

Thaddeus Stevens College of Technology Student Email

All students at Thaddeus Stevens College of Technology automatically receive an email account when they are enrolled in at least one class. It is important that you frequently check your email as valuable information will be sent to you by your instructors and various TSCT departments.

The purpose of this document is to provide you with instructions on how to log in to your email and how to delete email from your mailbox. If you do not delete email from your email account, it will become full. Once your mailbox is full, you will no longer be able to send or receive email.

Logging Into TSCT Email

When logging into the TSCT email system, **you must enter your username in the following format:**

Domain\user name:

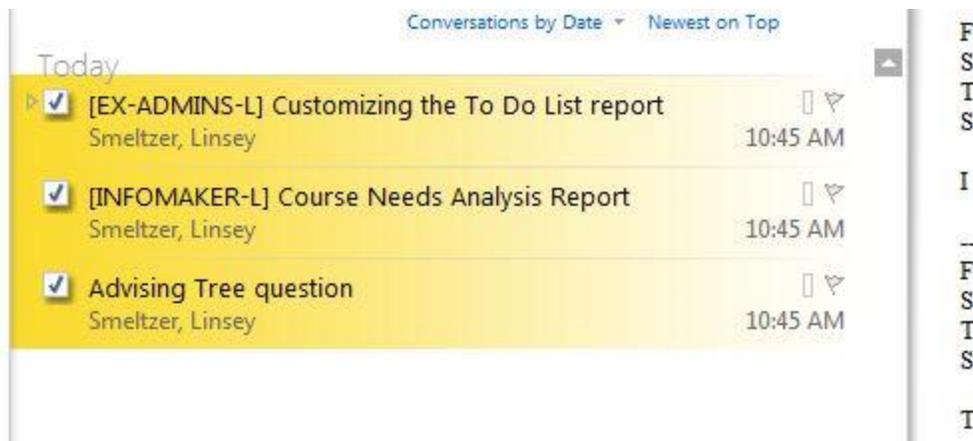
Password:

Then enter your TSCT password and click the Sign in button.

Deleting Email Permanently From your Email Account

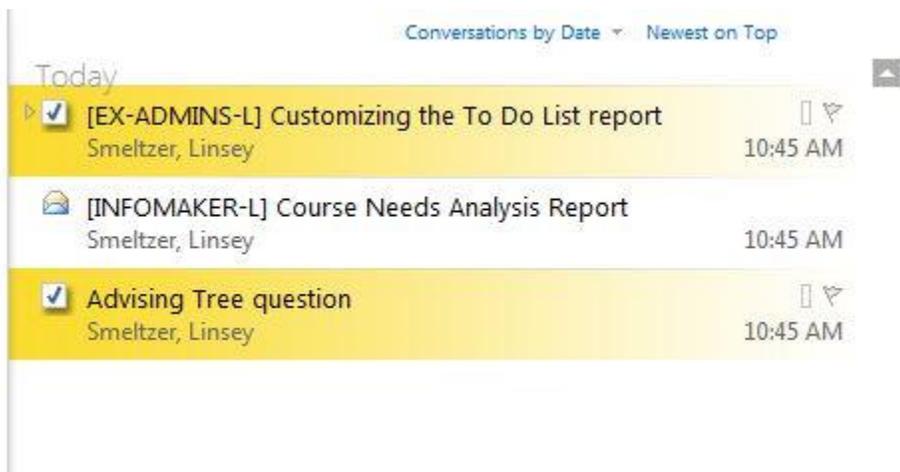
TSCT Students are limited in the amount of space they are allocated for email. When your inbox is close to being full, you will begin receiving email messages from the TSCT email server. If you do nothing, your mailbox will eventually become full and you will no longer be able to send or receive email. To resolve this:

If the email you want to delete in your inbox is grouped together, select the first email in the list, hold down the shift key and then click the last email in the group. All the email in your inbox should now be highlighted.



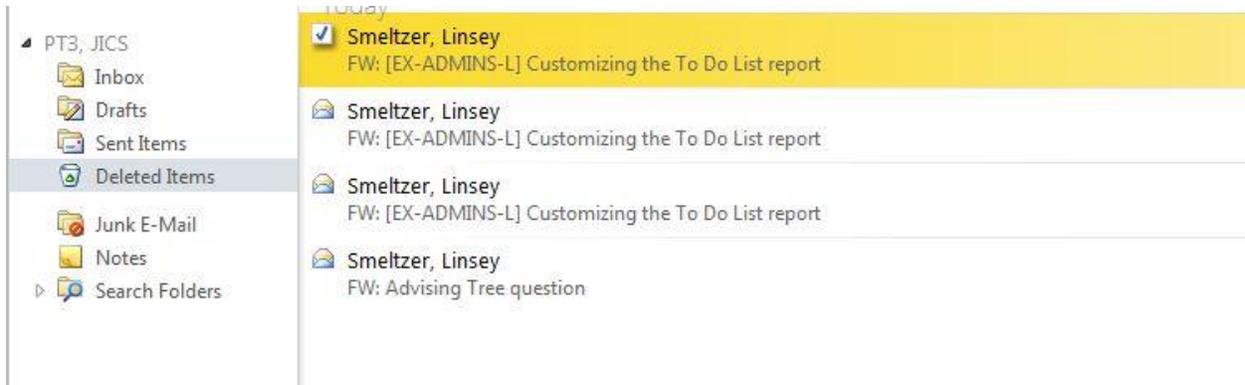
Right-click on the highlighted email and choose Delete. This will move the email to your deleted folder.

If you want to delete emails that are not grouped together, select the first email in the list you want to delete. Hold down the Ctrl key button and then click on the individual emails you want to delete.

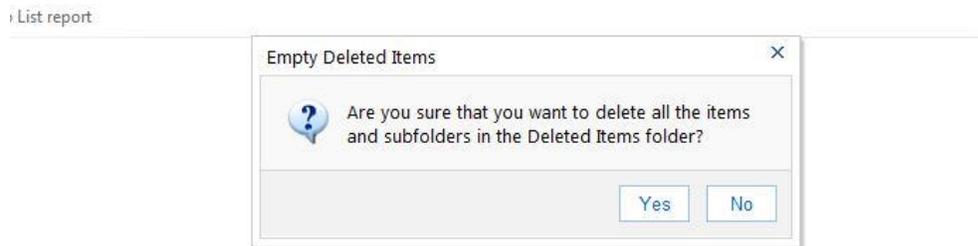


Right-click on one of the highlighted emails and choose Delete. This will move the email to your deleted folder.

Once you have deleted all of your email, you will still need to delete it from your Deleted Items folder.



Highlight the Deleted Items icon on the left side of your screen. Right-click and choose Empty Deleted Items. When you do, you will receive the following dialog box:



Choose Yes. All the email in your Deleted items will be removed.

Once you have completed this process, you will then be able to start receiving and sending email again.