All students at **Spoon River College** automatically receive an email account when they enroll in at least one class. It is important to check your student email frequently because your instructors as well as SRC offices will send critical email to this account. The purpose of this document is to provide you with instructions on how to receive and send email using the student email system from on-campus or off-campus.

Don't be confused by the Canvas Inbox that is used for class communication and works in a similar fashion to Facebook Messenger. Be sure that you are checking both your student email account and your Canvas Inbox.

Students have access to the email login page from several different locations.

Access **Spoon River College** website at http://www.src.edu to find the link to Student Email as indicated in the screen shot below.
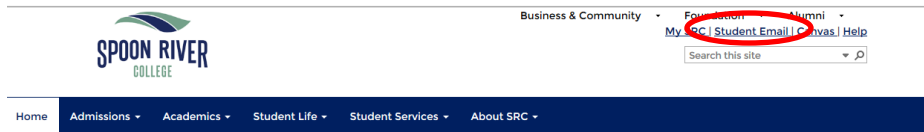
Access **My SRC** at http://portal.src.edu/ics to find the **Student Email** link on the left side of the page as indicated in the screen shot below.
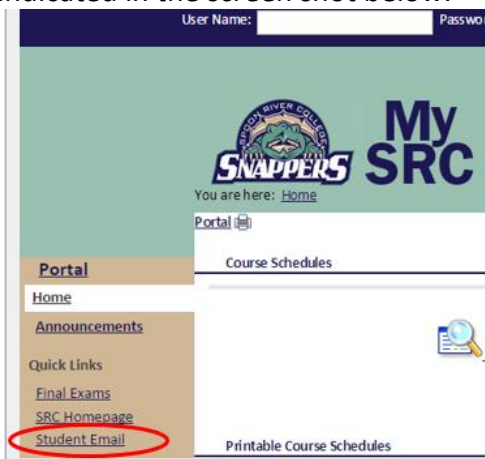
Access the **SRC Google mail** directly at http://go.my.src.edu.
-The left screen shot will show if you currently aren't signed into an existing Google account, sign in using the username formula in the following section.
-The right screen will show if you are signed into an existing Google account, click Add account to sign in with your SRC Google account.
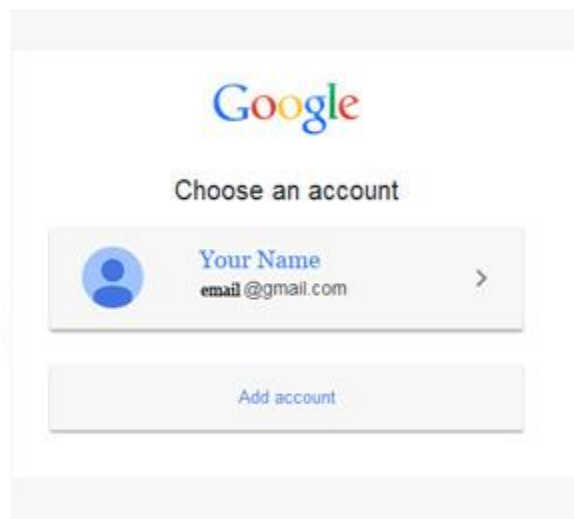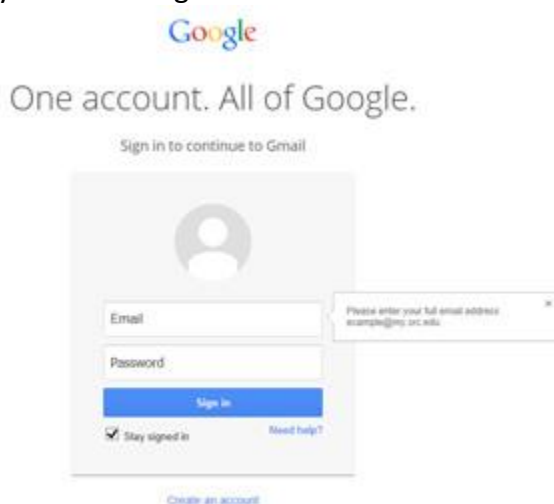
Email Address and Username

Your email address consists of your username, the '@' sign, and then the email domain name (my.src.edu). As in the example of John Wayne Smith, his email address would be john.smith@my.src.edu.

