Web Based Email
Technology Learning Center

Log in

1. Open your Internet browser and on the address bar, type: webmail@ccc.edu. This will take you to I-Planet
2. Type your user id (John Doe = “jdoe”) and password (last 4 digits of SSN – Might not work for everyone.) Press the “Log In” button.

Interface
Receiving Email
- Press the “Get Mail” button located on the upper left corner of the page. This button will refresh the screen with the most up to date emails from the server. DO Not expect to get emails without refreshing the screen with this button.

Reading Email
- Click on the subject of the message to read the email.

Deleting Email
- There are two ways of deleting email. One way is to delete a particular message after reading it. The other way would be to check mark (select) a particular message(s) and then press the delete button.
Sending Email
1. Click on the “Compose” button. This will launch a new window to type your message.

2. On the new window, type the mail address, subject, and the message.

Forwarding Email
- Click on the “Forward” button.
Attachment
1. Click on “Compose”
2. Type an email address and click on “To:”
3. Type the subject of the email
4. Type your message
5. Click on “Send” or “Cancel”

Email List / Local Directory
1. On the email composing window, click on “Address”.
2. Type the name of the person you are searching for.
3. Click on the “To: check box and click on the “Address Message”.

Email List / Corporate Directory
1. On the email composing window, click on “Address”.
2. Follow the last to steps above.