

State College of Florida Manatee Sarasota

Student E-mail Account Instructions

All State College of Florida students are automatically setup with e-mail accounts which they may access on campus or from home. Many of the faculty will use SCF e-mail to distribute notices, class notes and materials. Please access your e-mail within the first two weeks of each term to assure that your account works properly.

To view your Student E-mail address log in to SCFconnect. Click on the E-mail icon in the upper right hand corner or My E-mail Inbox on the home tab.

The password is your six (6) digit Personal Identification Number (PIN). If you have forgotten your pin, you can click on the link SCF Students, did you forget your SCFconnect password? Or you can present in person a photo ID to the Registrar Office on either campus. You may also fax a request along with your signature and a copy of your photo ID - Bradenton FAX: (941) 727-6380; Venice FAX: (941) 480-3156. Faxed requests must include your phone number. Please allow 24 hours for a faxed request.

Your e-mail address is UserName@student.scf.edu.

Please note: If your email address is jdoe@student.scf.edu, your username would be jdoe.

Secure Access Login

User ID :

Password :

How to log in:

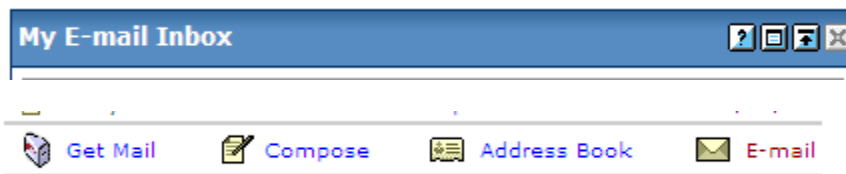
Students: Use your SCF e-mail User ID (ex: jsmith) and PIN. If you have problems logging in, provide your SCF picture ID in person to the educational records office or scan and e-mail with your signature to records@scf.edu.

SCF Students, did you forget your SCFconnect password?

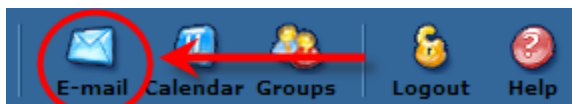
Faculty and Employees: Use your SCF network/e-mail User ID and password. If you have problems logging in, please contact the Help Desk.

To access your email:

1. Open up web browser and go to www.scf.edu
2. Click on the SCFconnect button in the upper right hand corner of the website.
3. Then click on the SCFconnect button again that is next to the 3 boxes.
4. Enter your User ID in the **User ID** field.
5. Enter your password in the **Password** field (this is your 6 digit SCF PIN).
6. Then press the **Login** button.



Or you can click



Main Menu

The Main Menu provides a summary of the messages in your SCF mailbox and provides navigation links to all folders and mailbox tools.

The screenshot displays the Main Menu interface. At the top, there are three tabs: "E-mail", "Address Book", and "Options". Below the tabs is a horizontal bar with five action buttons: "Get Mail", "Compose", "Move", "Search", and "Delete".

Below the action bar, there are two main sections. The left section is titled "Folders" and contains a "Subscribe" link and "Add Edit Delete" buttons. The right section is titled "INBOX folder has (5) messages, (0) unread this page" and contains a table with columns for "From" and "Subject".

Below the "Folders" section, there is another "Folders" section with a "Subscribe" link and "Add Edit Delete" buttons. Below this, there is a tree view of folders under "State College of Florida Mail":

- State College of Florida Mail
 - INBOX
 - Deleted
 - Drafts
 - Search Results
 - Sent

Mailbox Summary

- **Inbox.** The name of the mailbox. You will see the following standard folders, plus any folders that you have created.
- **Sent.** This folder is activated when you set your "Save copy of outgoing mail in Sent folder" preference to *Yes*.
- **Deleted.** This folder is activated when you set your "Deleted messages" preference to "Move to Deleted folder".
- **Drafts.** This folder is activated when you select to "Save", rather than "Send", a message that you are composing. You can select a message in the draft folder at a later time, modify it, and send it.
- **Size (bytes).** Denotes the amount of disk space being used by the mailbox. All students are allocated a maximum of 20 Megabytes of disk space for e-mail. Once the disk quota has been reached **no** new mail will be posted to the account, so make sure that you regularly delete old mail.
- **Message Count.** Denotes the total number of messages contained in the mailbox. The number of new messages is displayed next to the mailbox name.

Sending a Message

To send mail:

- Click the **Compose** link. The **Compose E-mail** page is displayed.
- In the **To**, **CC** ("carbon copy"), and **BCC** ("blind carbon copy") text boxes, enter the e-mail addresses of the message recipients. You can type or paste e-mail addresses into these boxes, using a comma to separate multiple addresses. You can also use the **Address Book** section to insert names from your Address Book as follows: select a name in the scrolling list and then click the appropriate button (**To**, **CC**, or **BCC**). Repeat for each name you want to add.
- **Add all recipients to address book.** If you select this option, all e-mail addresses in the **To**, **CC**, and **BCC** areas will be added to your Address Book.
- Compose message.
- If you want to spell check your message, select the dictionaries that you want to use. Then click the **Spell Check** button.
- Click the **Send Message** button to send.

Compose E-mail

[? Help](#)

Enter Recipients: Separate recipient names with commas.

To: **Address**

Cc: Bcc:

Enter Subject:

Enter Message:

HTML Text

A rich text editor toolbar with various icons for text formatting and editing. The icons include Bold (B), Italic (I), Underline (U), ABC (font face), x₂ (font size), x² (font size), Cut, Copy, Paste, Undo, Redo, Insert Link, Insert Image, Insert Table, Source, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Format (dropdown), Font (dropdown), Size (dropdown), Text Color, and Background Color.

Save a copy to the **Sent** folder Add Signature Request Read Receipt

Attach

Save a Draft

Spell Check

Send

Cancel

To send mail to an address in the address book:

- To send mail, click **Compose**.
- To send an e-mail to someone in your address book, click on the **Address Button** to display all addresses in your address book. Select an address, then click on **To, CC, or BCC** this will place that address in the **To, CC or BCC** field.
- Click the **Ok** button to close the **Address Book**.
- Compose Message
- Click the **Send** button to send.

Attachments

Click the **Attach** button to select the file you want to attach, or type the path and name of the file into the box. Then, click **Attach**. To remove an attachment, select a file in the list and click **Remove**. Then click the **Done** button.

If you have any problems logging into the SCF e-mail system please contact the Help Desk at helpdesk@scf.edu or call **941-752-5357**.

Help Desk Hours of Operations

Days	Open	Closed
Monday – Thursday	7:00am	7:00pm
Friday	7:00am	5:00pm

All Students are required to abide by the SCF: *Student E-mail Policy*.