

HAWKMail


HACC, Central Pennsylvania's Community College

Powered by



Guide For Students

1. How to obtain your **HAWKMail** email account.
 - Beginning with the Fall 2009 term, Harrisburg Area Community College will assign all registered credit students a college email address called **HAWKMail**. Eligible students will be mailed a letter with their **HAWKMail** email address.
2. How to log into **HAWKMail** email.
 - Go to <http://mail.hawkmail.hacc.edu> .
 - Enter your Username.
 - Enter your Password.
 - Click the **Sign in** button.

 **HAWKMail** Welcome to HACC, Central Pennsylvania's Community College

Sign in to your account at
HACC, Central Pennsylvania's Community College

Username:
@hawkmail.hacc.edu

Password:

Stay signed in


Sign in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.


Welcome to your email for HACC, Central Pennsylvania's Community College, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

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3. Create Your Account.
 - A first time user logging into **HAWKMail** must complete the account set up to proceed.
 - You must create a new password.

- In the **Choose a password** field, create a new password. Your new password must be a minimum of 6 characters and contain letters and numbers.
- In the **Re-enter password** field, re-enter the new password.
- Choose language, if necessary – **English is the default**.
- Next, type the script characters you see displaying in the picture. **Note** letters are not case sensitive.
- Review the terms of service – **for a printed version, click the Printable Version link**.
- Next, click on the **'I accept. Create my account.'** button.



Welcome to HACC, Central Pennsylvania's Community College

Setup your account for HACC, Central Pennsylvania's Community College

Your HACC, Central Pennsylvania's Community College account will give you access to the hosted services enabled for your domain.

Name: test user


Login name: hacc@hawkmail.hacc.edu


Choose a password: Minimum of 6 characters in length. [Password strength:](#) _____

Re-enter password:

Language:

Type the characters you see in the picture below.



 Letters are not case-sensitive

Terms of service: Review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

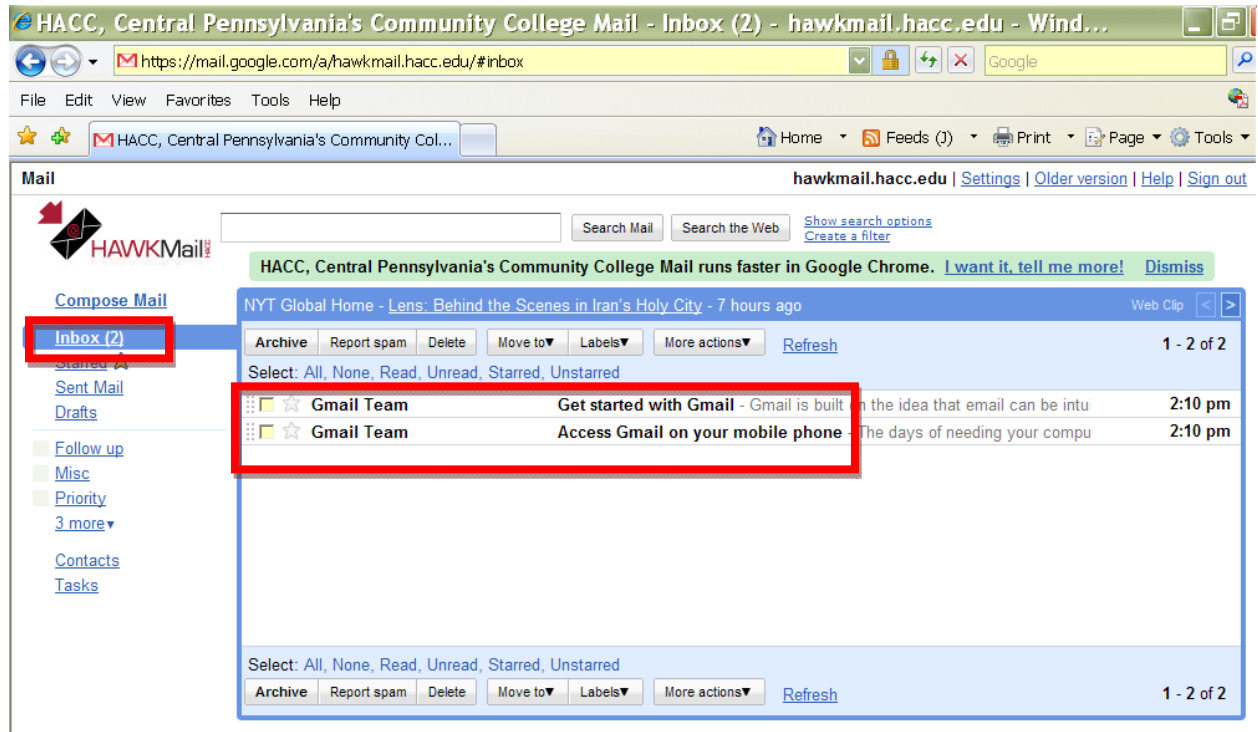
Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to:

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

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- Once logged in, your **Inbox** will open.
- To read a message, simply click on the message title.



