

My MCC Portal – Create a new MCC E-mail / Portal Account

If you have never created an MCC e-mail / portal account or no longer have an e-mail / portal account, follow the below steps to create one.

- Open an internet browser and go to the MCC Homepage located at:
<http://www.mc.maricopa.edu>
- Under the MyMCC Portal information at the left of the page, click on the link that says:
Create an Account.
- Enter your personal information –
 - Enter your ID number (usually your Social Security Number)
 - Select the Month, Day, Year of your birth

1. Enter your personal information

Enter your ID Number:
(usually your ssn)

Select Your Date Of Birth

- Enter a username –
 - Choose a username between 4 – 8 characters long, you can use the letters a-z and the number 0-9

2. Enter a Username:

- Enter a password
 - Choose a password between 6-8 characters long, you can use the letters a-z, A-Z, and the numbers 0-9
 - Confirm the password by typing it in a second time

3. Choose A Password

Enter New Password:

Confirm Password:

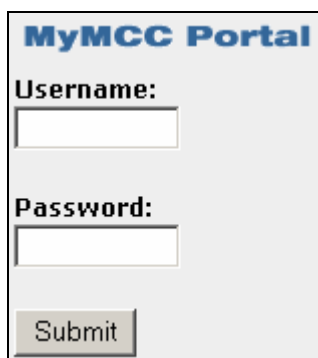
- Click on **Submit**. If you receive a success message, your account will be created.

My MCC Portal – Access your *existing* MCC E-mail / Portal Account OR Reset your password

If you already have an MCC e-mail / portal account, follow the below steps to login to the portal or follow the below steps to reset your password if you do not remember what your password is. If you have forgotten what your username is, contact the MCC helpdesk.

Login to the MCC Portal

- Open an internet browser and go to the MCC Homepage located at:
<http://www.mc.maricopa.edu>
- Under the MyMCC Portal at the left of the page, type in your username and password, click on **Submit**



The image shows a screenshot of the MyMCC Portal login interface. It features a title 'MyMCC Portal' at the top. Below the title, there are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. At the bottom of the form is a 'Submit' button.

Reset your *forgotten* MCC E-mail / Portal Account password

- Open an internet browser and go to the MCC Homepage located at:
<http://www.mc.maricopa.edu>
- Under the MyMCC Portal information at the left of the page, click on the link that says: **Forgot Your Password.**
- Enter your personal information –
 - Enter your ID number (usually your Social Security Number)
 - Select the Month, Day, Year of your birth
- Enter a new password
 - Choose a password between 6-8 characters long, you can use the letters a-z, A-Z, and the numbers 0-9
 - Confirm the password by typing it in a second time
- Click on **Submit**. If you receive a success message, your password will be reset.

MyMCC Portal – Send and Receive e-mail Messages

Forward your MCC e-mail to another e-mail address

If you have another e-mail address that you use regularly and do not want to login to the MyMCC Portal to check your e-mail, you can forward your MCC e-mail to another account.

WARNING: If your second e-mail box becomes full, you will not receive your MCC e-mails.

- Login to the MyMCC Portal
- Select the MyTools tab at the top
- Click on the link labeled **E-mail Forwarding Tool**
- Type in your e-mail address, click on the link labeled Click Here to Add

Enter Email Address To Forward To:

[Click Here To Add](#)

Access MCC E-mail box

- Login to the MyMCC Portal (<http://www.mc.maricopa.edu>)
- Select the MyMail tab at the top
- Click on the link labeled **MyMail**
- Login a second time using the same MCC username and password
- Click on **Login**

Username

Password

New Window

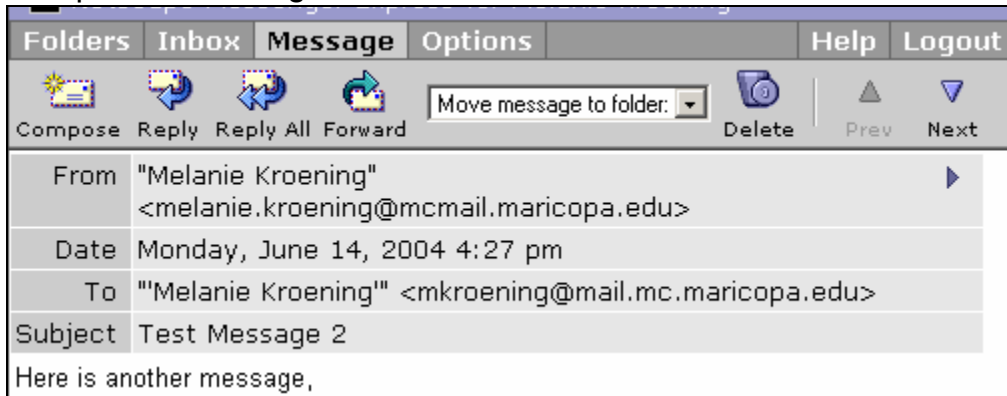
If you have logged in successfully, you will always begin in the Inbox. This is where new messages will be located.

Folders		Inbox	Message	Options		
			Move messages to folder: <input type="text"/>			
Get Mail	Compose	Search		Delete		
<input type="checkbox"/>		Date	From		Size	Subject
<input type="checkbox"/>		4:27 pm	Melanie Kroening		4K	Test Message 2
<input type="checkbox"/>		4:27 pm	Melanie Kroening		4K	Test Message

View/Read an e-mail message

- View a message from your Inbox by clicking on the blue linked **Subject** of the message

Example E-mail Message:



- Reply to the message author by clicking on **Reply** (reply to all by selecting **Reply All**)
- Forward the message to someone new by clicking on **Forward**
- Delete the message by clicking on **Delete**
- Go back to your Inbox by clicking on the **Inbox** link

Compose a new e-mail message

- Click on **Compose**
- Click on **To**, type the e-mail address into the popup box



- Type in the Subject for your e-mail, Type in the e-mail message
- Add file attachments by clicking on the **Attach** button
- Click on the **Send** button to send the message

