



**Highlands**  
College

**An Introduction to  
College  
E-mail**

# Contents

## Introduction

The College e-mail facility works like many standard e-mail systems allowing you to send and receive e-mail, store messages in folders and to hold e-mail addresses in an Address Book/Contacts.

**In order to access College e-mail, you will need your college log-in details.**

This Guide is designed to introduce you to some of the basic functions of the College e-mail facility. For more advanced functions, use the **Help** button situated on the top menu bar of the **Main Menu** screen.

## Contents

|                              |   |
|------------------------------|---|
| How to Access College e-mail | 2 |
| How to Send an e-mail        | 5 |
| How to Use the Address Book  | 6 |
| How to Use Tasks             | 7 |
| How to Use the Calendar      | 8 |

# How to Access College E-mail

## Highlands College Desktop Page






Using your mouse, double click on the *Internet Explorer* icon.



Internet Explorer

## Highlands College Internet Student Home Page

search for courses  Course Search

Highlands College  Staff   

Home About Courses University Centre Campus Parents Employers Contact

### Student News

- Enrolment day – August 20
- Workshop to discuss higher education funding
- New part-time leisure & professional courses out now!

### UC News

- Workshop to discuss higher education funding
- New part-time leisure & professional courses out now!
- Highlands College – A Student's Perspective

### College News

- Enrolment day – August 20
- Workshop to discuss higher education funding
- New part-time leisure & professional courses out now!

### HC Students Links

- Access H: Drive from outside college
- Change network password outside College
- e-Subs
- ICT e-Subs
- Library Search
- Moodle
- Printer PIN / Web Printing
- Webmail

### UC Students Links

- Access H: Drive from outside college
- Change network password outside College
- Library Search
- Moodle
- Plymouth Library
- Printer PIN / Web Printing
- Webmail

### Student Internal Links

- Anti-Bullying Trifold September 14
- Canteen Menu
- Counselling Services Brochure 2014
- Email User Guide
- Handbook 2014 – 2015
- Health and Safety Guidelines
- IT User Guide
- Liberty Bus Poster
- List of Student Discounts 2014 – 2015
- Log IT Request
- My Student Report

### Google Search

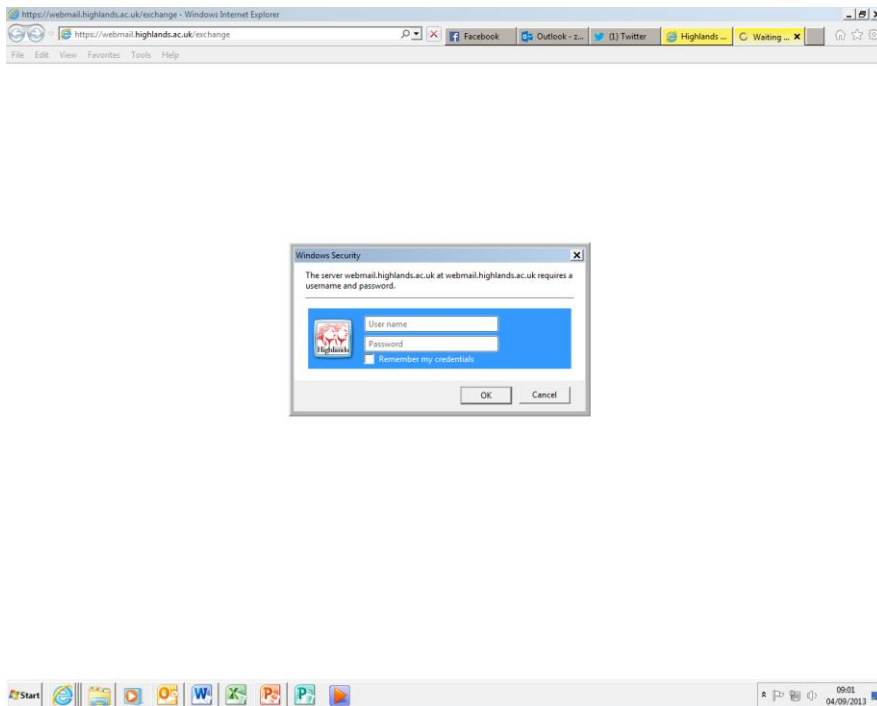
Google Search

For non-degree students use the links under **HC Students Links**. Click '**Webmail**' to access the email login page.

