

# Student (Google)

- [Access Student Email](#)
- [Student Email Password Reset](#)
- [Stop Student Everybody Emails](#)

# Access Student Email

## Overview

MCC student email accounts are intended for school-related communication while you are an active student. Your account will be created for you, and you do not need to create a student email account.

These are instructions to access your student email.

## Getting Started

- Go to [Student Email](#) or to [www.mclennan.edu](http://www.mclennan.edu) > I am a > Current Student. Click on **Student Email**. You can also log into gmail.com with your student email address.
- Your login username will be your email address: the first initials of your first name and last name, your 7-digit MCC ID number followed by @students.mclennan.edu.
- You will use the password you created for MyMCC or Brightspace.

## Access to Email

Your Student Email account will be created within 2 hours of receiving your Acceptance Letter from McLennan Community College (MCC).

- Although your account will be created within 2 hours, trying to access within this 2 hour window may result in an error stating: your account does not exist.
- If you receive an error, please wait; your account will be created shortly.
- It is accessible within 24 hours or by the next business day.

MCC student email accounts are active up to 12 months after your last MCC course.

## Benefits and Features

- customizable start page
- 15 gigabytes of space
- spreadsheet program
- presentation program
- MS Word compatible document editor

- [Google chat](#)

# Resources

Need to reset your password?- [Forgot Password](#).

# Policy

Your official McLennan Community College email account is provided through Google. All students, staff, and faculty will use their official college email addresses when conducting college business as per [MCC's Official Email Communication Policy](#).

# Termination of Email Access

It is not recommended to use your student email for long-term personal use or to link it with third-party services such as: social media, medical portals, banking, etc.

- After a 12-month period without any active courses, your student email account and all associated data, including Google Drive, will be deleted.
- Upon leaving MCC, be sure to update any account, associated with or linked to your student email with your personal email address.

# Student Email Password Reset

## Overview

This article covers changing your student email password.

## Getting Started

The password reset link on Google Mail will not reset your student email password. You will get an error to contact your administrator. You can reset your student email password using the [Forgot Password](#).

# Stop Student Everybody Emails

## Overview

MCC student email accounts are used to communicate important information to students, both individually and through campus-wide announcements. If you are a former student and still receiving these emails but would like these to stop, follow the steps below based on your situation.

## Important Note

Emails sent to all student accounts will always reach all student email addresses. Since no mailing list is used, there is no way to remove an address from these announcements. It is not possible to opt out of campus-wide emails such as newsletters, technical alerts, or general student announcements. These messages are sent directly to all active student email addresses.

## Getting Started

Choose the guide below that best applies to your situation.

### Your Student Email is Logged into an Email App

If you are receiving unwanted notifications from your student email account on a device, log out of your student email on all apps where it is signed in. The process varies by app. Here are guides for common apps:

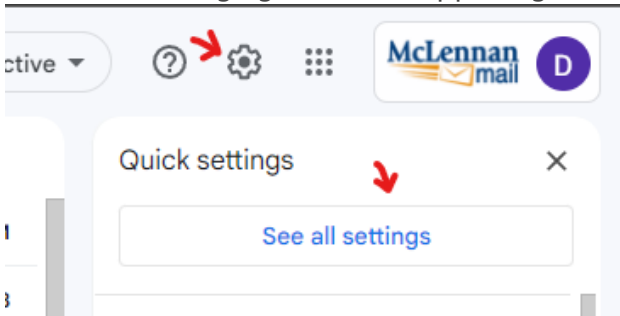
- [Gmail \(Computer, Android, iOS\)](#)
- [Mail \(iPhone\)](#)
- [Mail \(iPad\)](#)
- [Mail \(Mac\)](#)
- [Mail/Calendar \(Windows\)](#)

### Your Student Email is Forwarding to a Personal Email

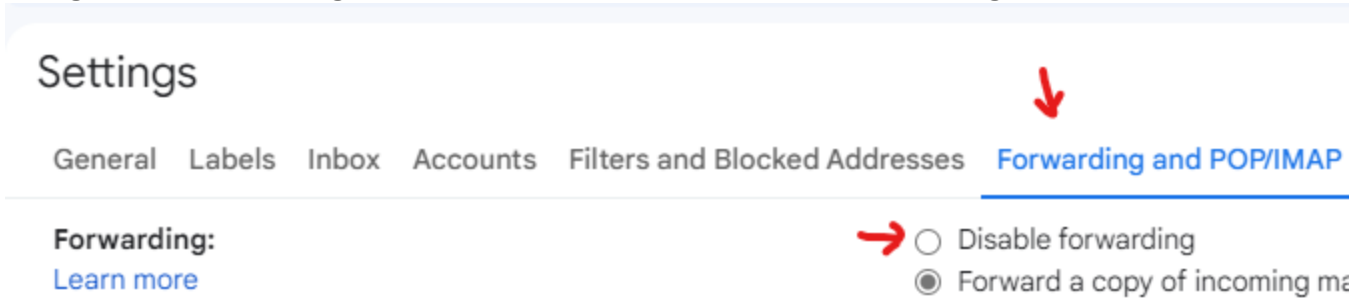
If you previously set up email forwarding, you can disable it using the following steps:

- Log in to your student email account: [Student Email](#)

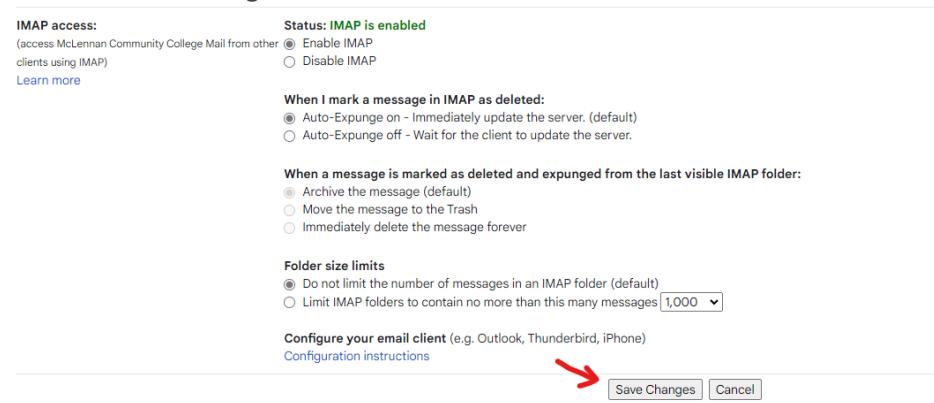
- Click the settings gear in the upper-right corner and select "See all settings."



- Navigate to "Forwarding and POP/IMAP" and select "Disable forwarding."



- Click "Save Changes" at the bottom of the screen.



## Opt Out of MCC Emails

It is not possible to opt out of campus-wide emails such as newsletters, technical alerts, or general student announcements. These messages are sent directly to all active student email addresses.

## Additional Details for Former Students

For students who have fully transitioned away from MCC, it is recommended to remove your student email from all devices and stop using it for any personal communications.

For additional details, see: [Students \(Google\) - Access Student Email: Termination of Email Access](#)