

Accessing your Email a users guide

Before using this guide please make sure that you have a valid email account with the college, and that you are confident that you know the correct spelling of your username and password.

Then work out your location, are you trying to access your email account from within one of the college campuses or are you at home, as this is very important.

If you are a member of staff go to page 2

If you are a full time student go to page 3

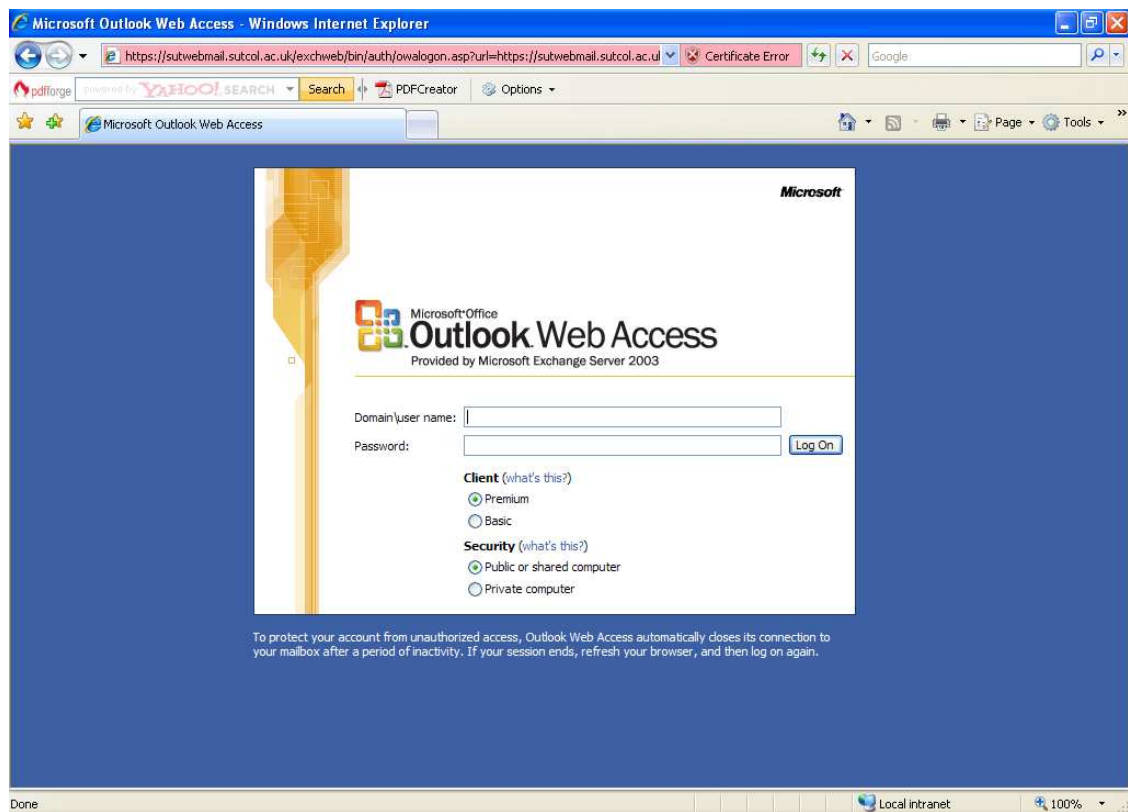
If you are experiencing problems or are unsure of any aspect of your email account please contact Carillion IT Services on 0800 731 7647

Staff Email

You can access your email via links displayed on either the Intranet <http://int.sutcol.ac.uk> or the Website www.sutcol.ac.uk . Links can be found on the front pages of both

If you can not gain access to your pc, or for example you are in a student IT room you can use the email web facility however It is very important to log off when you are finished to prevent anyone from using your email account.

When you have navigated to the email page, click the link for staff email. This should take you to the page below



In the Domain\user name box enter the following sutton\your username
For example sutton\jrasberry

And enter your password in the password box. Leave the two options below as their default values. Both the username and password are case sensitive.

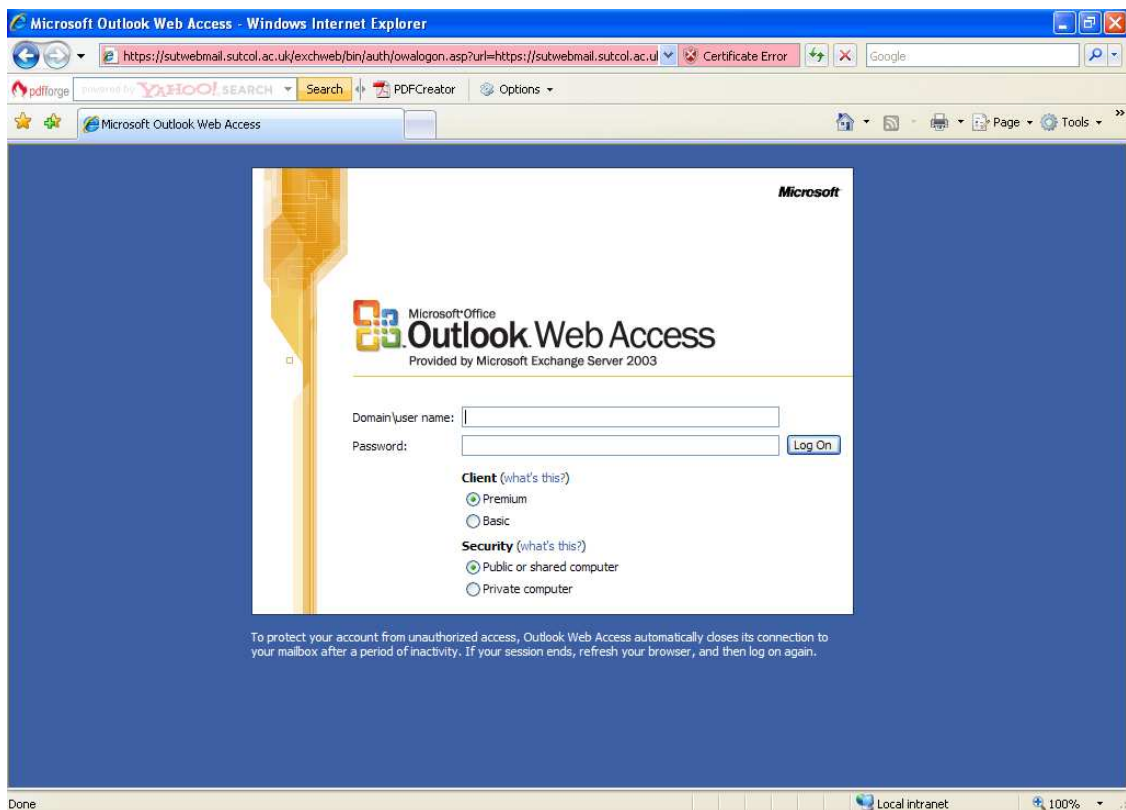
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Student Email

You can access your email via links displayed on either the Intranet <http://int.sutcol.ac.uk> or the Website www.sutcol.ac.uk . Links can be found on the front pages of both

Remember to log off when you have finished with your email especially if you are in a classroom.

When you have navigated to the email page, click the link for staff email. This should take you to the page below



In the Domain\user name box enter the following sutcoll\your username
For example sutcoll\jrasberry

And enter your password in the password box. Leave the two options below as their default values. Both the username and password are case sensitive.

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