ON-LINE LEARNING - SCC E-Mail

Objective: How to use your SCC E-mail account. In online courses, faculty and students correspond through SCC's e-mail system. Students must activate their SCC e-mail account so faculty can e-mail them.

How to activate and use your SCC e-mail account

1. Go to http://webmail.southwest.cc.nc.us/.

STUDENT WEB MAIL

2. Click "Log In Here" link.

3. You will see a pop-up box appear. Type in your Username. Your Username is the first letter of your first name, followed by the first four (4) letters of your last name, followed by the last four (4) digits of your SS#.

Type in your Password. Your Password is your Social Security Number (no dashes no spaces).
4. You will open to your Inbox. There are navigation bars on the left, and a navigation bar across the top of the screen. On the immediate left, you can add, delete and/or rename a folder to help keep your mail organized. It is suggested that you add a folder for each online course.

5. To the far left, you can write and send a mail message, perform a search in the address book, and add appointments, tasks and notes.

6. The top navigation bar allows for further organization. It is suggested that you do not delete course e-mail, but save it in your course folder. You may need it at a later date.
Your SCC e-mail address
username@webmail.southwest.cc.nc.us

If you need help activating your e-mail account, fill out this form.