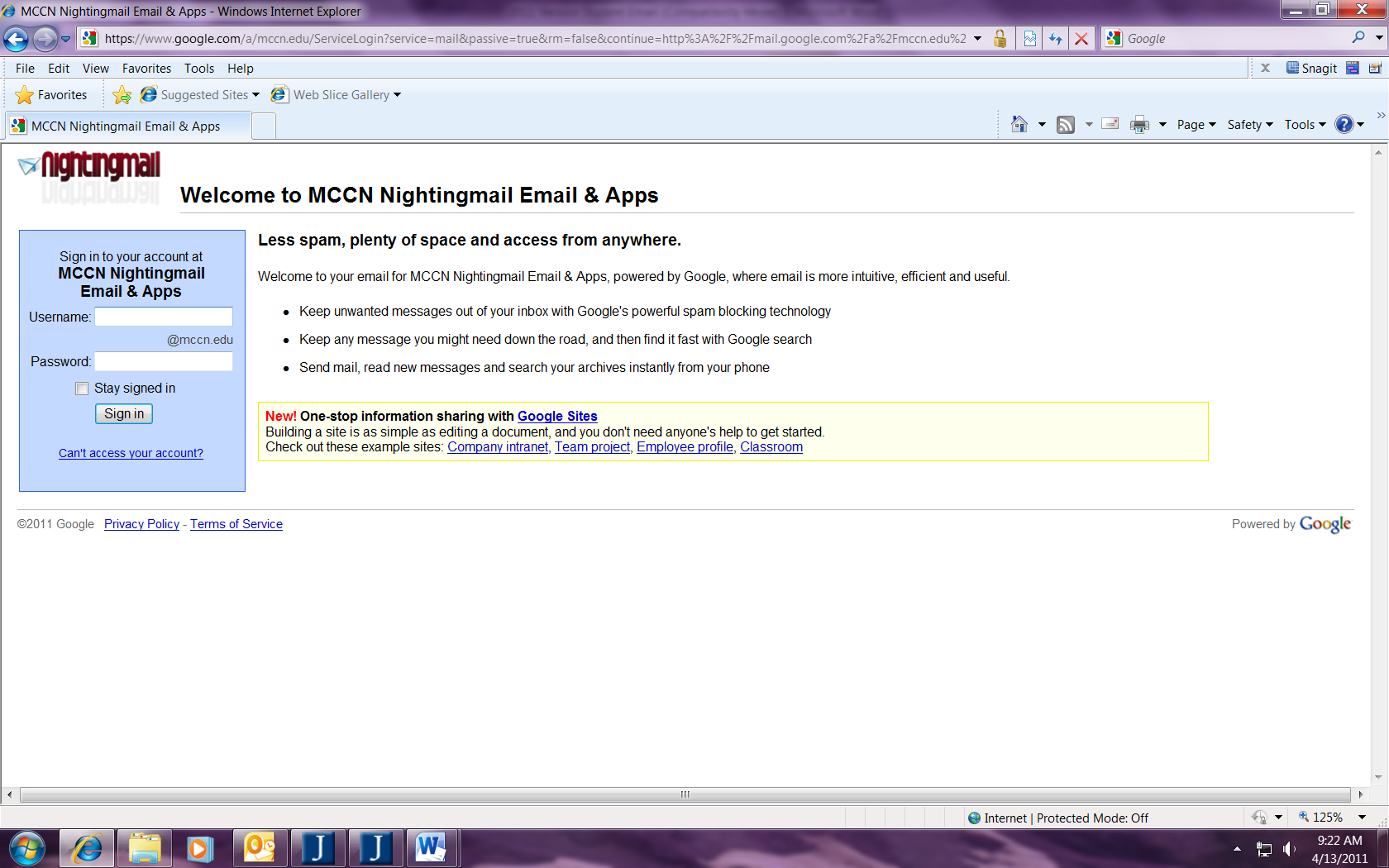
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***Access via web browser:***

* Open your web browser and enter: <http://mail.mccn.edu> in the address bar, then click the Go-To button or enter.

