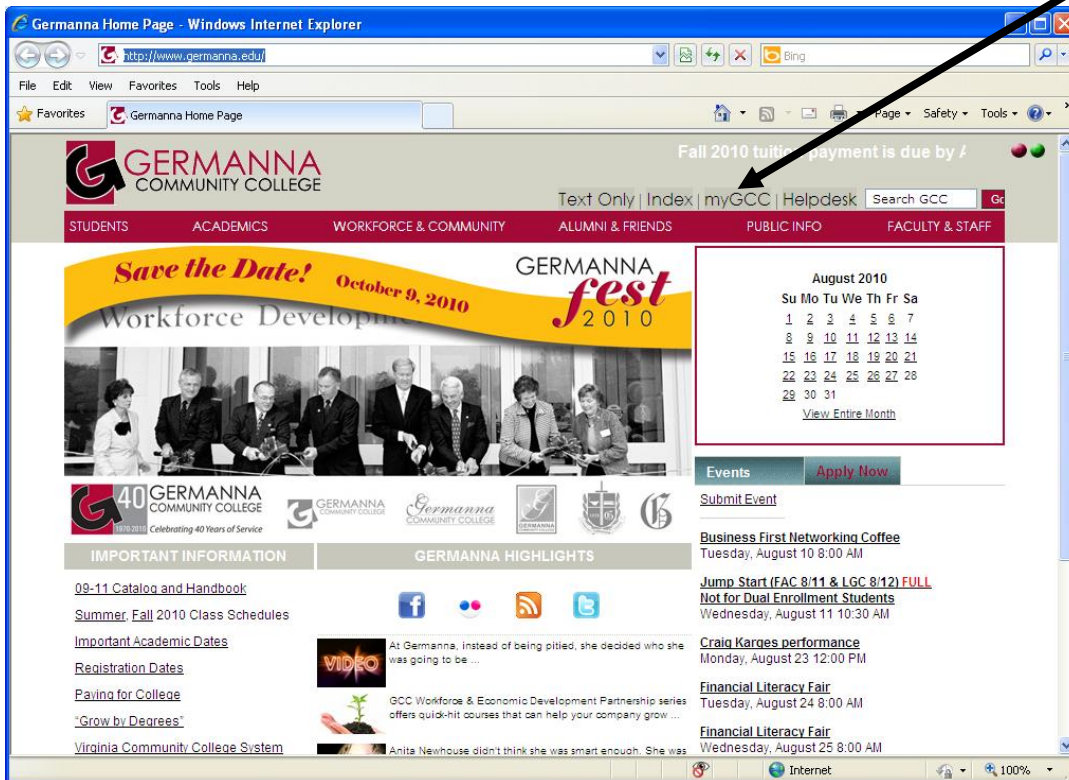


Introduction to GCC Student E-mail

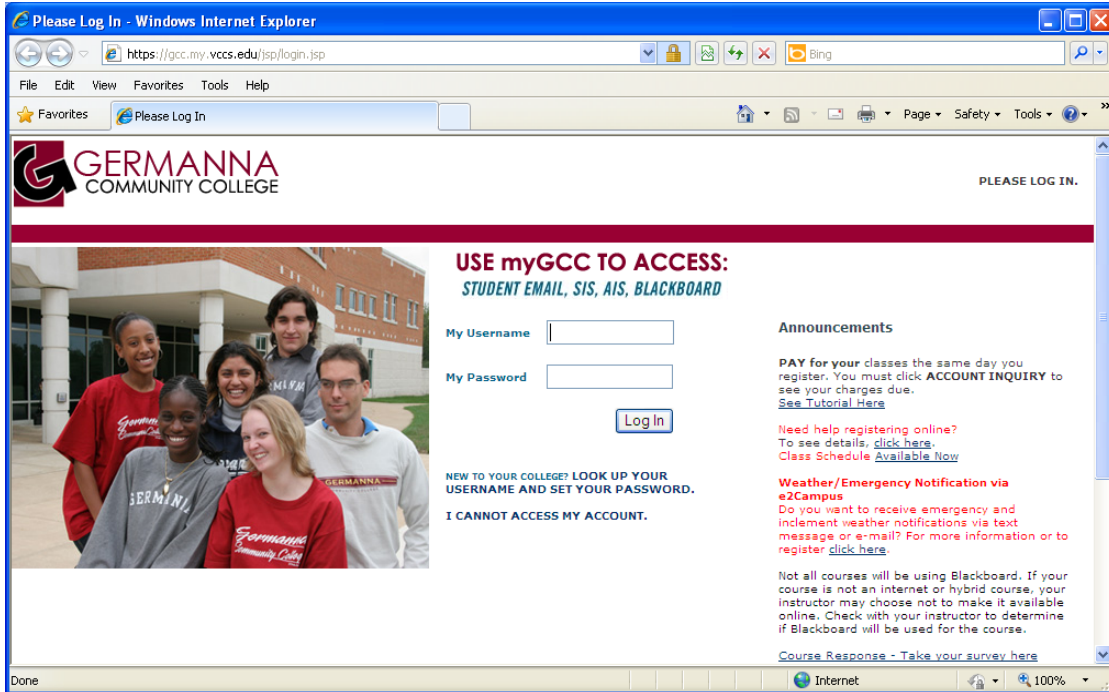
All Virginia Community College students are issued a student e-mail account upon registration. It is crucial that students check their e-mail regularly as instructors will send important e-mail announcements to students.

