


MyPima Student Email

Your email address is: username@students.pima.edu where username is your MyPima username. Your MyPima email box is currently limited to 25 MB. We suggest you use this email primarily for contacting instructors, classmates, and receiving PCC communications. However, you can use your email account to send/receive messages from non-Pima accounts as needed. Use of *MyPima* and the student email & calendar system must comply with PCC Student Rights and Responsibilities and Student Code of Conduct policies (<http://www.pima.edu/studentserv/studentrights/>).

Please note: **Set your browser to allow pop-ups from lumemail.pima.edu.** You will be prompted to do this the first time you try to send or read an email message. Help on managing pop-ups is available on the MyPima login page and Help tab.








To open your email inbox...




Click on the **student email** icon at the top of the MyPima web page or click on the email icon in the *My Email Inbox* channel  [E-mail](#) on the Home tab.

To read your email ...

Go to your inbox and click on the subject line of the message. Next steps might include:

-  Reply to the sender
-  Reply
-  Reply All
-  Forward
-  Forward
-  Delete
-  Delete

You can also **file the message** in another folder with

Move message to folder: 

To create an email message...

Go to your email inbox and click on the




Compose icon [Compose](#) to create a message. In addition to listing the main recipients of your message, you can:

- **CC** people – meaning send a copy of the message to them as well – and
- **BCC** people – meaning send a copy of the message to them; their name is not viewable by the To:, CC:, or BCC: email recipients.

You can enter the recipient's email addresses or use the directory to look-up addresses.

Using the Directory

To look-up an address, click the address icon  or click the To:, Cc: or Bcc: link. Then click the **Search** button.

Click in the To:, Cc:, or Bcc: checkbox then click Apply to include the email address in your email message.

When you have finished searching, click OK to return to your email message.

Finding instructors and classmates: a quick way to send email to classmates or instructors is to go to your Course Homepage and use the Email tool on the left-hand navigation bar.

Spell Check: use the Spell Check icon



Spell Check to correct spelling errors before sending email

Storing Addresses...

You can create a Personal Address Book entries after clicking on the Address icon



To delete a message...

When viewing your email inbox, select the messages you want to delete and click the



Delete icon **Delete**. You can also delete individual messages as you are reading them.

Once deleted, messages move to your Trash folder. To empty the trash, click on "Folders" on the top tool bar, then click on the Empty Trash button.