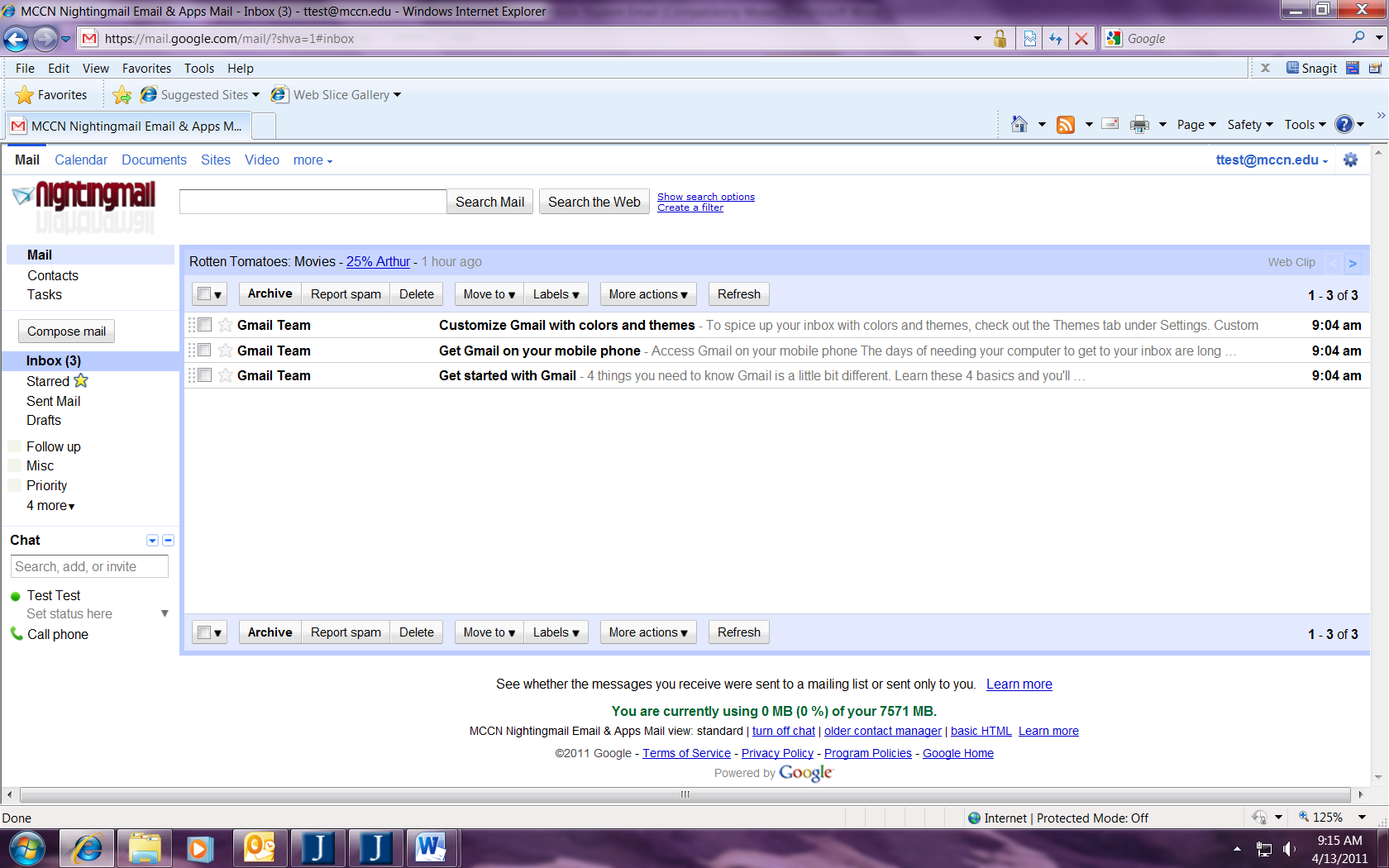
***Logging In:***

User Name: first initial and last name (unless notified otherwise) followed by mccn.edu. Example - [jsmith@mccn.edu](mailto:jsmith@mccn.edu)



