1. Go to the MATC Gmail login page.

Click the Check My E-mail link from the MATC.EDU home page or enter http://mail.gmatc.matc.edu in the address bar of your web browser.

2. Sign in to your account.

Username: Your 7 digit student ID number (Example: 0123456).
Password: Enter your default password (See below for instructions).

New student Gmail accounts will have default passwords 8 characters in length that follow this format:
- First letter of your first name + first letter of your last name + 2-digit month and 2-digit day of birth + two zeroes (00)  Example: Sam Jones (born January 25, 1947) = sj012500

Students enrolled before March 2011 will have default passwords 6 characters in length that follow this format:
- First letter of your first name + first letter of your last name + 2-digit month and 2-digit day of birth.  Example: Sam Jones (born January 25, 1947) = sj0125

If you did not give the college your birth date when you registered, your default password will follow this format:
- First letter of your first name + First letter of your last name + 9999.  Example: Sam Jones = sj9999

If the first password format does not work, please try the second and third password formats.

If you have trouble logging into your MATC Gmail account, contact the MATC Helpdesk at 414-297-6541.

Do not check "Remember me on this computer" when using a public computer.

3. Setup your account & accept the Terms of Service
MATC Student Email
Help Links
Reference Sheet for MATC Faculty and Staff

1. MATC Gmail Train the Trainer Session

Watch a MATC Gmail training session presented to faculty and staff trainers.

Enter this URL in your web browser:
http://mediasite.matc.edu/Mediasite/Viewer/?peid=316dd55bd4e544e089505925a285a6a0

2. Frequently Asked Questions (FAQ)

Read a list of frequently asked questions about the MATC Gmail migration and how to use a MATC Gmail email account.

The FAQ page is available by selecting the Check my E-mail link on the MATC.EDU homepage.

3. MATC Gmail Video Tutorials

Watch tutorial videos at the following links:

- Logging into your MATC Gmail account for the first time
  http://video.matc.edu/gmail/gmatc-login.asx

- Changing your MATC Gmail password
  http://video.matc.edu/gmail/gmatc-password.asx

- Compose and send an email using your MATC Gmail account
  http://video.matc.edu/gmail/gmatc-sending.asx

- Organizing your MATC Gmail mailbox
  http://video.matc.edu/gmail/gmatc-organizing.asx

- Forwarding your MATC email to a non-MATC email address
  http://video.matc.edu/gmail/gmatc-forwarding.asx

- Where to go for help with Gmail
  http://video.matc.edu/gmail/gmatc-help.asx

4. Additional help with Gmail

Gmail help links and knowledge base are available at: http://mail.google.com/support/