

NIGHTINGMAIL (student email account)

MCCN provides a student email account to each registered student. Please note that use of the Nightingmail system is subject to the terms and conditions in the "Confidentiality and Network Access Agreement" that all students sign at Orientation.

You can access your student email via the MCCN website at:

1. www.mccn.edu (Figure 1)

OR

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

ACCESS VIA THE MCCN WEBSITE:

- #1 - Click on "Students"
- #2 - Click on "Nightingmail"

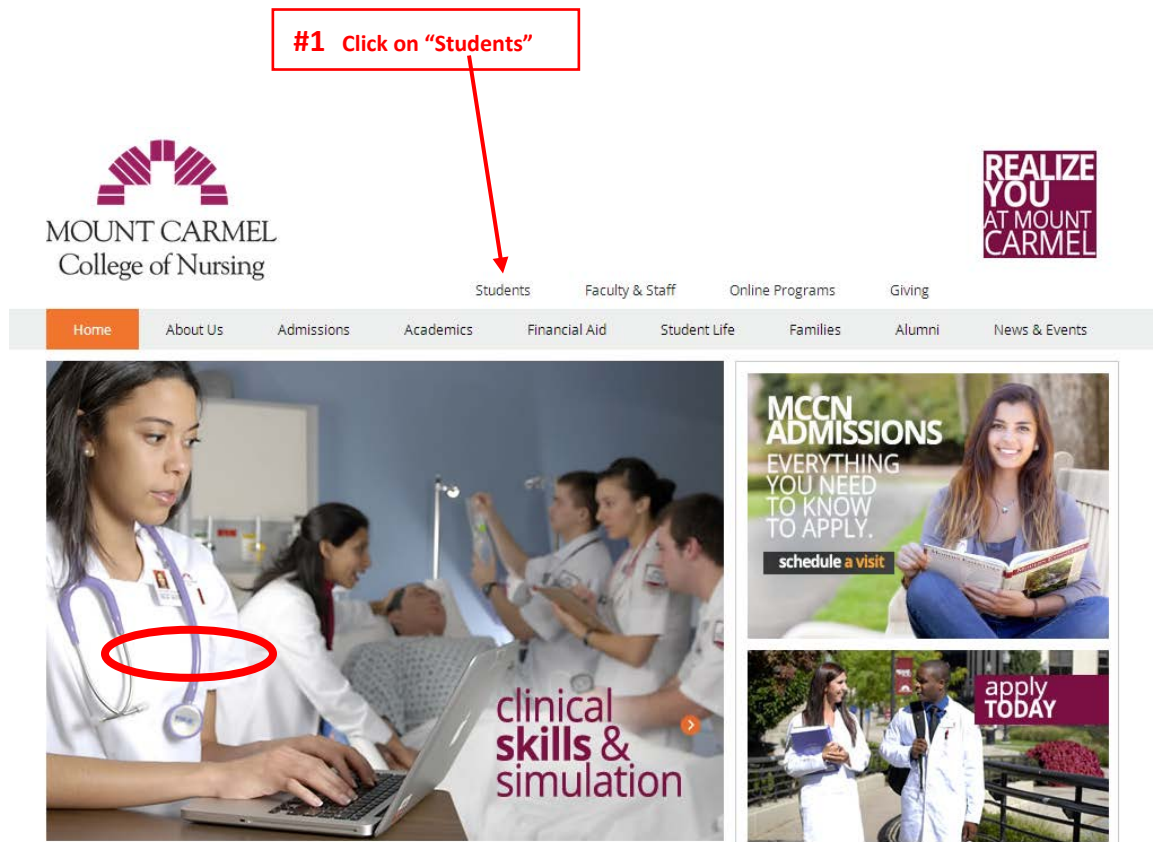
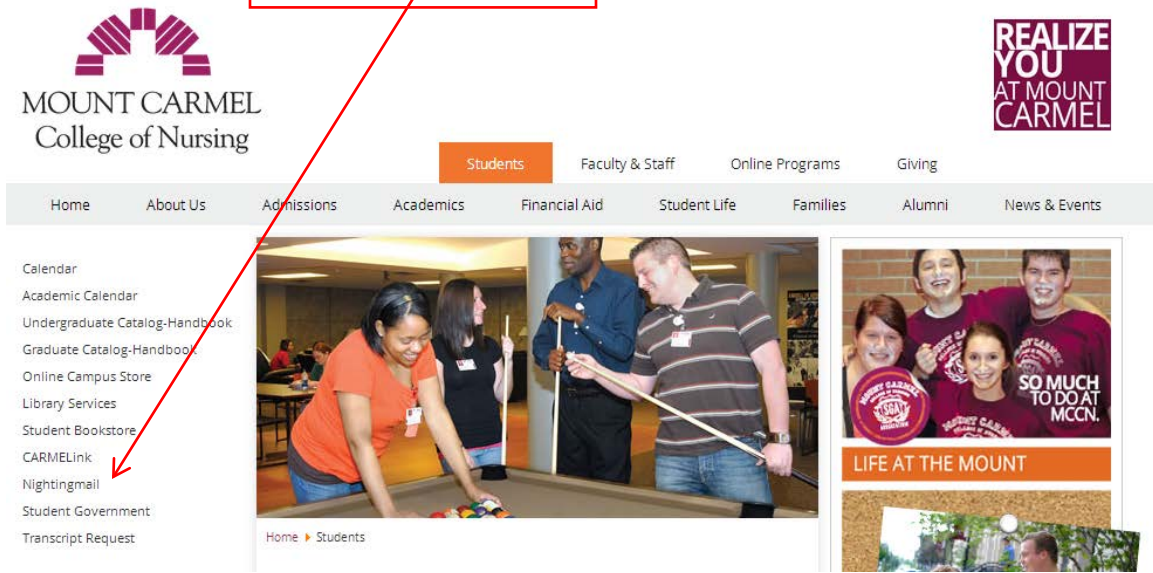


