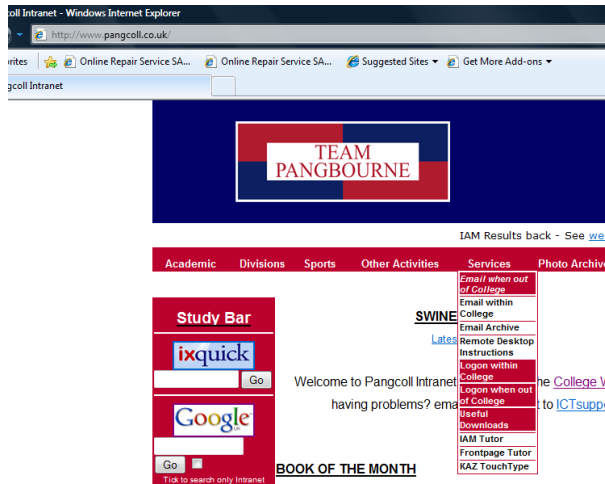


Getting College e-mail when you are away from College

The best way is to use the remote desktop, and instructions for that are on the home page of the www.pangcoll.co.uk intranet site – go to the Services drop-down.

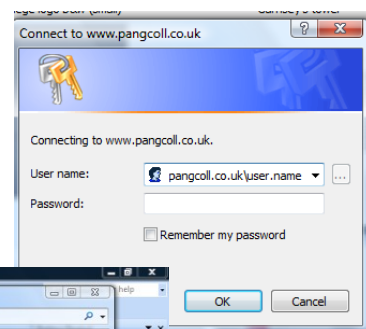


You can use the web-based software, too. Go to the www.pangcoll.co.uk site and the Services drop-down; choose Email when out of College.

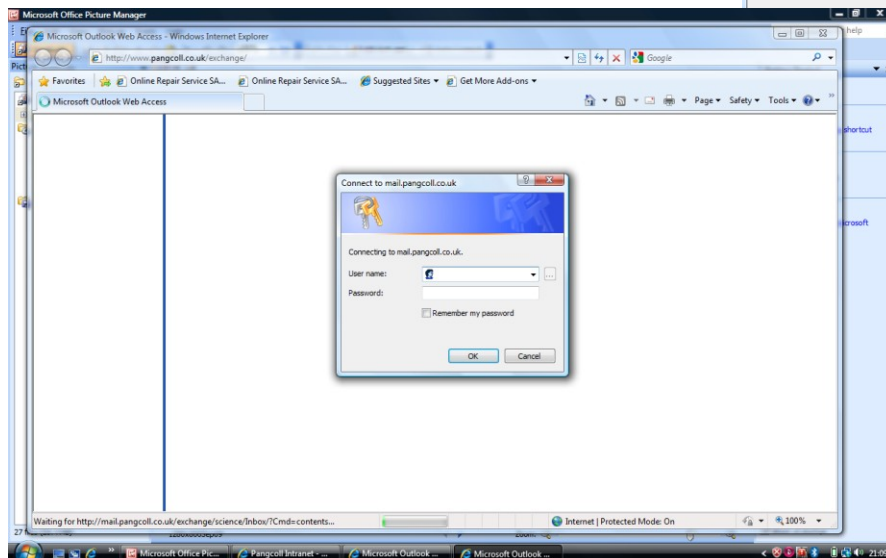


A log-in box will pop up.

Type `pangcoll.co.uk\` followed by your College user name (leave no spaces): it'll look like this:



Then type in your College password. The box will disappear, a bit more of the page will load, and the log-in box will pop up again. This is normal!



So just fill in the box again using `pangcoll.co.uk\` and your user name, then your password, just as before – and your email will open.