

Albright College Email Account

IMPORTANT NOTE: Check your Albright email account regularly, or forward it to an account that you do check regularly. **Your instructors and Albright administrators will send College announcements, course work instructions, registration information, etc., to your Albright student email account.** It is your responsibility to check your account for this important information. If you prefer to use an already established email account (e.g., HotMail, personal GMail, AOL), make sure you forward your Albright email to your primary address. Instructions for forwarding and other common tasks are available through GMail's extensive on-line help.

Logging On

Albright uses Google's GMail to host accounts with "Albright.edu" addresses. Your email will still come from your personal address and end in "Albright.edu" (**not** "gmail.com"), but you will use Google's GMail site to read and send mail.

You can log on by using the link to Student Email at the bottom of the Albright College web site (<http://www.albright.edu>).

Once signed in, click on **Inbox** to see your mail.

Common Tasks & GMail Help

You can find simple, yet detailed instructions for any common email task (forwarding, attachments, filing, deleting, password changes, etc.) under the **Help** link in the upper right corner of the GMail screen. This section of GMail also provides technical help links to contact Google if you have a problem.

If you forget your Albright GMail password, visit the Help Desk on the 2nd floor of the Center for Computing and Mathematics and bring your student ID card.