Figure 1



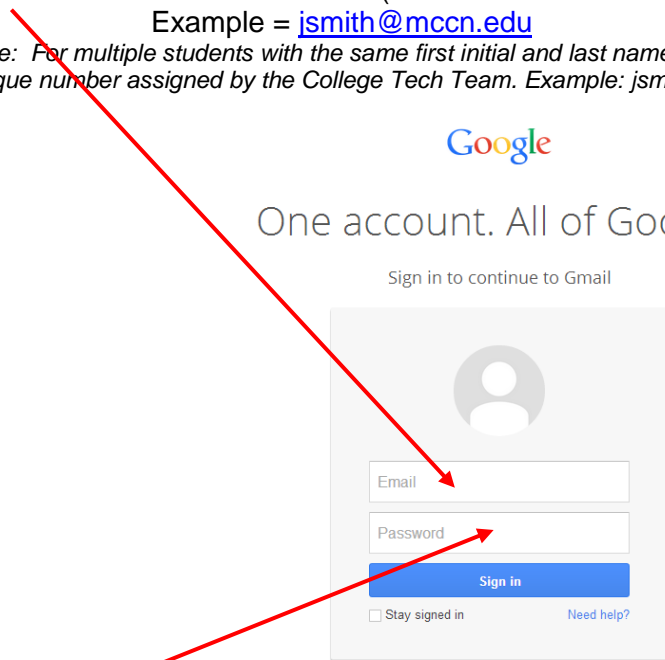
ACCESS VIA YOUR WEB BROWSER:

- Open your web browser and enter: <http://mail.mccn.edu> in the address bar
- Enter your mccn.edu email address
- Enter your password

Email: first initial and last name (unless notified otherwise), plus mccn.edu

Example = jsmith@mccn.edu

Note: For multiple students with the same first initial and last name, usernames will be differentiated with a unique number assigned by the College Tech Team. Example: jsmith2.



Default Password: **Pass4mccn**

Figure 2

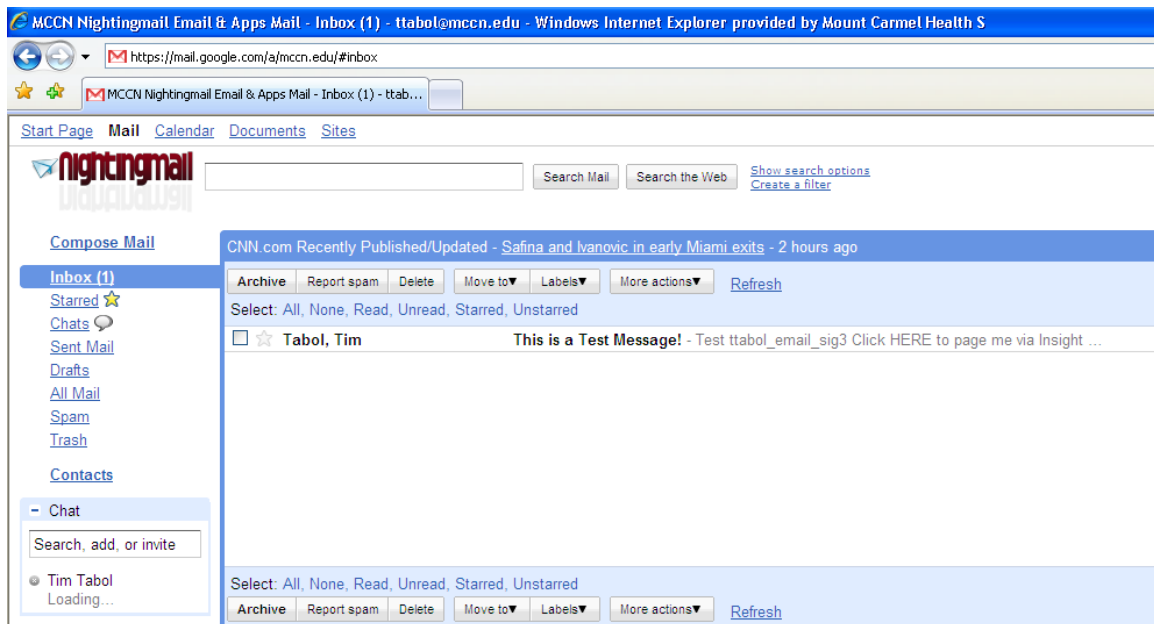
CHANGE YOUR PASSWORD:

- The first time you login to your Nightingmail (Google) account you will be required to accept the Google “Terms of Service” and “Privacy Policy.”
- You will then be prompted to change your password.

Make sure you create a unique password to help keep someone from accessing your account. Here are a few tips for creating your password, and keeping it safe:

- Your password should be easy for you to remember without being obvious for someone else to guess.
- Don't choose only a dictionary word as your password.
- Include a variety of characters, such as punctuation marks, numbers, and mix capital and lowercase letters.
- Periodically change your password.

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.



HOW TO GET HELP:

Send a detailed message describing your concern, to HelpLine@mccn.edu. You will receive a return email with an assigned ticket number.

If you do NOT have access to your Nightingmail account, call 614-401-6226 and leave a clear and concise message describing your concern (including your phone number). Phone requests are assigned a ticket number and placed into the same queue as email requests.