

Introduction to GCC Student Email

All Virginia Community College students are issued a student email account through Gmail upon registration. All students have access to the full array of Google applications. It is crucial that students check their email regularly to avoid missing important college announcements.

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How to Access your Student Email Account:

- 1. Connect to the internet and open a browser (Firefox, Google Chrome, Safari, etc.).
- 2. Go to Germanna Community College's home page at <u>www.germanna.edu</u>.
- 3. Access MyGCC at the top of the page.





- Enter your username and password. If you do not know your username/password, you can use the "Forgot Username?" link to look up your information.
- Complete the two-factor authentication method for your account. If you have not set this up yet, you should do so now.

GERMA COMMUNITY	NNA College
	Need help?
Username	
Forgot Username?	
GO	

6. Once logged in, click on the "Gmail" icon from the "My Applications" page to access your Gmail account.





7. You will be taken to your student email page. By default, your inbox is displayed. From this page, you can access other folders of your Gmail and the search bar.

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How to Compose and Send Emails

- 1. To send a message, click on the "Compose" button.
- 2. Type your recipient's email address in the "To" field. For multiple recipients, use commas between addresses.
- 3. Enter a subject for your message in the "Subject" field.
- 4. Type your message in the large white "Message" box.





5. If necessary, you may attach a file by selecting the paperclip icon. If you do not need to attach a file, continue to step 8.



- 6. A browser window will pop up. Browse for your file, select it, and click on the "Open" button. You will see the attached file name near the bottom of the email window.
- 7. To add another file, click on the paperclip icon again. To remove an attachment, click the "X" next to the file name.
- 8. Click the blue "Send" button to send the email.
- 9. To confirm that your message was sent, select "Sent" from the inbox menu.
- 10. The sent folder will display all emails that have been sent. To view the most recently sent email, click on the first email listed.

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How to Reply to Emails:

1. Open the email you would like to reply to. Beneath the content of the email there is a "Reply" button. Click the button to open a textbox.

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- 2. The "To" field is automatically populated with the sender's name or email address. Type your reply message into the text box and attach any necessary files.
- 3. When the message is complete, hit "Send."



How to Access Google Apps from your Inbox:

In addition to Gmail, you have access to a variety of Google Apps including Google Drive, Google Docs, and Google Slides.

Click the menu icon near the top of the screen to view the apps.

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How to Sign out of Your Google Account:

Sign out of your Google account by clicking on your profile photo at the top right-hand corner of your student email webpage. Then, click "Sign out" at the bottom right-hand corner of the pop-up window.

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Additional Resources:

For more Gmail tutorials, click on the question mark button, and select "Help."



For further information about the Google Apps, view the Academic Center for Excellence (ACE) video tutorials on <u>Gmail</u>, <u>Google Drive</u>, <u>Google Slides</u>, and <u>Google Docs</u>. The "<u>Google Docs</u>: <u>Instructions for Formatting an Academic Paper</u>" handout can help with formatting using Google Docs.

Visit ACE's <u>Technology Resources for Students</u> webpage for more information about educational technology or to register for a webinar.