For degree students use the links under **UC Students Links**. Click on '**Webmail**' to access the email login page.

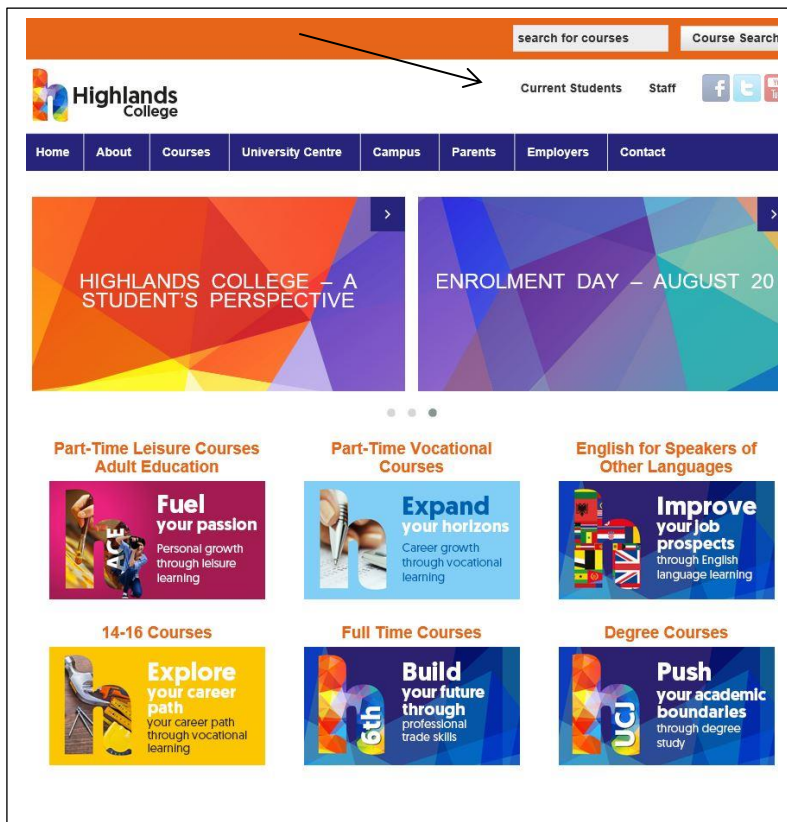
# How to Access College E-mail

## Highlands College HC Mail Logon Page



- ⇒ You will see a login box asking for your username and password.
- ⇒ Enter your username and password, this is the same one that is used to logon to HC computers.
- ⇒ **If you are accessing College Email off site, Go to the Highlands College website (Main Page):**

[www.highlands.ac.uk](http://www.highlands.ac.uk)



