

# Bucks County Community College Email (BucksMail) Guide For Students

Powered by



- To obtain your new user account:
  - Go to [www.bucks.edu](http://www.bucks.edu) and select WebAdvisor
  - Select Account information (bottom right corner of the screen)
  - Select What's My User ID?
  - Follow the prompts - (you will need to provide your last name AND your 7 digit student ID number OR your social security #)
  - Your new user account name will display on the screen
- Your initial password will be reset to "bd" followed by your birth date in bdmddyy format. (Example: bd042372 for April 23, 1972). You will need to create a new password immediately. It must be 6 to 9 characters in length, and must contain both letters and numbers.

## Step 1: Log In

- Go to <http://mail.google.com/a/student.bucks.edu/>.
- Your username is your last name and first initial (and, if necessary, a random number sequence. For Example, John Smith's user name could be smithj4567.)
- Your password is "bd" and your 6-digit birth date. (Example: bd042372 for April 23, 1972).
- Click on the **Sign In** button.

The screenshot shows a Windows Internet Explorer browser window displaying the Gmail login page for Bucks County Community College. The address bar shows the URL: <https://www.google.com/a/student.bucks.edu/ServiceLogin?service=mail&passive=true&rm=false&continue=http%3A>. The page features the Gmail logo and the text "Welcome to Bucks County Community College". On the left, there is a sign-in form with the following fields and options:

- Username:
- Password:
- Remember me on this computer
- (highlighted with a red box and a red arrow pointing to it)
- [Forgot your username or password?](#)

On the right side of the page, there is a section titled "A Google solution for email." with a welcome message and a promotion for a BlackBerry app. Below this, there is a list of recent emails:

Sender	Subject	Time
Jan Murawski	Latest sales figures	9:10
Jim Moran	Meeting with client at 2pm	8:35
Julia, me (2)	Financial planning info	Jan 8
Scott, Diana, Anna (3)		Jan 8

At the bottom of the page, there is a copyright notice: ©2007 Google [Privacy Policy](#) - [Terms of Service](#) and the text "Powered by Google". The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Datatel - R18 - CF, Bucks County Com...), and the system tray with the time 1:31 PM.

## Step 2: Create Your New Password

- In the **Choose a password:** text box, create a new password. Your new password must be a minimum of 6 characters and contain letters and numbers. The username and password are case sensitive. After creating the new password, reenter the new password in the next text box.
- Next, type the script characters you see in the picture.
- Lastly, click on the **“I accept. Create my account.”** button.

**Welcome to Bucks County Community College**

**Setup your account for Bucks County Community College**

Your Bucks County Community College account will give you access to the hosted services enabled for your domain.

Name: John Smith

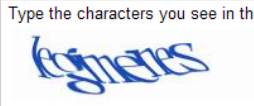
Login name: smithj4567@student.bucks.edu

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

Re-enter password:

Language: English (US)

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](#)