Note: If that username has already been assigned to another person, a number will be added to the end (firstname.lastname.1). Your first name will be the official first name in your name record on our college administration system (CX). If you supplied a "preferred name" or a "nickname" on your admissions application or your employment forms, we will use that.

Example: The name John Wayne Smith would be used to create a username of john.smith, but if that name is already assigned to another person, a sequential number would then be used to create a unique name as john.smith.1.
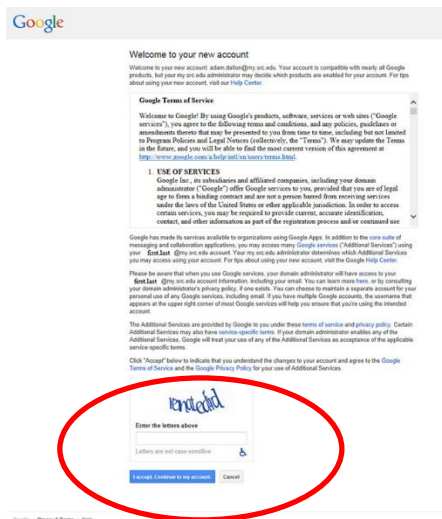
Password

The student's default password will be the first 2 letters of the first name **(first letter uppercase)** first 2 letters of the last name **(first letter upper case)** and the last four numbers of the social security number.

Example: Regarding the above password format, John Wayne Smith's, password would be "JoSm1234."

Initial Email Setup

The first time you log in to your student email account, you will be presented with the screen shot shown below. You need to type the letters you see in the box beside the handicap symbol. Review the Terms of Service then click "**I accept. Continue to my account**".


After accepting, you will be directed to your "**Inbox**" that will display any emails that your instructors or Spoon River College has sent you. As well as welcome emails from the Gmail Team.
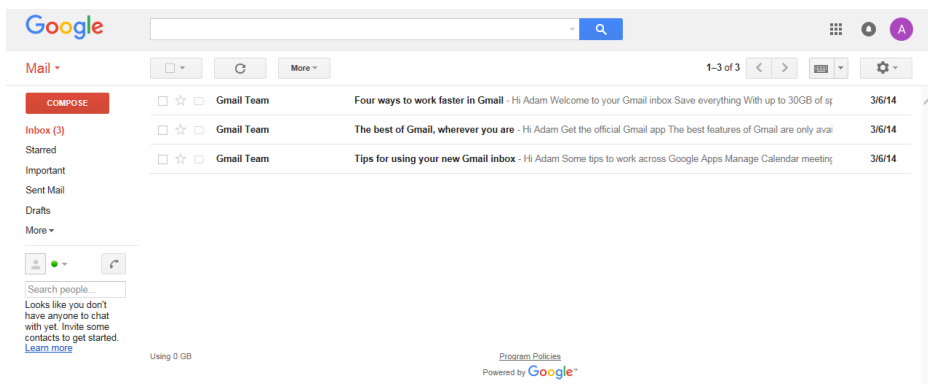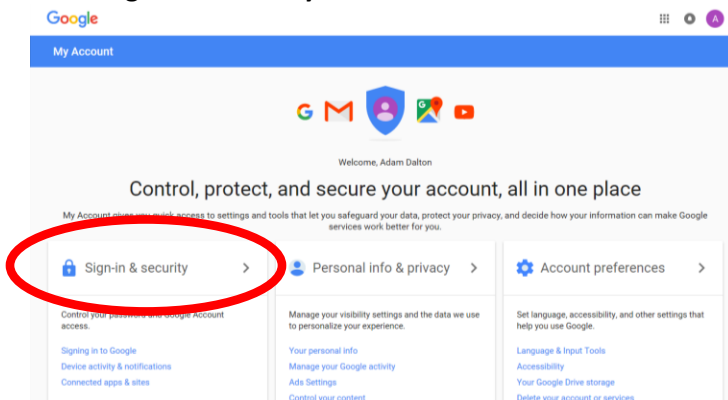
Change your password!