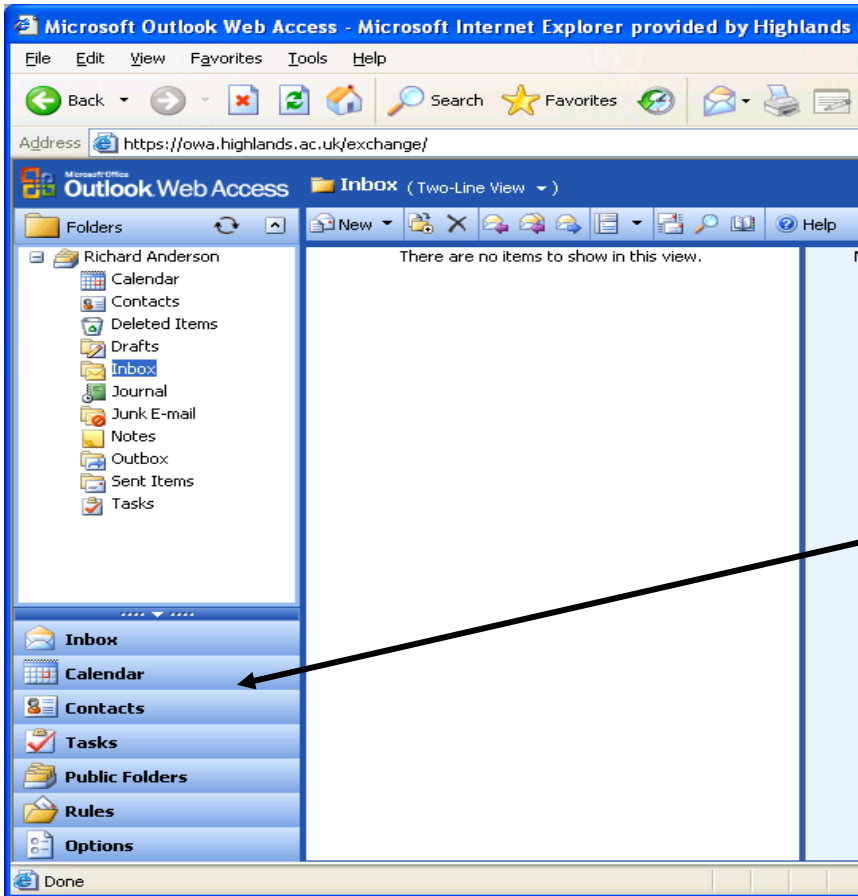
At the top of the page, click on the **'Current Students'** area.

This will go to the same area as the students homepage when inside the college.

Mail access then works the same as it would when inside the college by using the **'HCMail'** link under the relevant areas **HC Student Links** or **UC Student Links**.

# How to Access College E-mail

## Personal Information Manager



The **Main Menu** page is displayed.

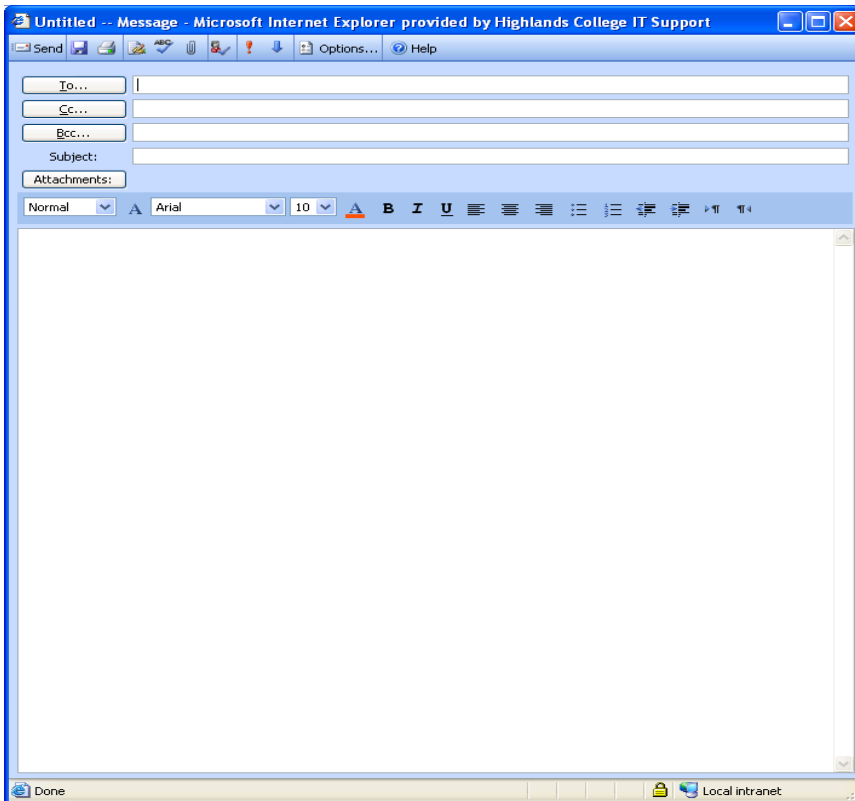
This can be used as any ordinary email system.