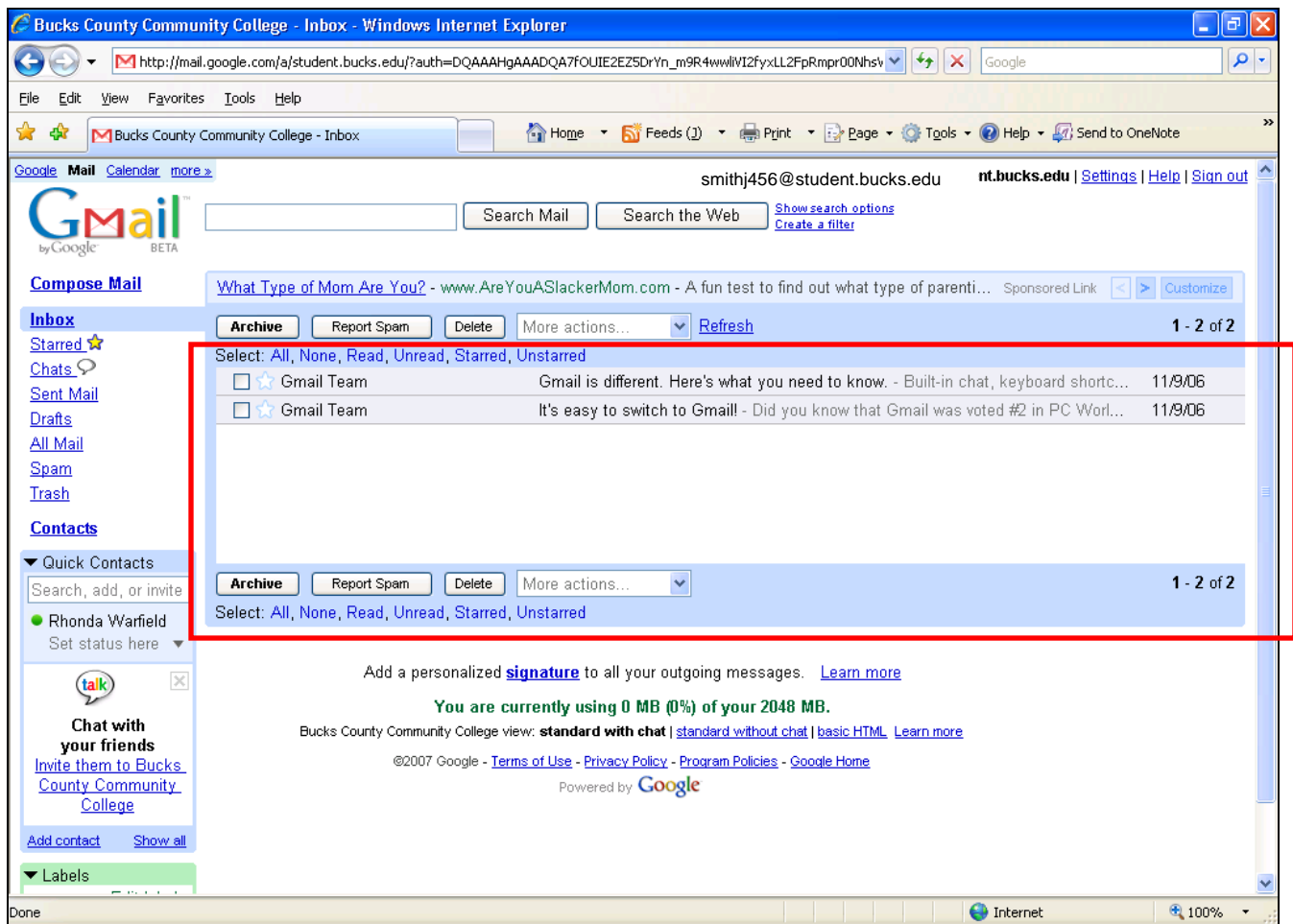
**Google Terms of Service**

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](#).