4. Composing a New Message.

- To send a new message click the **Compose Mail** link (upper left hand corner).
- A new message box will open. In the **To** field, type in the email address of the person to receive the message.
- Next, type your message in the message screen.
- When finished, click **Send** (bottom of your message screen).

HACC, Central Pennsylvania's Community College Mail - Inbox (2) - hawkmail.hacc.edu - Wind...

https://mail.google.com/a/hawkmail.hacc.edu/#inbox

File Edit View Favorites Tools Help

HACC, Central Pennsylvania's Community Col... Home Feeds (1) Print Page Tools

Mail hawkmail.hacc.edu | Settings | Older version | Help | Sign out

HAWKMail

Search Mail Search the Web Show search options Create a filter

HACC, Central Pennsylvania's Community College Mail runs faster in Google Chrome. I want it, tell me more! Dismiss

Compose Mail

Inbox (2) Starred Sent Mail Drafts

Follow up Misc Priority 3 more Contacts Tasks

Send Save Now Discard

To:

Add CC Add BCC

Subject:

Attach a file

B I U F T Attachments Links Plain Text Check Spelling

Send Save Now Discard

5. Replying or Forwarding a Message.

- To reply and forward an email message you have open, click **Reply** or **Forward** links at the bottom of your message screen.

[Learn more](#) about getting started with Gmail.

Welcome!

- The Gmail Team

Reply Forward

Back to Inbox Archive Report spam Delete Move to Labels More actions

1 of 2 Older

Visit [settings](#) to save time with keyboard shortcuts!

6. I noticed my full name displays in my email address. How do I get Google to stop displaying my name in my email address?

- Log into your **HAWKMail** account.
- Click the **Settings** link.

The screenshot shows the HAWKMail web interface. At the top, the browser address bar shows the URL <https://mail.google.com/a/hawkmail.hacc.edu/#inbox>. The page title is "HACC, Central Pennsylvania's Community College Mail - Inbox (2) - hawkmail.hacc.edu - Wind...". In the top right navigation area, the "Settings" link is highlighted with a red box. Below the navigation bar, there is a search bar and a "Compose Mail" button. The main content area displays an email from "The Gmail Team" with the subject "Access Gmail on your mobile phone".

- Click the **Accounts** link.
- Click the **edit info** link.

The screenshot shows the HAWKMail "Settings" page. The "Accounts" tab is highlighted with a red box. The "edit info" link is also highlighted with a red box. The page displays the following information:

- Send mail as:** Downing, Rachele <radownin@hawkmail.hacc.edu> [edit info](#)
- Get mail from other accounts:** [Add a mail account you own](#)
- Change Password:** Follow this link [Change Password](#) to reset your password.

- Go to **Name** and click the radio button below it. Leave it blank.
- Click the **Save Changes** button.

Your name will no longer display.



7. How do I download messages from Google's Gmail servers onto my computer so I can access it with Microsoft Outlook/Outlook Express, Netscape Mail, iPhone, etc...?

POP or Post Office Protocol lets you download messages from Gmail servers onto your computer so you can access your mail with a program like Microsoft Outlook, Outlook Express or Netscape Mail even when you aren't connected to the Internet.

- Go to **Settings** then click the **Forwarding and POP/IMAP** link.
- Go to the **POP Download** area and select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
- Choose the action you'd like your Gmail messages to take after they are accessed with POP.
- Go to **Configuration Instructions** link for a listing of mail client and to learn how to configure your POP.
- Click the **Save Changes** button.

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Web Clips](#) [Labs](#)

Forwarding:

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since May 26

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access HACC, Central Pennsylvania's Community College Mail from other clients using IMAP)
[Learn more](#)

1. Status: IMAP is disabled

Enable IMAP

Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Note: For instructions on how to forward your HAWKMail (Gmail) to another email account (such as Yahoo) refer to the document **How to Forward HAWKMail** at <http://www.hacc.edu/hawkmail>.

8. I forgot my password. How can I reset it?

- Contact HACC's Help Desk at 717 780-2570 (Monday-Friday 7:30 a.m. to 5 p.m., Saturday-Sunday 8 a.m. to 6 p.m.) or email helpdesk@hacc.edu.

Help and Support: Contact HACC's Help Desk at 717 780-2570 (Monday-Friday 7:30 a.m. to 5 p.m., Saturday-Sunday 8 a.m. to 6 p.m.) or email helpdesk@hacc.edu or go to <https://mail.google.com/support/>.