Someone with your password can do a lot of damage! Always change the default password for your account once you get logged in. Click on your email address on at the top right of the page. Click on **"My Account"** from the dropdown box as indicated in the screen shot below.
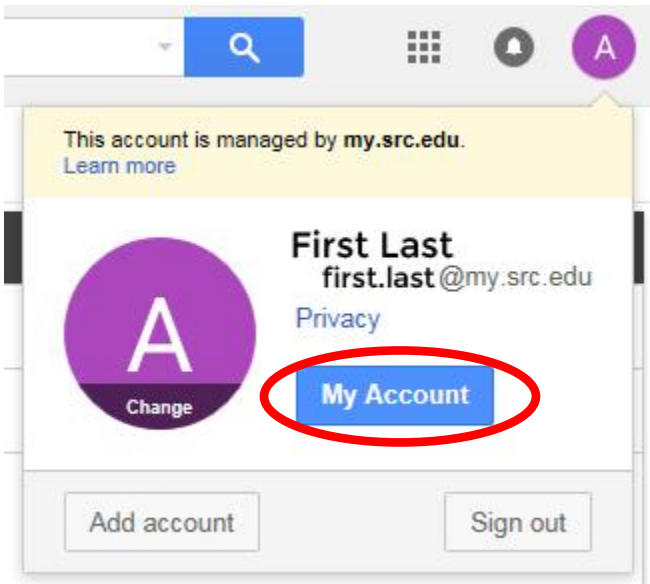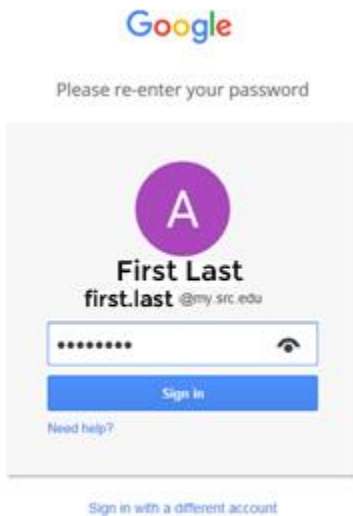

Click **"Sign-in & security"** as indicated in the screen shot below.
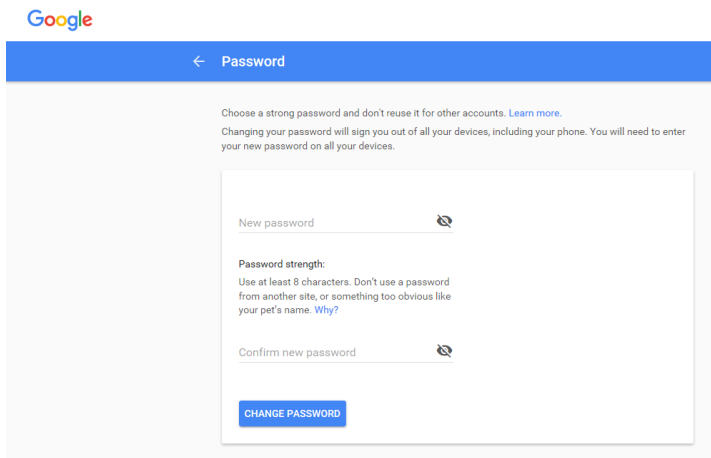

Click on the **"Password"** link as indicated in the screen shot below.
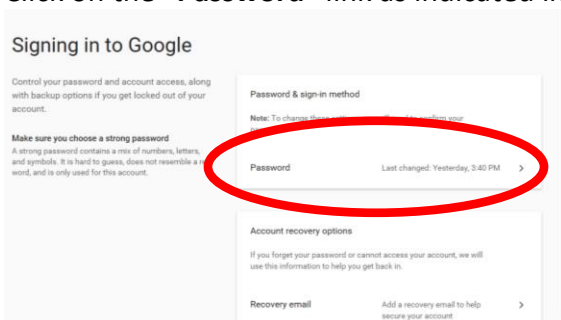
Users will be prompted to sign in again with the current password as indicated in the screen shot below.

