



Student E-mail Frequently Asked Questions (FAQs) – FOR FACULTY

Is my email going to change?

No, there are no changes to faculty and staff email addresses or accounts. Continue to access your email through Outlook.

How are student email addresses defined?

The format is: [Student's]
MyMCID@montgomerycollege.edu

What is the size limit of each student's MC email account?

50MB per email account.

What is the size limit of each faculty/staff MC email account?

50MB per email account.

What is the maximum message size limit for student email accounts?

6MB including attachments. Students can send up to 4 attachments of no more than 1.5 MB each.

What is the maximum message size limit for faculty/staff email accounts?

10MB including attachments.

What is the maximum size of attachments that can be sent to student email accounts?

You can send up to 10MB of attachments to students.

What is the maximum size of attachments that can be sent to faculty/staff email accounts?

10MB

What file types are currently blocked by Outlook?

For a list of files blocked by Outlook 2003, please visit:

<http://office.microsoft.com/en-us/ork2003/HA011402971033.aspx>

What about spam?

College email systems are protected by appropriate spam filtering/anti-virus technologies.

How long can students keep their MC email accounts?

Student email accounts will become inactive after 12 consecutive months of no enrollment activity.

How do I send email to students?

From the My Courses area in My MC you can send email to all of the students in your courses or to individual students in each course. Once you are in a course, just click on the "email" link under course tools.

Alternatively, faculty members can also email their students by following these steps:

1. On the My MC home tab, in the Faculty Quick Links channel, click "My Teaching Schedule"
2. Select the term to list the courses you are teaching.
3. From the course you wish to access, click the Classlist link.
4. Click on the Email Class button.
5. This will open your Outlook compose window to be able to create the email from and send to the students with their e-mail addresses in the "blind carbon copy" line.



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I've sent an email to my classes but it doesn't appear in my sent mail. What happened?

Mail messages sent from within My Courses are not logged or saved. We recommend that you copy yourself on any messages that you send from within My Courses.

What if I want to send an email to a student who is not in one of my classes?

You would need to get the email address of the student from him or her. For privacy reasons, there is no global address book for student emails.

Will WebCT email go to the new student accounts?

No. Email sent within WebCT will continue to use WebCT accounts within the Web CT course.

Can I send email to student accounts directly from Exchange?

Yes, you can send, forward, and reply to student emails from your Exchange account – you do not have to be in My MC.

I have more questions about student email. Who can I contact?

Contact the IT Help Desk at 240-567-7222 or via email at ithelpdesk@montgomerycollege.edu