

What is MetNet?

MetNet is a student email system that is used by Anoka-Ramsey Community College (ARCC) to communicate with you. You will receive messages about class cancellations, assignments, registration dates, payment deadlines, etc.

How do I Get Started?

It is your responsibility to initialize your account, read and respond to critical email notices from the college. ARCC will send email announcements only to your ARCC-assigned email account.

Within about 24-hours after you register for classes, you will be assigned a free MetNet email account.

Initializing Your Account

1. Go to www.metnet.edu/initiate
2. Click **Initiate Account** in Step #1
3. **Agree** to policies and guidelines
4. Enter your eight-digit Student ID number (**Tech ID**), **Choose College**, set your **Password** and click **Submit**
5. You will be issued a **MetNet Username** (*first four letters of your last name followed by a randomly assigned four-digit number*) and email account information will be displayed on the following page
6. Your email address will be your MetNet username followed by **@metnet.edu**

How do I Send and Receive Messages?

1. **Login** to your email account at www.metnet.edu/email (*If you are at an ARCC computer, simply click on the METNET WEBMAIL icon on the desktop*)
2. **New Mail** is highlighted in yellow, with all text bold and underlined—click anywhere within the yellow highlight to read message
3. To view **Previously-Read Mail**, click **From**, **Date**, **Subject** or anywhere on the white space
4. To **Send Mail**, click **Write a New Message**
5. Complete the **To**, **Subject** and **Message** sections—the text editor supports standard Edit/Cut/Copy/Paste functions
6. Click **Send This Message** (*two locations: upper left panel or directly below the message field*)

Important—Clean out Emails!

METNET accounts have a **50mb limit** which includes in-box and folders. Once an account exceeds the limit, the account goes into a suspended state where the owner cannot access it. To avoid this from happening to you, please keep your email account clean by deleting emails you no longer need.

How do I Delete, Forward, Reply and Send Attachments?

Delete mail

1. Click **Check Box** to the left of the message and select **Delete Checked**
2. Click **Permanently Remove all deleted messages**

Forward Mail

1. Click the message you would like to send and click **Forward**
2. A new **Write Message** window opens containing the original message
3. Enter **Recipient's Email Address** in the **To:** field

Reply to Sender

1. Click **Reply to Sender**
2. A new **Write Message** window opens containing the original message
3. The sender's email address will appear in the **To:** field
4. The **Subject** field begins with **Re:** and repeats the original subject line
5. Enter your reply and click **Send**

Attachments

1. Click **Browse** to navigate to the file you would like to attach to the message
2. Select the file and click **Open**
3. Click **Attach**

Address Book Information

Add a New Address

1. Click **Address Book** to open your Address Book
2. Click in the field to the right of **New** and enter a contact name
3. Click in the **Address** field and type in the email address
4. Click **Add**

Add an Address from a Message

1. Click **From: Person's Email Address** to add it to your Address Book.
2. If successful, you'll see **Added: Person to Address Book**

Edit an Address

1. Check the box next to the **Name/Email Address or Group** you want to edit
2. Click **Edit** and make changes
3. Click **Apply Changes**
4. You can simultaneously select more than one name/email address or group to edit

Delete an Address

1. Check the box next to the **Name/Email Address or Group** you want to delete
2. Click **Delete** to permanently remove email address information
3. Deleting a group will not delete the names/addresses within your address book

Need Help?

If you need a password reset, have questions or need assistance, help is available in the open computer labs. Kiosks are also available to reset your own passwords in the open computer labs.

Helpful Links

Anoka-Ramsey Community College

www.anokaramsey.edu

Computer Use Policy

www.mnscu.edu/board/policy/522.html

MetNet Student Email

www.metnet.edu/email

myARCC Portal

myarcc.anokaramsey.edu

Desire2Learn (D2L)

anokaramsey.ims.mnscu.edu

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