Section 2: How Do I Access My E-Mail Account?

In order to access your e-mail account, you need to be a currently registered Mott student and know your student id number – this is different from your social security number. From any computer, follow these steps:

1. Double-click on the Fire Fox, Chrome or Internet Explorer icon. Next to Location or Address, type in webmail.mcc.edu and press Enter. You should get this screen:

2. Click on the “Student Account Lookup” link. This will take you to the account activation page. Here you will need to type in your student number.
3. Type in the information and then click on the Submit Query button (at the bottom center). You should see a screen indicating whether or not your account was accessible based on the information entered. If successful, click on the Print icon at the top of the browser screen to print out your account information.

4. This is your Mott student email address.

This is your user name – it is the same as the first portion of your email address.
5. If there was an error generating your account, please try again or contact Information Technology Services in CM1208 (810-767-4357) for assistance.

6. Once your account has been created and printed, you should close your Web Browser if you are done. This will ensure that no other person can view your new account information.

Your username and password will give you access to:
- Blackboard
- Webmail
- Wireless @ MCC
- Computer Labs login
- WebDrive @ MCC
- winSCP @ MCC