Password: Pass4mccn

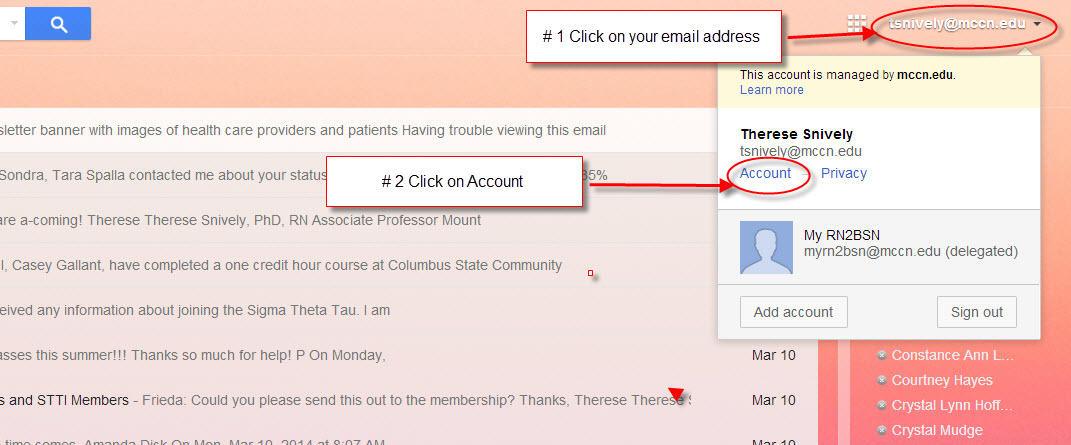
When Nightingmail has fully loaded, you will be taken directly to your Inbox. Unread mail will be in **BOLD.** Click on the **BOLD text** to open the message.



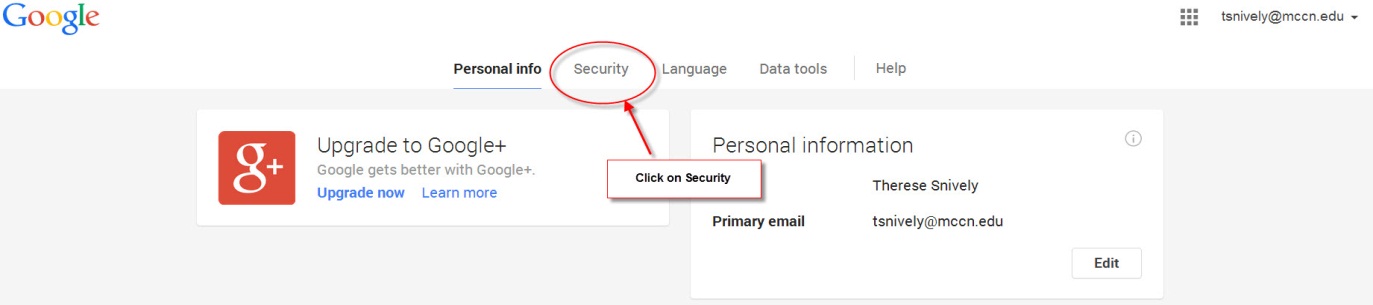
***To Change Your Password:***

To change your password, # 1 click on your email address and then # 2 click on

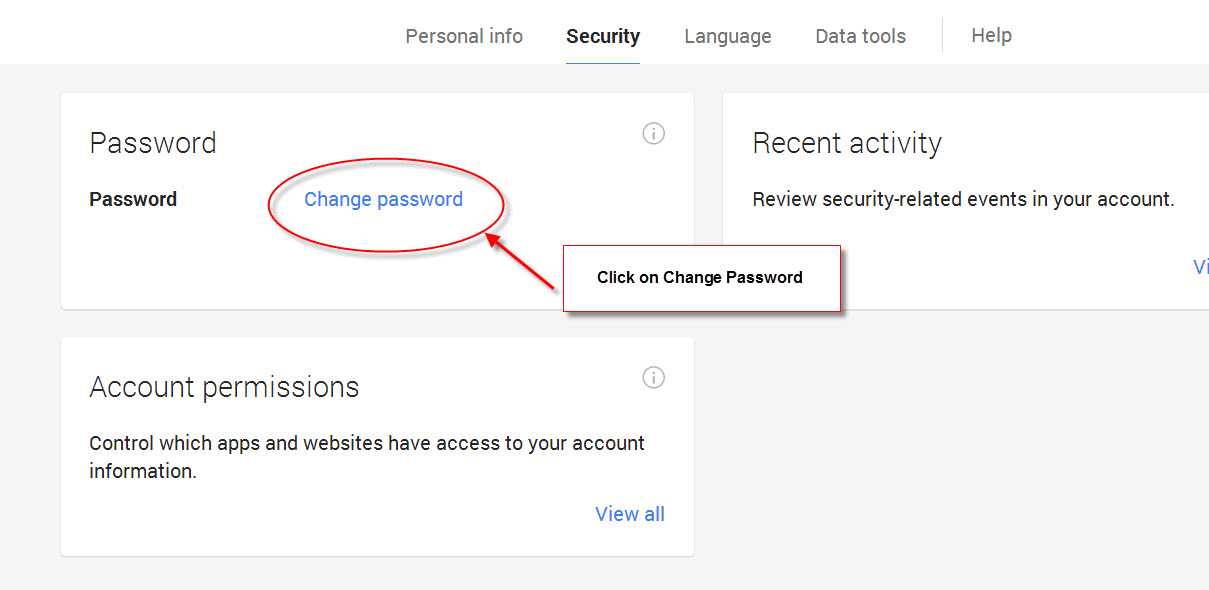
“Account” from the drop down box.



