



Colorado Mountain College

Guidelines for Using Student E-mail at CMC – for Students

Colorado Mountain College issues a CMC e-mail address, an online e-mail account and disk space (for e-mail storage) to all students enrolled in credit courses, at no cost to the student. This practice ensures that all credit students have e-mail communication readily available to them. Students who do not have access to computers in their homes or workplaces may use computer labs on campus, or computers in public libraries off campus, to access their e-mail.

General Guidelines for Use of Student E-mail

- Keep messages simple and direct.
- Only send messages that concern College business. Messages that do not concern College business are a violation of the Colorado Mountain College *Appropriate Use of Technology Policy*.
- Students should check their e-mail frequently and consistently to ensure they are getting important communication from instructors and other offices of the College.
- Students are responsible for keeping their e-mail passwords confidential.
- Students may reset their password by contacting the Information Technology Service Desk at (970) 947-8438 or (800) 621-8559.
- When a message is to be sent to more than one recipient, use an e-mail program that will not list all the recipients in the message; alternatively, include all recipients addresses as “Bcc:” instead of “To:”
- **It is not appropriate to use e-mail for transmitting confidential or sensitive information such as** student ID, social security number, address, protected medical information, etc.
- Policies relating to use of student e-mail are set forth in the College’s *Appropriate Use of Technology Policy*; the CMC Student Privacy, Rights and Records Policy; and the CMC Student Code of Conduct. Students must also adhere to policies outlined by the e-mail service provider (Google) which can be found at <http://mail.google.com/mail/help/intl/en/privacy.html>. Students are responsible for familiarizing themselves with these and any other College policies that may apply.

CMC policy and procedures related to student e-mail use may be found in the:
CMC Student Handbook at:

http://www.coloradomtn.edu/services/support/2006_2007_student_handbook.pdf

CMC Catalog at:

<http://catalog.coloradomtn.edu>

CMC Policy and Procedure Manual at:

<http://www.coloradomtn.edu/bot/pdfs/BoardofTrusteesPolicyManual.pdf>

Answers to Student Questions about E-mail

How do I sign up for a student e-mail address?

- All students enrolled in credit courses will automatically be assigned a CMC student e-mail address. Please allow 48 hours after you register for classes for your student e-mail account to be active. To get your e-mail login ID, which is the same as your Webadvisor ID, please visit Webadvisor.coloradomtn.edu; select "Student"; select "I'm New to WebAdvisor." Your default password is the last six digits of your social security number.

Can I forward my CMC e-mail to another e-mail account?

- You may choose to forward your CMC e-mail to another external Internet service provider (ISP), if you choose. For example, if you have an AOL or Hotmail account, you can use it to receive your CMC e-mail.

Are student e-mail addresses secure?

- Student e-mail addresses are kept in a secure database that is continually updated. Colorado Mountain College will not provide names and addresses to outside agencies for commercial use. CMC student e-mail is provided through Google, an outside contractor. For more information on their policies, read the Gmail Privacy Notice and Privacy Policy at <http://mail.google.com/mail/help/intl/en/privacy.html>.

Can I get copies of other students' addresses?

- No. In order to maintain security, privacy, and address accuracy, students only have access to their own e-mail address. Electronic lists of addresses will not be provided.

How do I change my e-mail address and password?

- Students can not change their e-mail address.
- Students can change their e-mail password by contacting the Information Technology Service Desk at (970) 947-8438 or (800) 621-8559.

Can I get my name removed from college distribution lists?

- No. Because e-mails from faculty and staff contain important College business, there is no provision to "opt out."

How long is my CMC e-mail account active?

- If you fail to log in to your account for a period of nine months, your account will be deactivated.