
MnSCU Policy

The Minnesota State Colleges and Universities (MnSCU) system recognizes the educational and administrative benefits of electronic communications. Other than official communications made on behalf of the institutions, MnSCU is not considered the publisher of electronic messages.

MnSCU students who use e-mail may not engage in the following:

- Sending electronic messages or images to anyone who has requested that they not be sent such transmissions.
- Creating or forwarding chain letters electronically.
- Changing, concealing or forging the identity of the person who is sending e-mail.
- Sending any kind of material - messages, images - that violate the MnSCU policy against harassment.

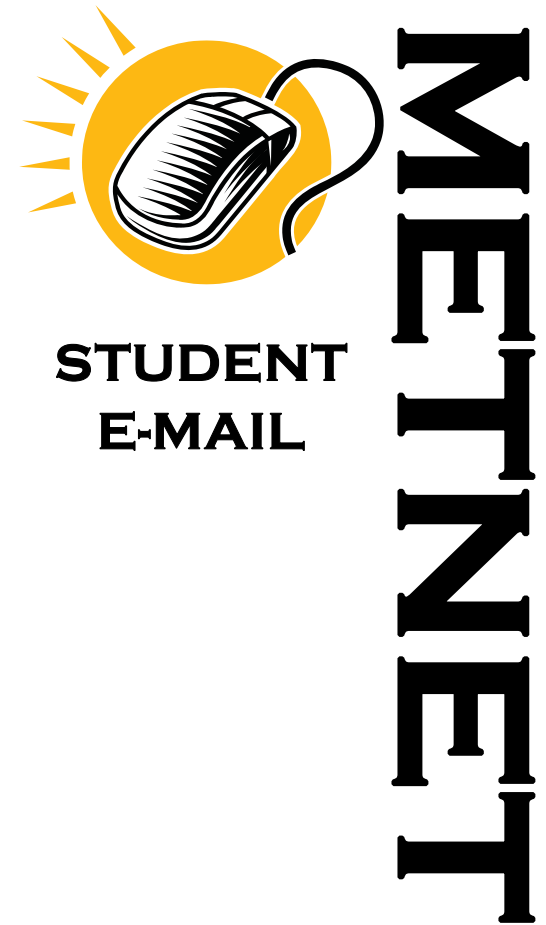
For more information, please visit the MnSCU website at www.mnscu.edu.



West Hwy 10
Anoka, MN 55303
(763) 576-4700

www.anokatech.edu

This publication is available in alternate formats upon request. Please contact Minnesota Relay at 711 or (800) 627-3529



METNET E-MAIL

is the official means of communication between Anoka Technical College and its students as referenced in the handbook.

First Step

Before you can initialize your METNET e-mail account, you must be admitted to the college and have a student ID number.

Your student ID number is the same number as your tech ID number and will be required to initialize your account. You will receive your number at student orientation and registration.

Initializing Your Account

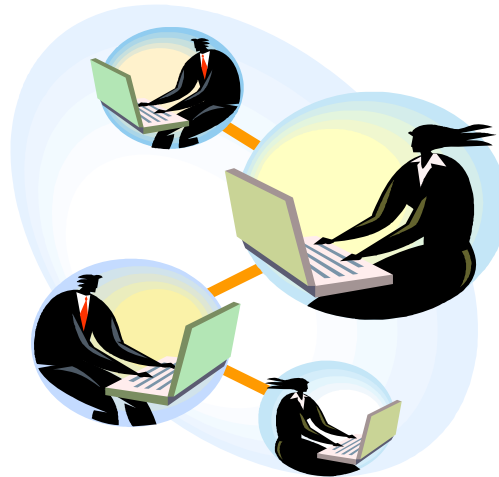
Complete these steps to initialize your account:

1. Type www.metnet.edu in the Web browser. You must have access to the Internet.
2. In the E-Mail Services area, select **E-mail Login**.
3. Select **Initialize Account** in the upper left gray column.
4. Read the **Student Instructions**.
5. Click on the **Initialize Account** link.
6. Read and agree to the terms.
7. Enter your eight digit student ID number and select college.
8. After you have completed all of the above steps, your account should be available in about 20 minutes. Please write down your e-mail username and password, as you will need these two items each time you access your e-mail account.

Your Account

METNET allows users to access e-mail accounts from any computer that has Internet access and a Web browser.

The Web address is www.metnet.edu/email.



Starting the E-mail Application

1. Click on the **E-mail Login** link.
2. Select the **WebMail** version. For example, METNET WebMail 3.0.
3. Enter your METNET e-mail username in the **Internet ID/Username** field and enter your password in the next box.
4. Click on the **Login** button.

Your e-mail application should be displayed in the browser window.

Sending Messages

1. Click on **Write a New Message**.
2. Click in the **To** field and type in the recipient's e-mail address. If you have more than one recipient, put a comma and space after each address.
Option: Click the **cc** to enter a copy to address or **bcc** to enter a blind copy address.
3. Click in the **Subject** field and type your message.
4. When you have finished, click the **Send this message** button.

Deleting Messages

1. In the inbox window, place a check mark in the box next to the message you want to delete.
2. Click on the **Delete Checked Message** icon located in the toolbar at the top of the window.

If you forget your password or have other METNET e-mail questions, go to one of the following areas for help:

- **Academic Resource Center (ARC)**
- **Circulation Information Desk in the library**
- **Records and Registration Office**
- **Information Technology Department**