

PMC EMAIL INFORMATION

Once deposited, your username and temporary password will be emailed to your personal email account. To login to your PMC student email, go to <https://webmail.pmc.edu>. This will take you to the Outlook Web App login page, where you can login to your PMC student email account. Directions are also below for how to access your PMC email account, how to change your password, how to set up email forwarding, and how to set up email access to your PMC email account on your phone. **Contact Information Technology with any questions at 617-731-7629 or HelpDesk@PMC.edu.**

- **How to Check Your PMC Email Account**
 - All PMC students are provided with PMC email accounts, and it is the primary means by which the faculty and staff communicate with students. You are expected to check your PMC College email regularly. Your PMC User ID is also your Microsoft Windows login and email address.
 - To login to your PMC student email, go to <https://webmail.pmc.edu>, where you can login to your PMC student email account
- **How to Change Your Password**
 - Your PMC password was auto-generated by our system and sent to the email address you provided on your application.
 - Go to <https://password.pmc.edu> using your PMC User ID and password that was provided in the welcome email
 - Click on Reset Password
 - Enter your User ID and click Continue
 - Answer the two security questions (International Students do not have SS#s and must contact the Help Desk to receive the 4 digits that you will enter as the last 4 digit of a SS#)
 - Enter and confirm your new password then click reset password
 - You may change your password at any time through this page.
- **How to Set Up Email Forwarding**
 - Automatically Forward PMC Email to Another Account
 - Log into your PMC email (see instructions above) Go up to Gear in the top right, and from the dropdown menu select Options
 - Go to Organize Email in the left had options, and then click the Plus button slightly to the right of that. From that dropdown menu select "Create new rule for arriving messages"
 - In the popup, under "When the message arrives" select apply to all messages. Click on More Option in the bottom of that window, and then in the "Do the following" dropdown menu select Forward, Redirect, or Send, and in the next dropdown menu select Forward the Message to...
 - You will then be brought to your contacts page where you can select or enter a contact by clicking on the plus button to the right of the contact name. After you have selected your contacts, hit Okay in the top left of the screen, and then hit Save at the bottom of the new rule popup.
- **How to Set Up Email Access on Your Phone**
 - Access PMC Email on Your Phone
 - On your phone, choose the option to add an email account
 - Choose Microsoft Exchange or ActiveSync
 - Username will be your PMC User ID
 - Domain will be student
 - Server will be webmail.pmc.edu
 - Use SSL and secure connections if prompted
 - All phones will be different, if you have difficulty making this connection please call the **Help Desk for further assistance!**