Google Apps Student E-mail Service: An Introduction

The College provides electronic mail services to all fully registered students. This document provides an overview of that service including: explanation of who is eligible for a College email account, expectations for how the service will, may and should be used, description of email addresses and how to access the system, and how to get technical support.

You @ Student . SanJac . Edu

All San Jacinto College students have access to email service provided by the College. An email address will automatically be generated for you once you have registered and paid for a class at the College. The email service provides 6GB of storage, a familiar interface, and powerful security features including virus scanning and spam filters. This email service is for your use only.

Important Communication

The College email service represents an official means of communication between you and the College. Faculty will rely on your College email account for official communications related to your courses: assignment reminders, class announcements and other day-to-day notices may be sent to your College email address. College administrative offices may communicate with you regarding your account status, financial aid, academic standing, campus closures or emergencies and/or other official communications. It is important that you check your College email account on a regular basis to make sure you read any official messages the College may send you.

Acceptable Use

This email service is for your use only. Please review all College policies related to the acceptable use of technology resources; the policies are available online at:

Policy VI-V Policy on Information Resources: [http://www.sjcd.edu/faculty_staff_3707.html](http://www.sjcd.edu/faculty_staff_3707.html)
What’s My Address & Password?

All student email addresses will use a standard format. Your email username will be up to ten characters of your last name dot your first initial followed by the last four numbers of your College issued G# number:

(First10ofLastName).(FirstInitial)(LastFourG#) @ student.sjcd.edu

So, if your name is John Doe and the last four digits of your G# are 4321, your email address will be: Doe.J4321@student.sanjac.edu

If your last name is longer than 10 characters, only the first 10 letters will be used; so if your name is Jane Poppinscotch and the last four digits of your G# are 1234, your email address will be: Poppinscot.J1234@student.sanjac.edu

Your initial password for your e-mail account will be your birthday in MMDDYYYY format. If your birthday is March 4, 1982, your password will be 03041982.

Show Me My Email!

You may access your San Jacinto College email address online at http://mail.student.sanjac.edu.

What If I Need Help?

The Open Labs in the Interactive Learning Centers (ILC’s) on each campus will have available a number of short documents describing how to access, set up and use your account. Also, the Lab Assistants will be able to help answer your questions.

You may also contact San Jacinto College Technical Support:

✓ Online at http://techsupport.sanjac.edu
✓ By phone at 281-998-6137 (x6137 if on-campus)
✓ By email at TechSupport@sjcd.edu