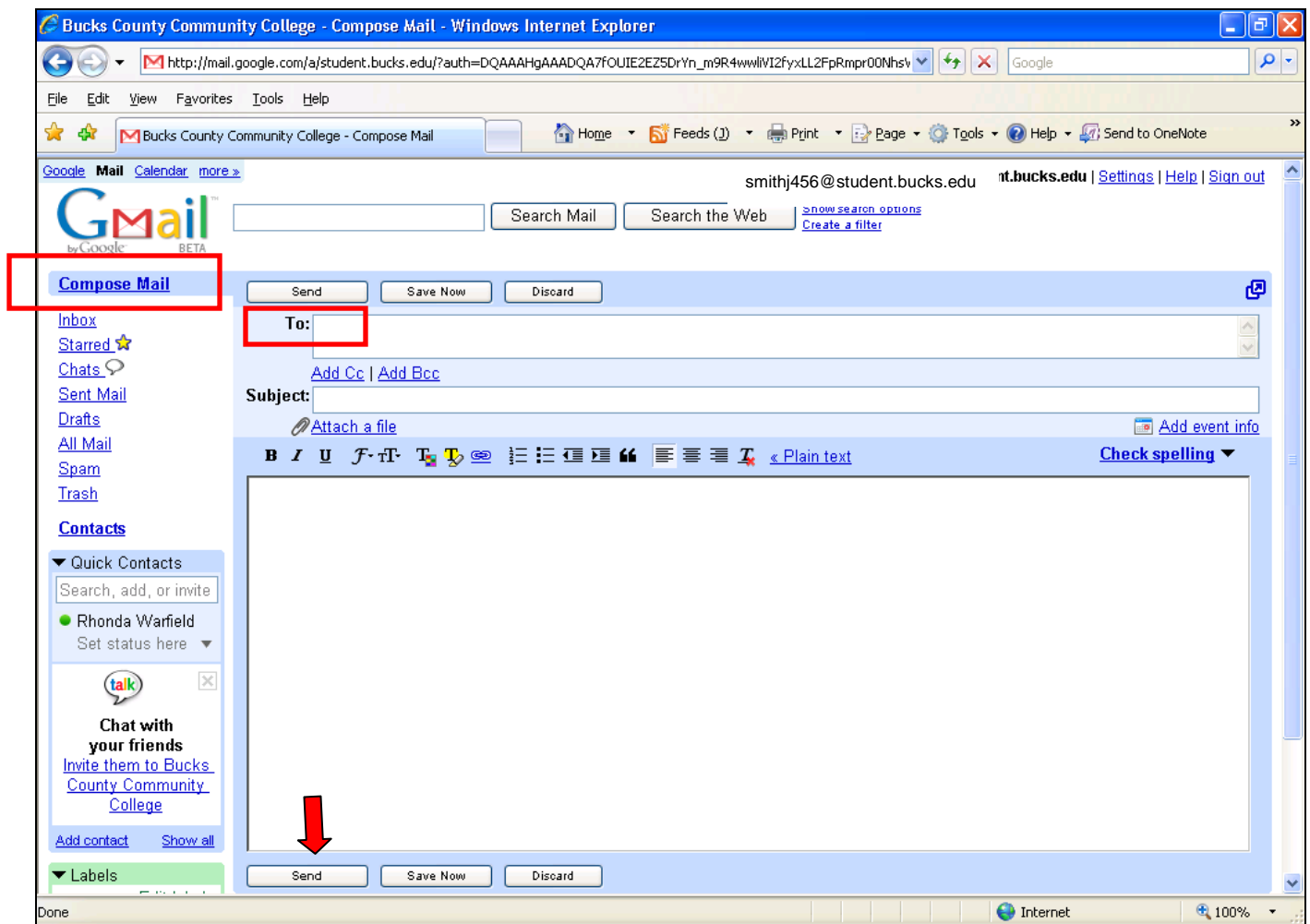
Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

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



### Step 3: Composing a New Message

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



## Step 4: Replying or Forwarding a Message

- To Reply and Forward email messages click on **Reply** or **Forward** link at bottom of your message screen.



The screenshot shows a Gmail interface. On the left is a sidebar with navigation links: Compose Mail, Inbox, Starred, Chats, Sent Mail, Drafts, All Mail, Spam, Trash, and Contacts. The main area displays an email from 'Gmail Team <mail-noreply@google.com>' dated 11/9/06. The email content discusses switching to Gmail and includes a bulleted list of steps: 'Import your contacts into Gmail', 'Announce your new address', 'Remind friends that you've changed addresses', and 'Still use your old address to send mail'. At the bottom of the email, the 'Reply' and 'Forward' buttons are highlighted with a red rectangular box. Other buttons like 'Back to Inbox', 'Archive', 'Report Spam', and 'Delete' are visible at the top of the message area.

## Need Help?

Call the BCCC help line 215-968-8191, email [operator@student.bucks.edu](mailto:operator@student.bucks.edu), or go to <http://mail.google.com/support/>.