- Choose a new password and enter it in **"New password"** box.
- Enter the same new password in the **"Confirm new password"** box.
- Click the **"Change Password"** button to insure your new password will work.
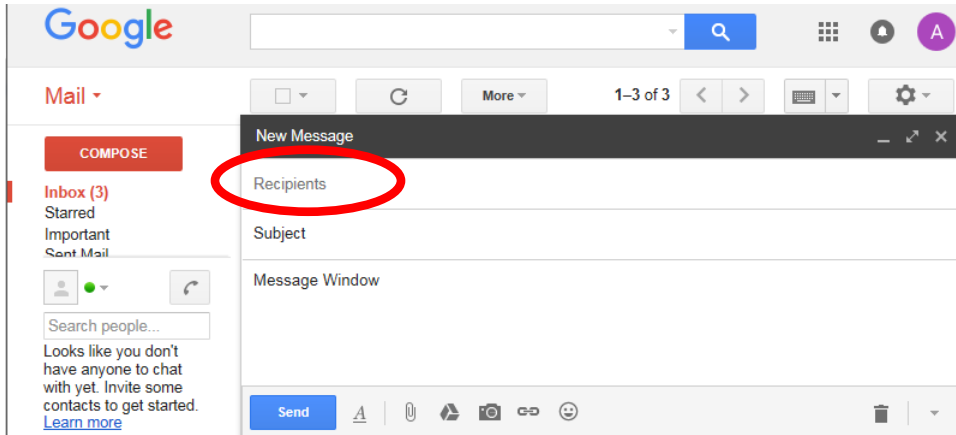

Create New Emails and Attachments

To create a new message click the **"Compose"** button as indicated in the screen shot below. This will start a new email.
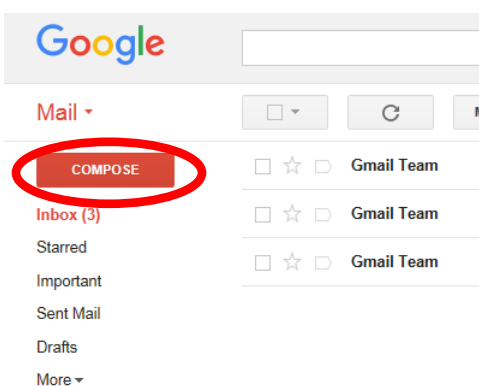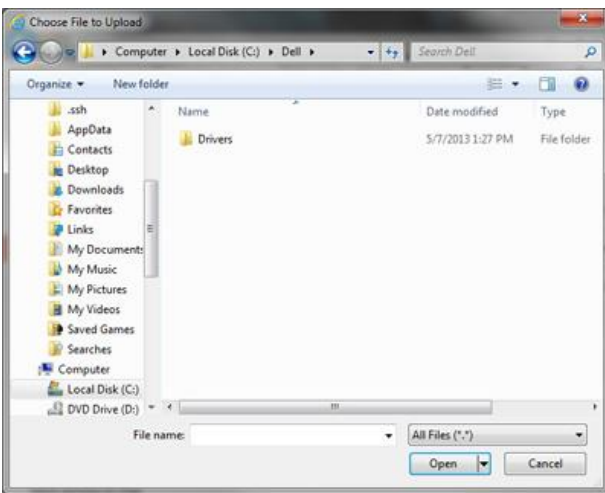
In the **"New Message"** window, enter the recipient's email address in the **"Recipients"** field. Enter your message in the **"Message window"** as indicated screen shot below.
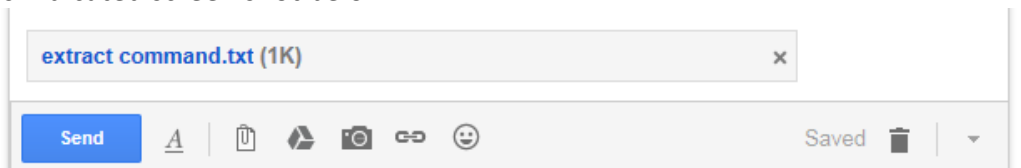

To attach a file or picture click on "**Attach files"** as shown in the screen shot below.

Search for and choose a file from your computer to be attached to the email. Click the file to be attached and Click **"Open"**.

You will know that you have the file attached properly if you can see the attachment above the **"Send"** button as indicated screen shot below.

Click the **"Send"** button.