

HAWKMail HACC, Central Pennsylvania's Community College

Powered by



Guide for Students

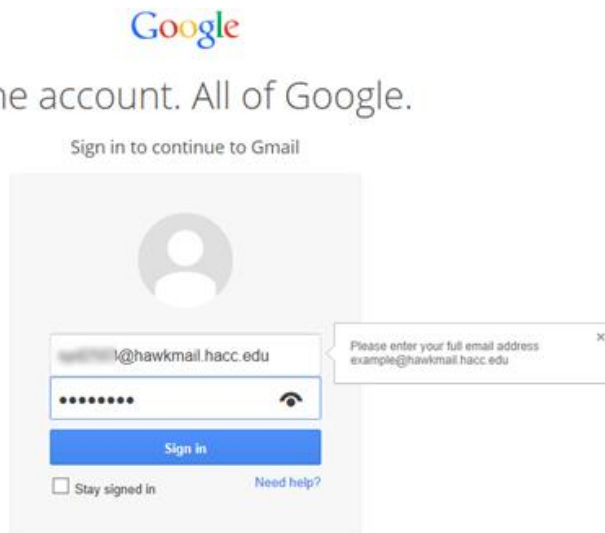
Harrisburg Area Community College assigns all credit students a college email address called **HAWKMail**. All eligible students are mailed a letter that contains their HAWKMail address and temporary password.

HACC uses your HAWKMail to communicate important information and reminders. Please check it often!

First time users of HAWKMail must complete the account set up.

1. Login to HAWKMail email.

- Go to <http://mail.hawkmail.hacc.edu>.
- Enter your full HAWKMail address.
- Enter your assigned temporary password.
- Leave the "Stay signed in" box unchecked.
- Click the "Sign In" button.



2. Create a new password.

- In the New Password field, create a new password. Your password must be a minimum of six (6) characters and contain letters and numbers.
- In the Re-enter new password field, enter the same password.

- Click on the Change Password button.

- You may choose to enter your Mobile phone or choose Skip to get to the next screen.

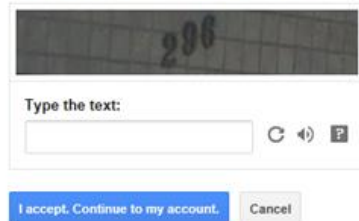
3. Create your account.

- Review the Google Terms of Service. For a printed version, click the printable version link.

- Enter the script characters that are displayed in the picture.
- Click on “I accept. Continue to my account.”

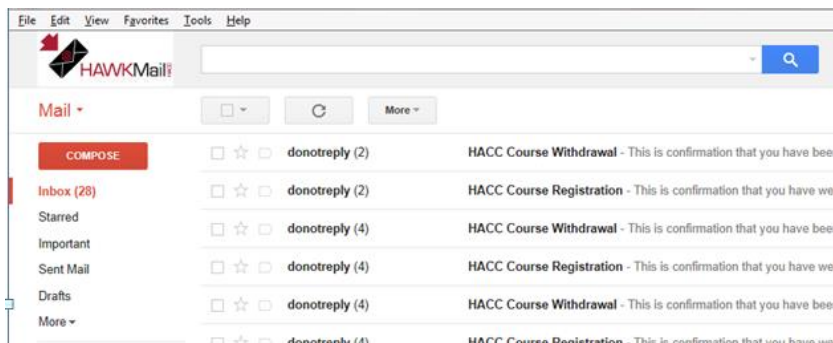
The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click “Accept” below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.



4. Your account is created. You should now see your Inbox.

- To view a message, simply click on the message title.



Note: For instructions on how to forward your HAWKMail to another email account refer to the document **How to Forward HAWKMail** at:

<http://www.hacc.edu/HAWKmail/upload/HowtoForwardHAWKMail.pdf>.

I forgot my password. How can I reset it?

Contact HACC’s IT Support Center at 717 780-2570 (Monday-Thursday 8:00am to 8:00pm and Fridays 8:00am to 5:00pm) or email supportcenter@hacc.edu.

Help and Support: Contact HACC’s IT Support Center at 717 780-2570 (Monday-Thursday 8:00am to 8:00pm and Fridays 8:00am to 5:00pm) or email supportcenter@hacc.edu or go to <https://mail.google.com/support/>.