



Student email accounts & Blackboard basics

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ACC Email Background

1. All students have an ACC gmail account ("accmail") and are receiving email messages from ACC at that email address. It is the only email address ACC and instructors use to communicate with students..
2. Each student must activate his/her accmail account. You will see messages when you do activate it.

Frequently Asked Questions about ACCmail. <http://www.austincc.edu/accmail/faq.php>

Why use accmail?

Three of the many reasons:

1. Get emails from your instructor through Blackboard
2. Learn about ACC updates, campus closings and events
3. Use the Google Docs features that are included

A hot tip - forward emails to your primary account

Don't want to check two email accounts? Set accmail to forward everything to your primary account. It just takes a few clicks (see details below the setup directions).

Part of accMail: Google Docs

Wish you could store class notes and papers in the “cloud” so you can reach and print them from anywhere you can access the Internet? You can with accMail’s Google Docs.

Google docs includes a

- word processor
- spreadsheet
- slide show
- drawing program
- calendar
- and other features - check them out!

From your email account just click the Documents link in the top left corner. You can create docs or upload existing files.

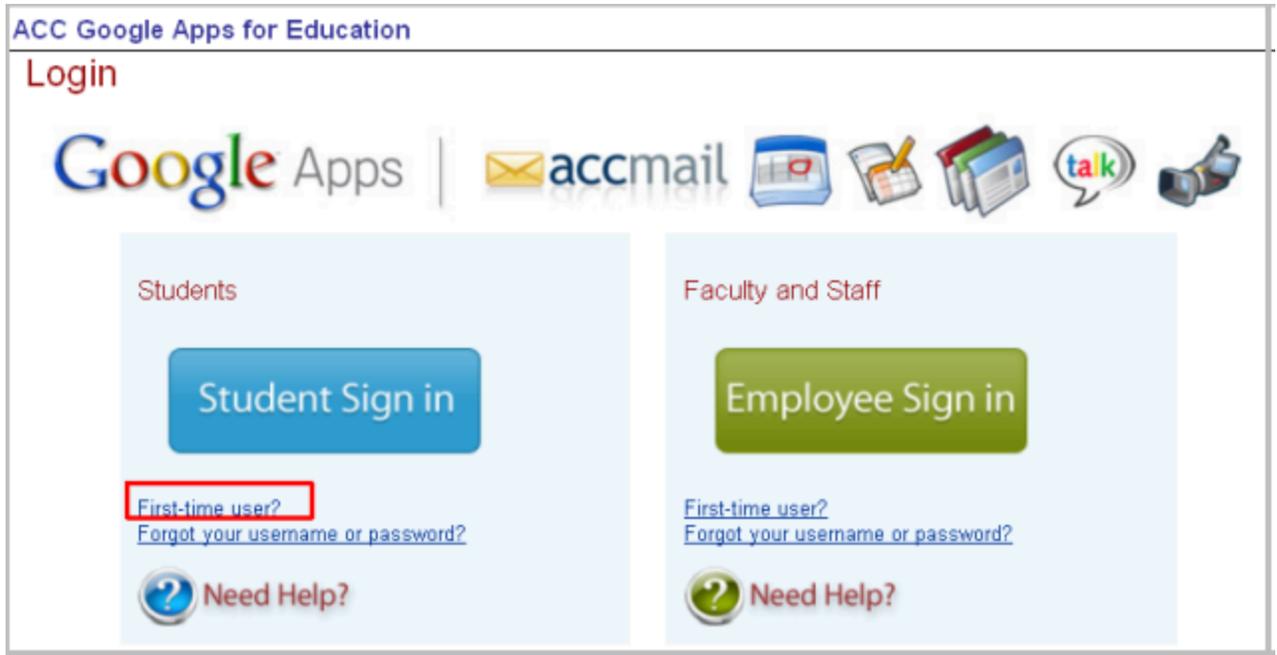
Part of accMail: Google Calendar

Use the calendar to list both your classes and also important dates, such as registration open / closed, tuition payment deadlines and more. Set as many reminders as needed, including email and SMS (text message) reminders. Never miss a first class date or payment!

Setting up your accMail account

1. You must know your student ID number (e.g., d01122333) and password - this is what you use to register for classes online,
2. Go to the ACC Home page austincc.edu and click **ACCMail** (right side). This displays the ACCMail home page
tip: you may want to bookmark this page; this is where you will go to log on in the future.
3. Click First Time User (below)





4. ACCMail has to know who you are...that's why you have to provide your Student ID (ACCeID) and password.

Please use your ACCeID login to access the reset AccMAIL page

ACCeID

ACCeID password

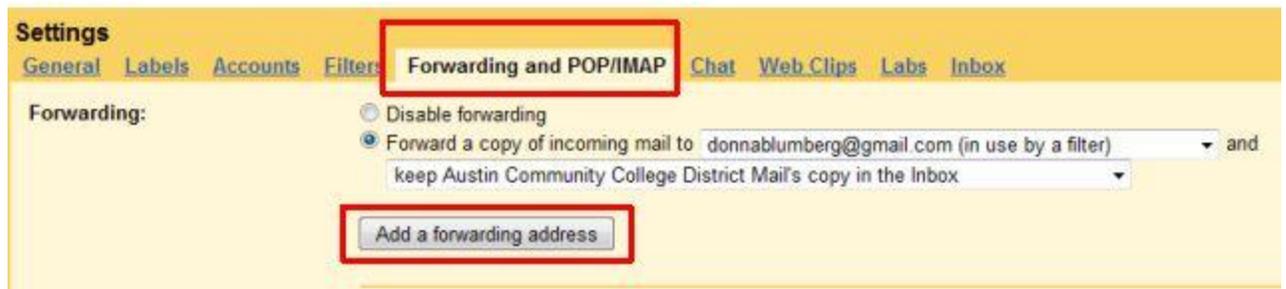
5. Once you type your ACCeID and password, it shows your email address. Usually it's your firstname.lastname@g.austincc.edu but if another student has the same name, there is a number after your last name.
For example, Joe.Smith1@g.austincc.edu or Linda.Garza3@g.austincc.edu.
6. Follow the directions to finish setting up your accmail account.

