LACCD is providing all students district wide an email address.

* `<Account Name>@student.laccd.edu`

The email account will be hosted by Microsoft Live@edu cloud service.
Why

* Provide a consistent email experience for students throughout the district.
* Provide email to those campuses who haven't been able to offer student email.
* Cloud resiliency
* Office 365 Features
  * Anywhere access to email (mobile)
  * Office Web Apps
  * 25 GB of Cloud Storage
Starting on **August 17**\textsuperscript{th} accounts will be generated for students who have applied or have been enrolled in classes for last 2 terms.

All students will have an account by start of Fall, 2012.
Account name is up to 12-digits made up as follows:

- <first 6 of last name><first & middle initials><random 4-digit number>
- Password is the 4-digit PIN.
- Does not change

Accounts will be kept until 2 major terms passes without student enrollment (~1 year). At the end of the second major term, the account will be deleted (no email or other data will be saved).
Support Mechanism

1. Students get support from A&R personnel
2. A&R people contact campus IT for second level support.
3. Campus IT can contact DO for third level support.

An FAQ document will be provided to provide simple instructions to students.
What Faculty Need To Do

* Be aware of the new student email system.
  * Have copies of the FAQ available to provide to students.
  * Use one email address to contact students.
* Know where to direct students for support (A&R)
Adjunct faculty will have accounts by start of Spring, 2013. Instructor addresses will be <Account Name>@faculty.laccd.edu

There will be groups by class (section numbers) by Spring, 2013, which will allow email to a single section.

It’s a work in progress at District IT Office