

BCC Student E-Mail (WebAccess)

WebAccess allows you to send and receive mail messages, appointments, tasks, notes, and attached files.

The BCC Student E-Mail system *does* have a timeout period. If you are inactive for **20 minutes**, the system will log you out.

The system also has space limitations. **Each e-mail can be no larger than 2Mb** and your **mailbox has a limit of 5Mb**.

To obtain your Student E-Mail ID

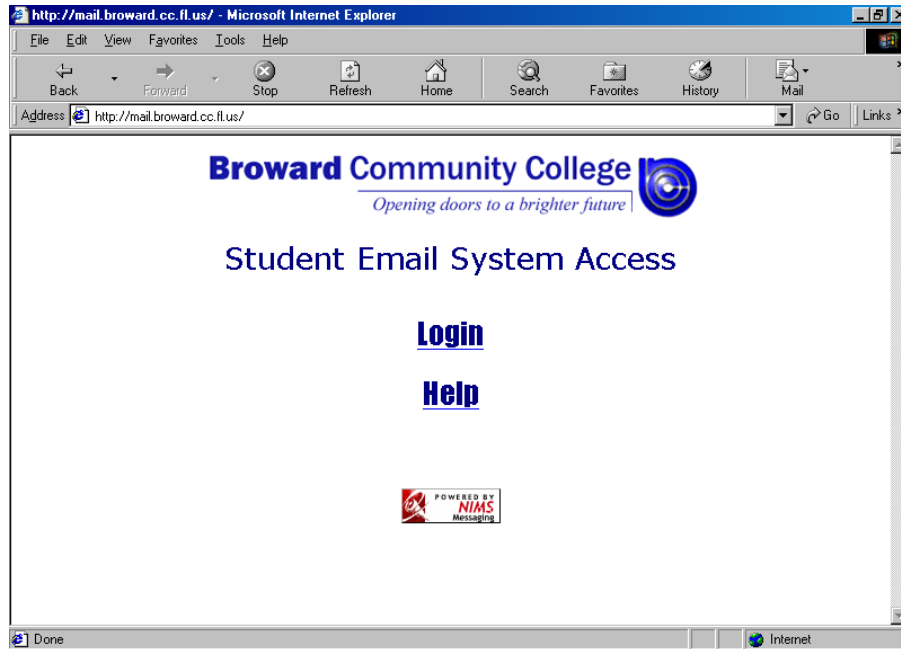
1. From the BCC web page (<http://www.broward.edu>) login to myBCC.



2. Select the icon **Personal Info** .
3. Enter your **Student ID** and **PIN**. The **PIN** will be your **E-Mail password**. If you do not know your **PIN** or have forgotten it, please go to a Registration desk with a photo ID and one will be reset for you.
4. On the **Personal Information** page, select the link for **Student Email**.
5. Please read the **BCC Student Fair Use Guidelines and Agreement** carefully. If you agree to the terms of this contract, click on the **Accept** button at the bottom of the Agreement. Your BCC Student E-mail address will appear on the next screen.

To log in to BCC's Student E-Mail System

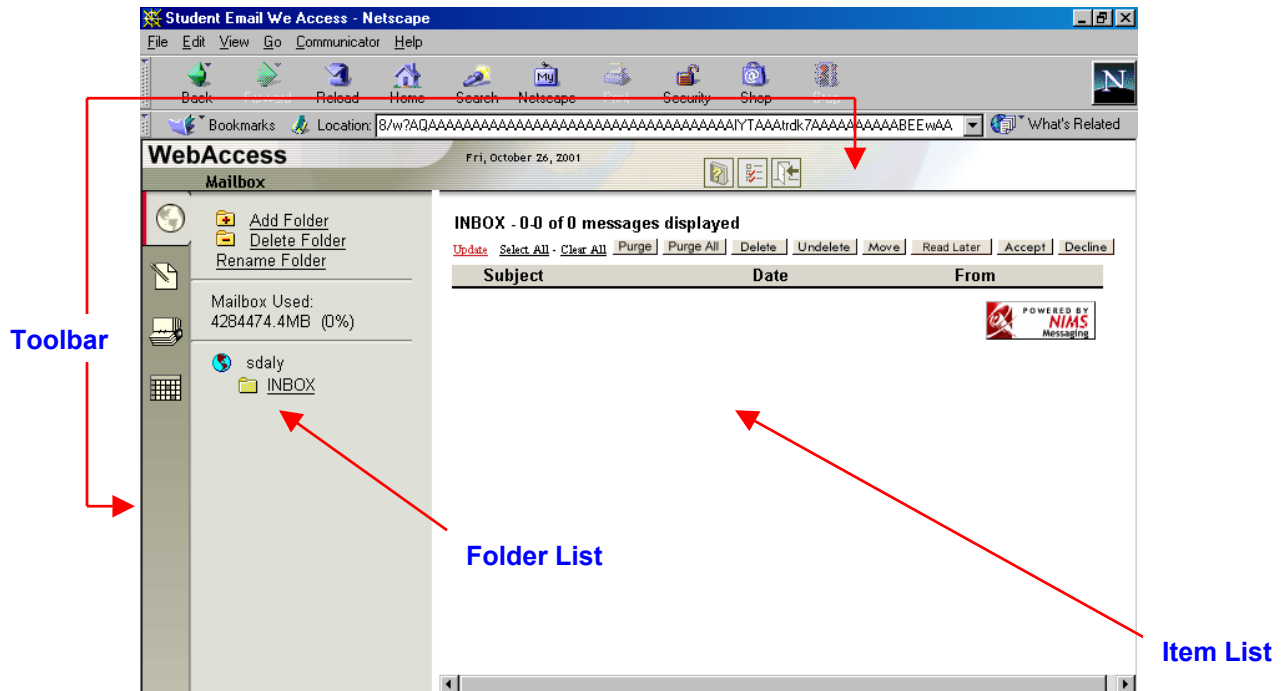
1. From any web browser, enter the following URL: <http://mail.broward.edu> . The below-displayed window will appear:



