



Important notice to all students:

Anoka-Ramsey Community College (ARCC) uses your **ARCC-assigned email account** as the **primary** method of communicating with you. Via email, you will receive messages about class cancellations, class assignments, registration dates, payment deadlines, etc. **Don't miss this information!**

**It is your responsibility to initialize your account,
and read and respond to critical notices from the college.
ARCC will send email announcements only to your ARCC-assigned email**

How do I get started?

Shortly after you first register for classes at ARCC, you are assigned a free MetNet **email** account.

Approximately 24 hours after you first register at ARCC, your email account is ready for you to initialize (make it active).

To initialize your email account, follow the instructions at:

<http://www.anokaramsey.edu/IT/emailmetnet.cfm> or <http://www.metnet.edu/initiate>. You will need your 8-digit Student/Tech ID and you will need to choose a 6 to 8 character password.

Your user name for your account will be the first 4 letters of your last name followed by a randomly assigned 4-digit number (example: [olso1234](#)). Your email address will be your user name followed by @metnet.edu (example: [olso1234@metnet.edu](#)).

How do I send or receive messages?

Manage your email account or send and receive messages at: <http://www.metnet.edu/email/>. If you are at an ARCC computer, simply click on the METNET WEBMAIL icon.

Remember: ARCC will send email announcements only to your ARCC-assigned email account. Although you may redirect or forward your ARCC-assigned email address to a personal email address such as @aol.com or @hotmail.com, you do so at your own risk. Redirecting email and subsequently losing or missing email messages does not relieve you from the obligation to respond to college-initiated messages or notices.

Check your email often. You don't want to miss important messages! Also, your MetNet mailbox has a maximum of 50 MB of space, and will no longer receive messages once it reaches this limit.

Emails

If you have not already done so, activate your **ARCC-assigned Metnet email account** using the provided instructions. The professor will not send email that contains private or sensitive information to non-ARCC-assigned email accounts, including email replies. Also, if for any reason the professor should be unable to make it to class on a given day, an email will be sent to all MetNet student email accounts as early as is feasible (hopefully by 7:00 am).

Chemistry 1062 Assignment 1 Summer 2008

This assignment is worth 5 points.

Using your Metnet email account, prepare an email message to your professor that includes the following:

In the subject line,

1. Write "Chem 1062 Assignment 1" without the quotes using identical spelling and spacing. (The professor uses an email program that sorts email by subject line. If you do not enter it correctly, he may not receive the message. Get in the habit of using the subject lines specified in any given assignment.)

In the body of the email,

2. Introduce yourself by the name by which you would like to be addressed by the professor.
3. Tell which door you should enter when late for class and where you should try to find a seat.
4. State the cell phone policy on exam days.
5. Indicate whether you understand the make-up exam policy or not. (If you do not understand the make-up exam policy, please visit the professor during office hours before the end of the first week.)
6. Tell whether you elected to allow the professor to post your grades online and if so, which atomic symbol was written on your Student Data Sheet for posting grades.

Finally,

7. Send the email to the professor. His email address is lance.lund@anokaramsey.edu.

This assignment is due on Thursday, July 10, 2008 by 2:00 pm. Don't wait until the last minute to activate your account, as you may encounter problems that prevent the timely completion of this assignment. Please go to the Open Computer Lab on the lower level of the Technology Building **as soon as possible** if you encounter any problems or have any questions.