

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV E-3
How Do I Use the College E-Mail System From My Home Computer or Any Other Non- College Network Computer?		

A. Brief Description

These procedures are established to assist employees to send or receive e-mail via the College network system from their home computer or any computer away from the College network system.

B. How To

1. Log unto the College website at www.lacitycollege.edu from any browser away from the College network. (Internet Explorer is highly preferable)
2. Select and click on the link **For Faculty & Staff**
3. Next select and click on the link **Campus E-mail**
4. Next select and click on the link **Campus E-Mail Login**
5. Enter your **User Login Name** in the box next to or to the right of the word **User Name**
6. Enter your **Password** in the box next to or to the right of the word **Password**.
7. Click on the word **Login In**.
8. Your **College E-Mail** will open for sending and receiving e-mails from the College website.