2. Click on the **Login** link.

A screenshot of a Windows dialog box titled 'Enter Network Password'. The dialog box has a key icon and the text 'Please type your user name and password.'. Below this, it shows 'Site: mail.broward.edu' and 'Realm: 1007067672'. There are two text input fields: 'User Name' and 'Password'. Below the input fields is a checkbox labeled 'Save this password in your password list'. At the bottom right, there are 'OK' and 'Cancel' buttons.

3. Enter your assigned User Name and Password.
User Name: The user ID is not case-sensitive; for example, *MargaretV* is the same as *margaretv* .
Password: The password is your PIN number for myBCC. If you change your PIN number in myBCC, it will change for the BCC Student E-Mail system as well. If you aren't sure of your PIN number, please bring a photo-ID to any campus Registration Desk.
4. Once you enter in your User Name and your password, click on OK. You will now be logged onto the BCC Student E-Mail System.



Toolbar

The toolbar displays options to view your Mailbox, compose an item, search the Address Book, view your Calendar, open Help, change your options, and exit WebAccess.

Folder List

The Folder List displays the folders used to organize the items you've sent and received. You can add additional folders to further help you organize your items. You click a folder to display the contents of the folder in the Item List. The Mailbox folder is the default folder that is opened when you first log in.

Item List

The Item List displays the contents of the folder that is currently open. By default, the 10 most recent items in the folder are displayed. If the folder contains more than 10 messages, a Next button appears at the bottom of the list. You can click Next to display the next 10 messages. If you wish, you can change the number of messages displayed per page by editing the WebAccess options.

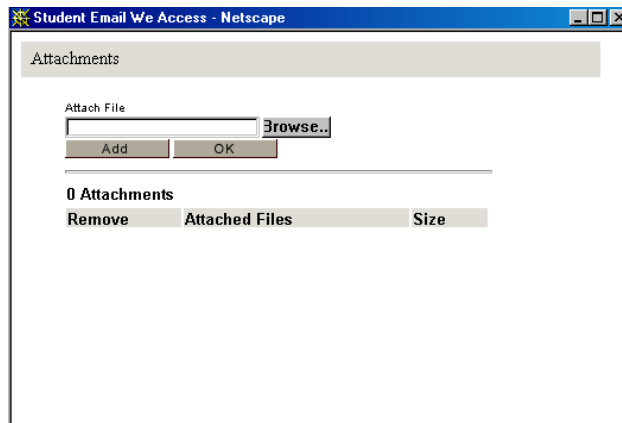
All WebAccess items you send or receive can include attachments of any file type (for example, text, audio, image, video, and application).

Attaching Files

You can attach one or more files to an item to send to other users. For example, you may want to send an expense report to another user or attach an agenda to an appointment. To attach files to an item, your browser must support attachments.



1. Click on the **Compose Message** icon.
2. After composing the message you wish to send and filling in the addressee information, click on the **Attach** button on the right-hand side of the Compose Message window. The following will appear:



3. Select the **Browse** button and locate the file you wish to attach to your email message.
4. Once selected, this window will re-appear. Click on the **Add** button to add the attachment to your email message. Repeat steps 3 and 4 for each attachment you would like to add to your email.
5. Click on **OK** to complete the attachment of files. You can now send your email.

Viewing Attachments

When you view an attached file, WebAccess attempts to convert the file to HTML and display it in your browser. If WebAccess cannot convert the file, you can try to have your browser display the file. Depending on how your browser is configured, the browser may display the file, launch an application to view the file in its native format, or save the file.

Saving Attachments

You can save attachments in their native format.