Please look at the left hand blocks for switching to various views.

e.g. Calendar, Notes, etc.

# How to send an E-mail

## Main Menu



To send a new message make sure you are in **Inbox** and chose **New** to compose.

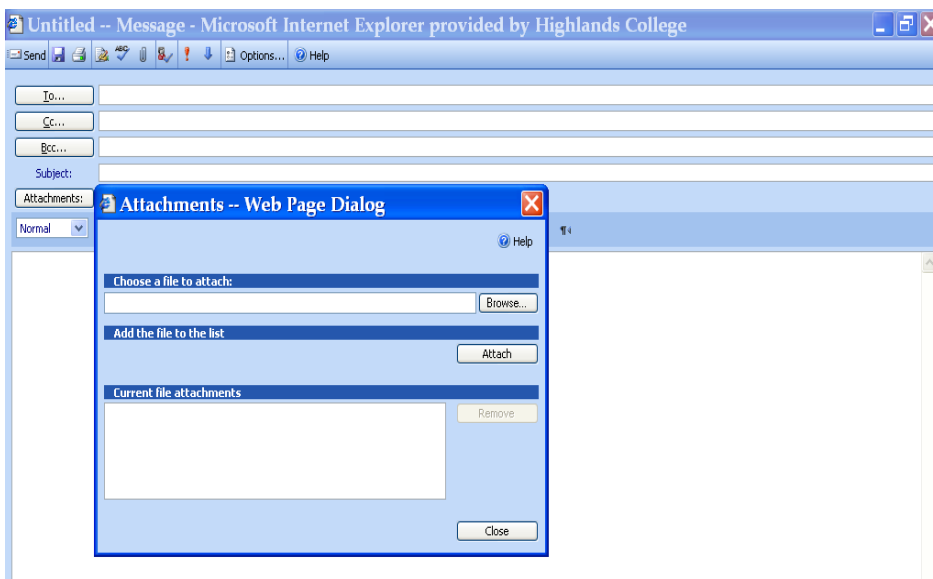
Key the subject of the email into the **Subject** field.

Key your message into the appropriate space provided.

If you want to spell check your message, click the **Spell Check** option.

**Click on send when you have typed your email.**

## Attachments



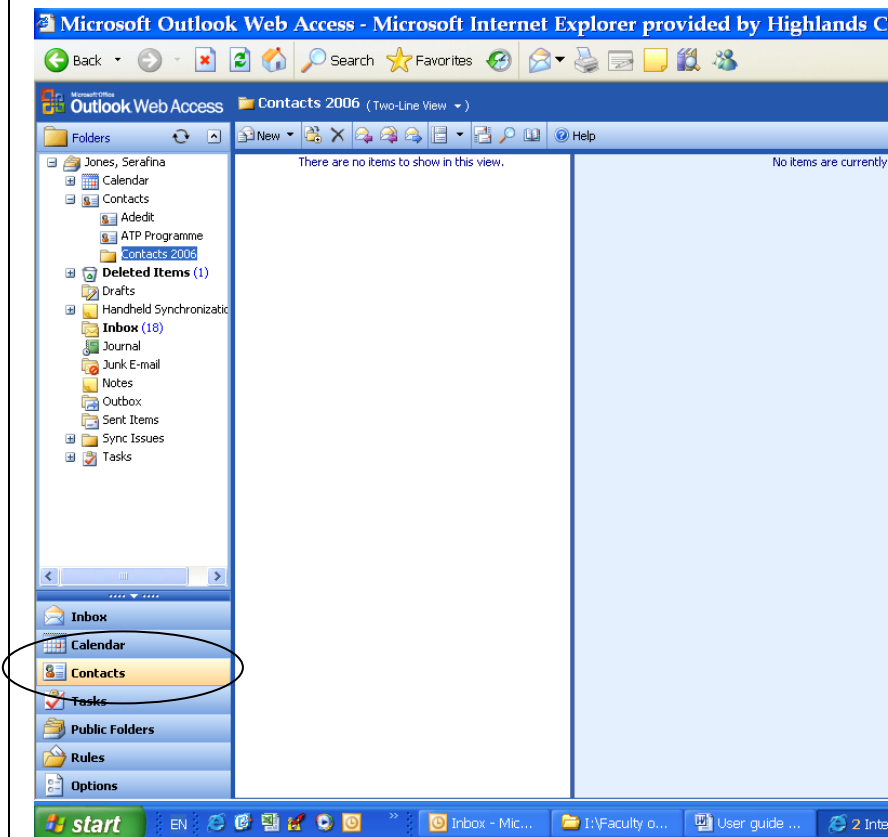
Attachments – click on the attachment button.

