Non-Credit Students and ConnectMail
(Durham Tech student email accounts)

What is ConnectMail?

- ConnectMail is Durham Tech's student email system.

- Every student who takes a **credit course** at Durham Tech, or who submits an admissions application, is assigned a **ConnectMail email account/address**.

- Once a ConnectMail account is created for you, it becomes your **default email address in Sakai.** *All Durham Tech communications will be sent to it.*

How do I determine if I have a ConnectMail account?

- Log in to Sakai
  - New to Sakai? Follow these instructions to set up your password and log in:
    Non-Credit Classes: Getting Started with Sakai (PDF)
    [https://go.durhamtech.edu/noncredit-Sakai-login]

- After logging in to Sakai, click **Account** on the left

- Look at the **email** address for your account. This is the address where all Durham Tech communications will be sent. If you have ConnectMail account, you will see it listed here!

Can my ConnectMail address in Sakai be changed to another address?

- No. But, if you like, you can log in to your ConnectMail account and change the settings to automatically forward your emails to your preferred email address.

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- Go to http://mail.connect.durhamtech.edu

- Enter your user ID and your password

  - Your **ConnectMail user ID** is the same as your Sakai user ID (example: jonesm1234)

  - Your **ConnectMail password** is the same as your Sakai password

How do I set ConnectMail to forward all emails to my personal email account?

- Follow Google's instructions to set up automatic forwarding
  [https://support.google.com/mail/answer/10957]