How to Forward Your ACCmail to your main email account

1. Log on to your accmail account and choose Email
2. Click the gear in the top right corner and choose Mail Settings.



3. Click Forwarding and POP/IMAP, then click Add a Forwarding Address.



4. Type your main email address, where you want to receive copies of ACCMail messages.
5. Gmail asks you to go to that email account and find the message asking to confirm that you want to receive forwarded messages. Log onto your email account, open the message and click the link.
6. Return to ACCMail, open the Mail Settings and click the Forwarding and POP/IMAP. Be sure the “Forward a copy of incoming mail to” button is checked. If not, check it and Save your changes.
7. You’re done!

If you decide to cancel the forwarding, follow the above steps and choose Disable forwarding.

For more information about ACCMail

...visit the [ACCMail page for Students](#) for answers to frequently asked questions and more.

Using Blackboard

1. To log into Blackboard, go to the ACC home page, austincc.edu, and click on Blackboard (right side, by ACC Mail)
2. Log on with your Student eID and password - the same ones you use to register online.

My ACC

Tools

- [Announcements](#)
- [Calendar](#)
- [ACC Online Services](#)
- [Smarthinking Online Tutoring](#)

Support Websites

- [Student Support](#)
- [Faculty Support](#)

Login Here

Professional Use Expectations for College Information Systems

Users are expected to comply with [ACC's Administrative Rule on the Use of College Information Systems](#), and to be familiar with the [Family Education Rights and Privacy Act \(FERPA\)](#). Proceeding to use college information systems indicates your awareness of and commitment to comply with the above-referenced guidelines. If you are unsure of these guidelines or disagree with them, you are expected to exit now and consult with your supervisor or advisor.



Enter your ACCeID login information below. You must [Activate Your ACCeID](#) before you can access Blackboard.

| | |
|-----------|--------------------------|
| Username: | <input type="text"/> |
| Password: | <input type="password"/> |

Login

- Once you've logged in you will see your courses listed on the right side. Click the desired course to open its home page. You will see information that the instructor has added.
- Notice the left side links (see below). Here is where you can (among other things) send emails to the instructor and/or other students in the class.

IMPORTANT NOTE: Once the semester is over, students cannot access any information from that course!

**If you wish to save any handouts, etc. be sure to download them during the semester.
(Consider uploading them to your accMail email or Google Docs)**

Announcements

Course Tools

Communication

Course Tools

Course Map

Refresh

PROJECT ANALYSIS AND DESIGN (35821) (211F-35821-IMED-2413-001) > COMMUNICATIONS



Communications



[Announcements](#)



[Collaboration](#)



[Discussion Board](#)



[Group Pages](#)



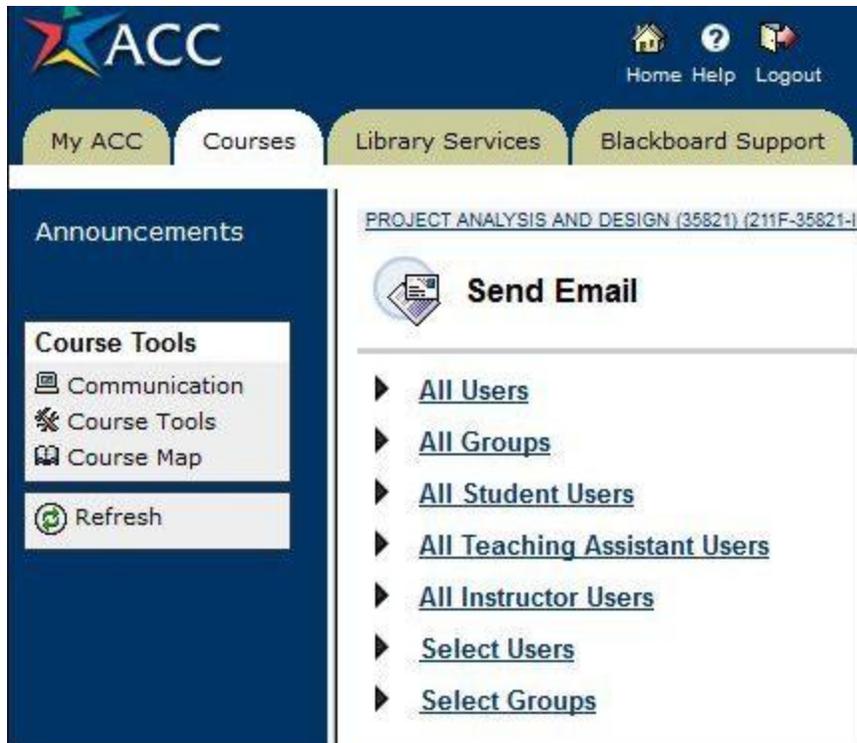
[Messages](#)
Messages



[Roster](#)



[Send Email](#)
Send email.



Student/employee emails in Blackboard

If you are an employee - including as an hourly - Blackboard automatically send emails to your employee account instead of your student account. Your employee email address ends in “@austincc.edu” instead of the student’s “@g.austincc.edu”.

To access your employee email, go the same page where you log onto your student email, austincc.edu/accmail. Click the Employee email link.

Blackboard Help

The [Blackboard Student Support](#) page has links to details on getting started, frequently asked questions and more.