Click on Browse to select the file you want to attach.

Then click the **Attach** option.

# How to Use Tasks

## Main Menu

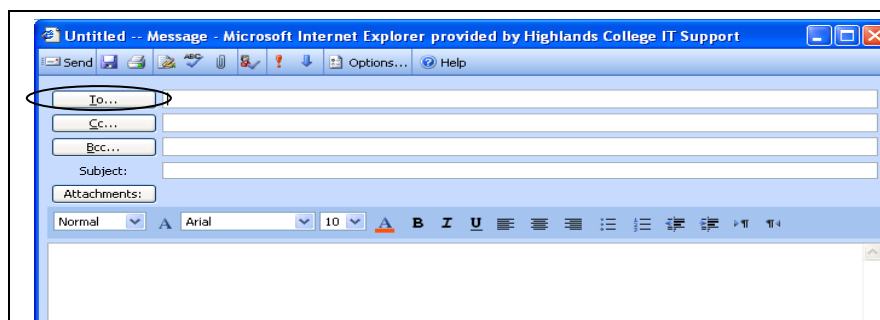


You can set up a contact address to use when creating a mail message.

To add names in your contacts list, click the **New** button and type in the information. This will be stored in alphabetical order.

e.g.

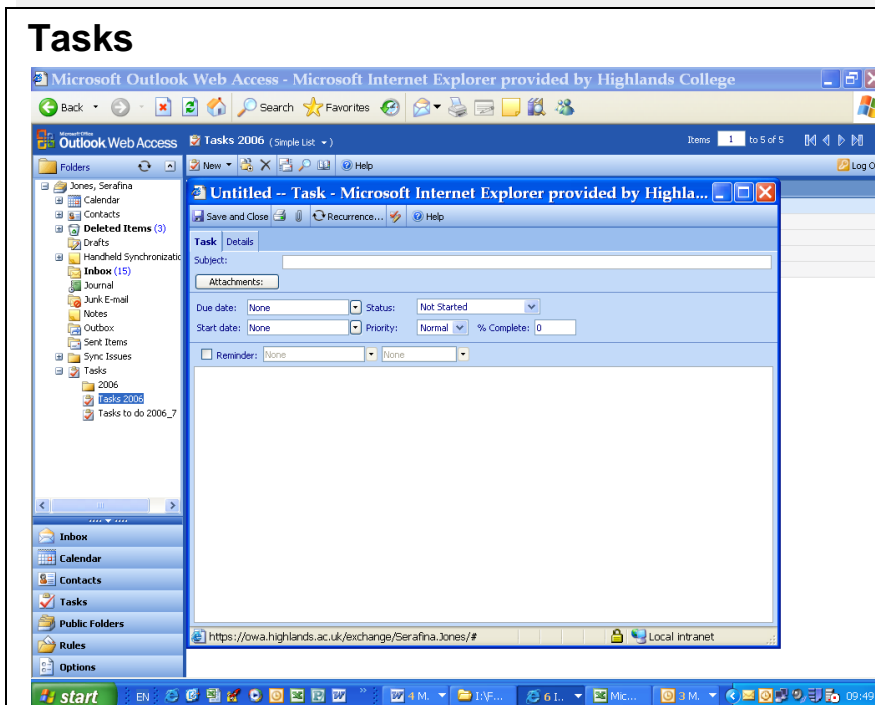
- Type in a new contact name into the **Enter New Name** field
- The email address into the **Enter New Email Address** field.



