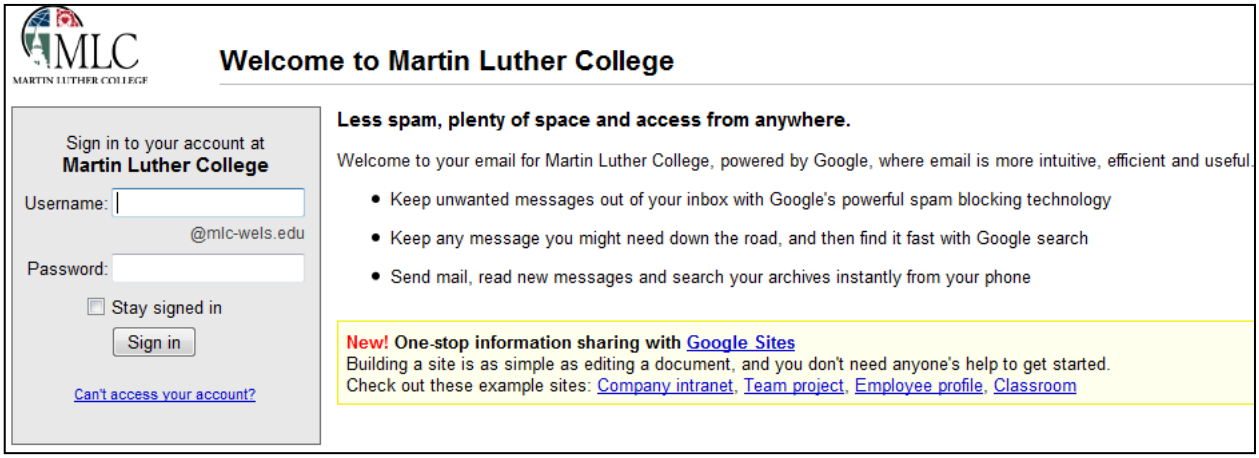
Accessing your MLC Gmail Account – (Online Students)

MLC has created **Google Apps** accounts for all students, which included **Gmail Accounts**. Most MLC email addresses are formed with your username followed by @mlc-wels.edu (for example: grunwajr@mlc-wels.edu)

To access your Gmail account …

1. Go to http://mail.mlc-wels.edu directly or select the ***Webmail*** link in the upper-right area of the *MLC home page* http://www.mlc-wels.edu or the *MLC Portal page* http://portal.mlc-wels.edu or the *MLC Moodle page* http://moodle.mlc-wels.edu .



2. A screen requesting your **Username**: and **Password**: should appear as show above.

   Username: Same as your MLC network/Portal/Moodle account username. For most people it is the first 6 characters of your last name followed by your first initial and middle initial (no caps).

   Password: Your initial password has been generated for you, but you need to access your password via the MLC Portal, as explained below.

Accessing your initial email password: Your initial email password can be found by going to the ***MLC Portal*** http://portal.mlc-wels.edu and logging in using your regular Network/Moodle login and password. Once you have logged into the Portal, go to "**Directory**" "**By Person**" on the left and enter your name into the search box and click *Submit*. Your name should appear. Click on your name and your information should appear. Following the **Campus E-mail:** line, you should see your MLC email address followed by a **[Retrieve Password]** link. Click on **[Retrieve Password]** and a pop-up window with your initial MLC email password should appear which you can then use to access your Gmail account the first time. Your initial email password will expire when you first use it; therefore carefully follow the instructions that will appear on the screen to create your new password.

3. **If you are having problems accessing your MLC Gmail account** please contact **MLC Network Service**s at **(507) 233-9100** during normal business hours (8:00 a.m. - 5:00 p.m. Monday - Friday) or email the **Help Desk** at helpdesk@mlc-wels.edu.

4. Once you are logged into you MLC Gmail account, and have changed your initial password, your Gmail account should be fully functional. If you are unfamiliar with working in Gmail, please access the **Help** area and then watch the ***video overview*** or visit the ***Gmail Help Center*** to learn more about how to perform basic tasks in Gmail.

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5. While it is possible to use a different email account for your online course work than your MLC Gmail account, it is strongly recommended that you use your MLC Gmail account because some online courses will make use of additional ***Google Apps***, such as Google *Documents*, which will be easily accessible via your MLC Google Apps Gmail account. Also, some MLC instructors and administrative personnel will only contact you via your MLC Gmail address and the default email address in your Moodle profile is automatically set to your MLC Gmail address.

   If you are set on using your traditional email address for your online coursework, instead of your new MLC Gmail address, then you should at least set up your MLC Gmail account so it will automatically forward any messages sent to it on to your traditional email address. To do so, follow the instructions below:

Here's how to forward messages automatically: (These instructions came from the Gmail help center, and may change over time.)

1. Click the **Options** icon (looks like a cog wheel) in the upper-right of your Gmail page, and select **Mail settings** link.
2. A **Setting** window should appear. Select the **Forwarding and POP/IMAP** tab.
3. From the ***Forwarding*** section, select **Add a forwarding Address**.
4. Enter the email address to which you'd like your messages forwarded.
5. For your security, Google will send verification to that email address.
6. Open your forwarding email account, and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Back in the **Options** section of Gmail you may have to click a verify button.
9. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
10. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
11. Click **Save Changes**.

You also can set up filters to forward messages that meet specific criteria.

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