"How to" setup your Faculty email address

From your Faculty Center, click on the "View Personal Data Summary" link

Faculty Center

My Schedule

2011 Spring | Frederick Community College

View Personal Data Summary
View Textbook Summary
My Exam Schedule

From the Personal Data Summary, click on the email address link

Personal Information

Names
Emergency Contacts
Internet Addresses
Demographic Data

Contact Information

Description	Email Address
None	None

If you do not see your Faculty email address on this page, click on the "Add an Email Address" button

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus	IFaculty341@myfcc.frederick.edu	☑	delete

ADD AN EMAIL ADDRESS

SAVE

Select the FCC Faculty email type and enter your Groupwise FCC email address, click on the Preferred box and SAVE.

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus	IFaculty341@myfcc.frederick.edu	☐	delete
FCC Faculty	IFaculty@frederick.edu	☑	delete

ADD AN EMAIL ADDRESS

SAVE