**N.B.** Once the contact has been added you can then pick up the email address for your new emails through the To button

# How to Use Tasks

## Tasks



You can use the tasks list to keep track of assignments/work, you may need to do.

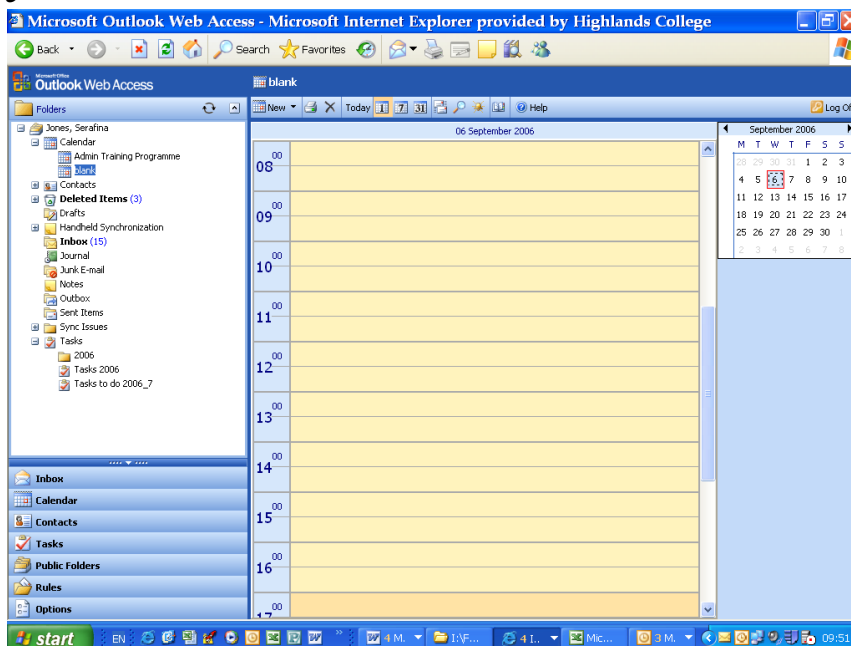
1. Type in title of task and information which is relevant.
2. Set the due date.
3. A reminder will pop up for you.



# How to Use the Calendar

## Calendar

0



Please click on calendar.

Double click on a time and you will be able to type in the relevant information.

**P.S.** If your appointment is every week/month use the recurring button and this will enable you to one appointment throughout a series of months.

**N.B.** Enter your timetable or any appointments to help you keep up to date with your day.

**N.B.**

Your College Email address is your **initials** and your college **Id number** followed by @hc.ac.je

Example as follows: zz048296@hc.ac.je

**Degree student** Email address is followed by @uc.ac.je

Example as follows: zz048296@uc.ac.je

**Staff Email** address is: firstname.lastname@highlands.ac.uk

Example as follows: john.smith@highlands.ac.uk

## How to Use the Calendar

The college has a wireless connection in place, this can be accessed from all locations although some areas of the campus may be stronger than others.

Please note that when using the wireless connection, Internet searching is restricted and is subject to our Surf control filter.

If you have any queries, please ask your Course Tutor who will investigate any issues you may have.