Click on the “Security” link.

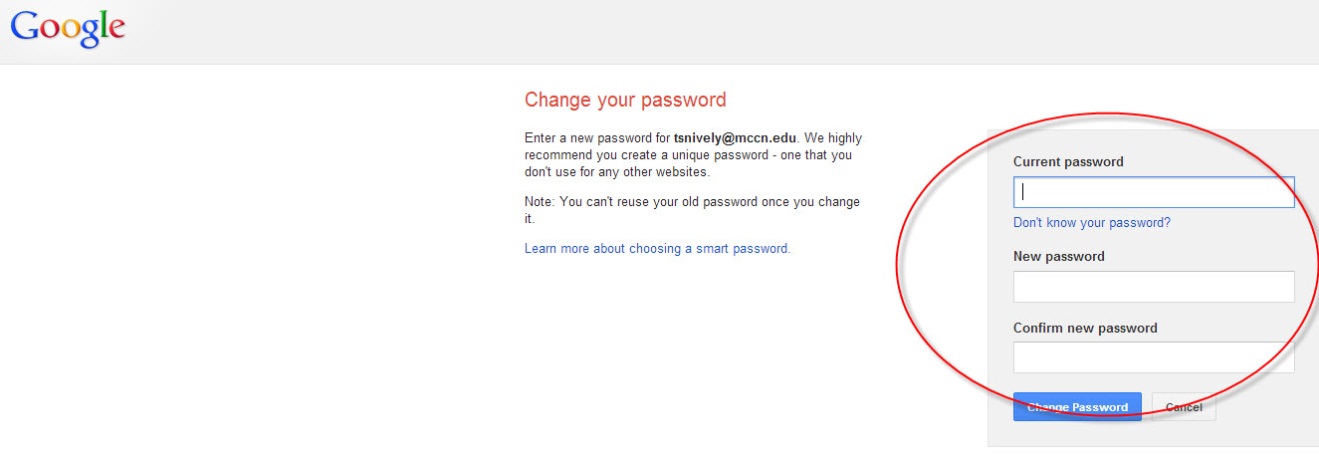


Click on “Change Password”.

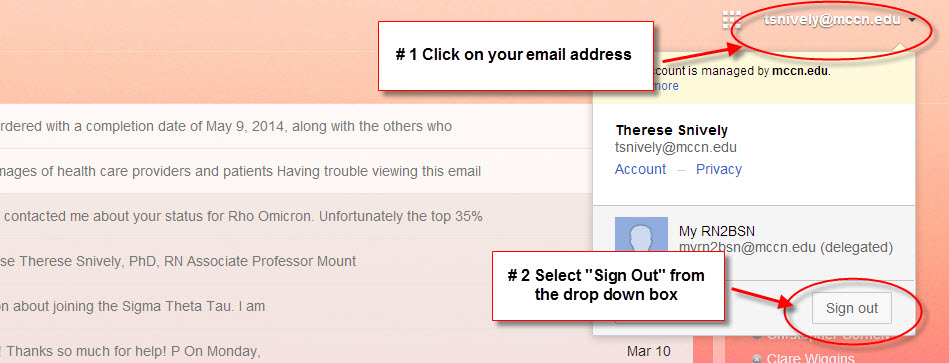


On the “Password Change” screen, input your current password. Then choose a new password, make special note of the Password strength indicator. Hit the “Submit” button when finished.

You want a password that is “**Strong**” to protect your mail account from hackers and others.



To log out of Nightingmail, 1) click on your email address and 2) select “Sign out” from the drop down box.



If you have any problems, contact the **HelpLine** ([helpline@mccn.edu](mailto:helpline@mccn.edu)).