

# 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.

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