To access your student e-mail account:

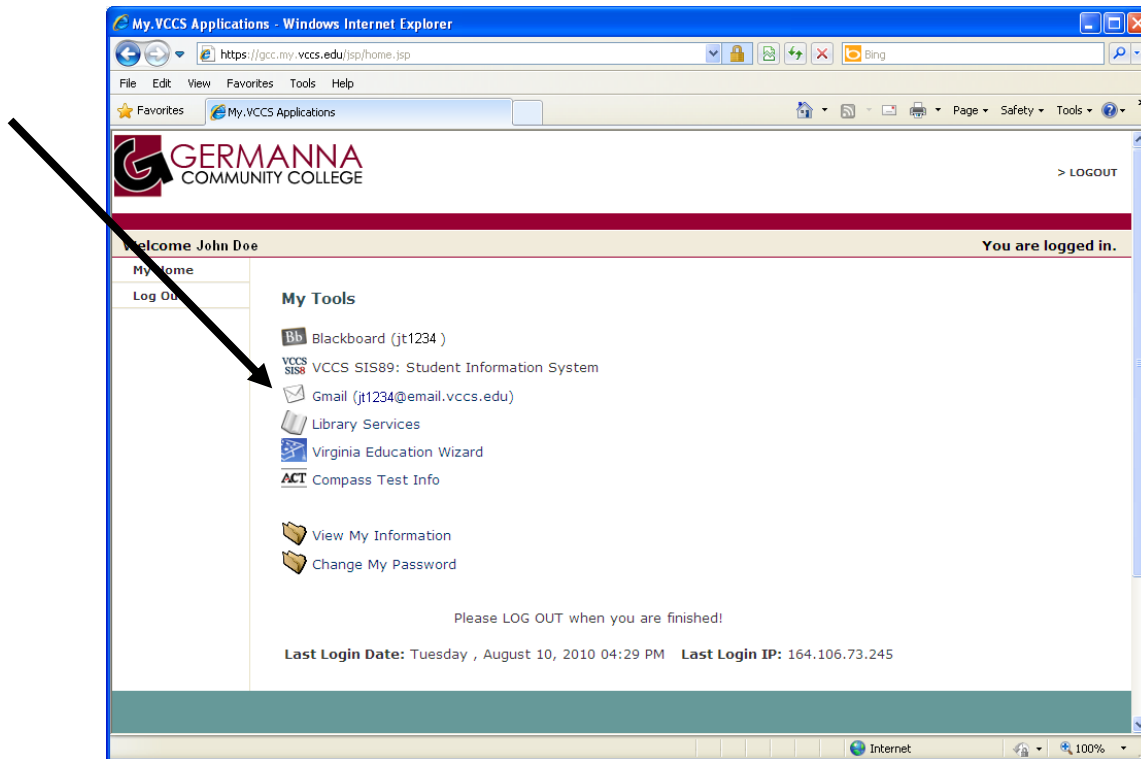
1. Connect to the Internet (if needed).
2. Go to Germanna Community College's home page at www.germannna.edu.
3. Click on MyGCC.



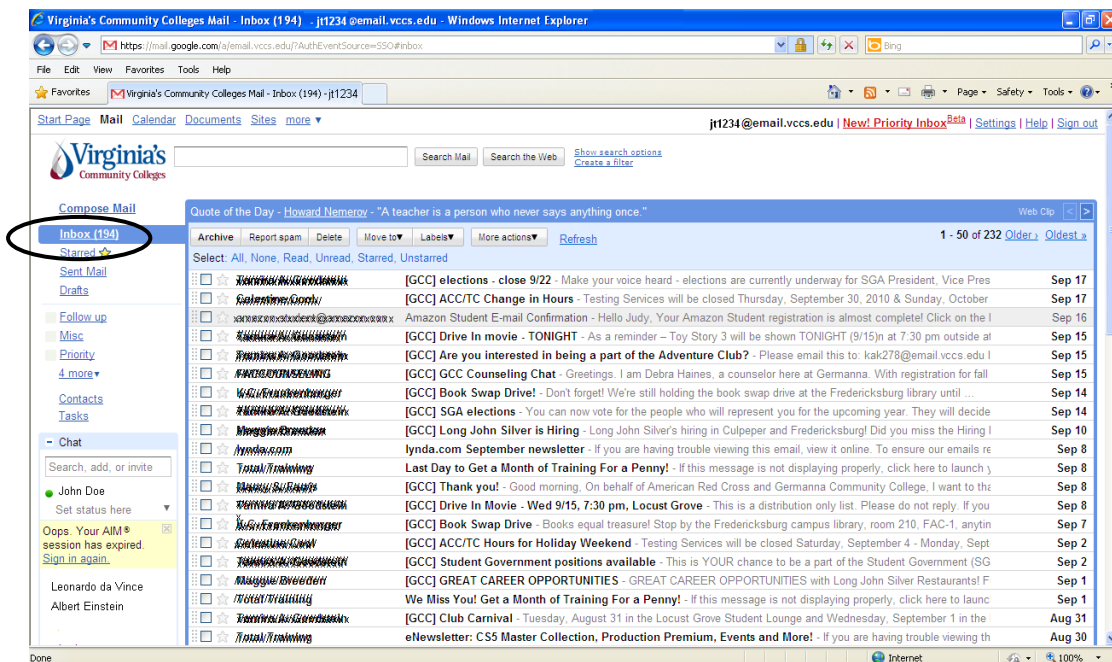
- This will open a new window that contains a login screen. If you know your username and password, you can enter them into the respective text boxes to log in. If you do not know your username/password, you can click on the link below the “Log In” button that says “Look up your username and set your password.”



- Once you have logged in, you will see the following screen. Notice that your full email address is listed next to “Gmail” in parentheses. Click on Gmail to access your e-mail.

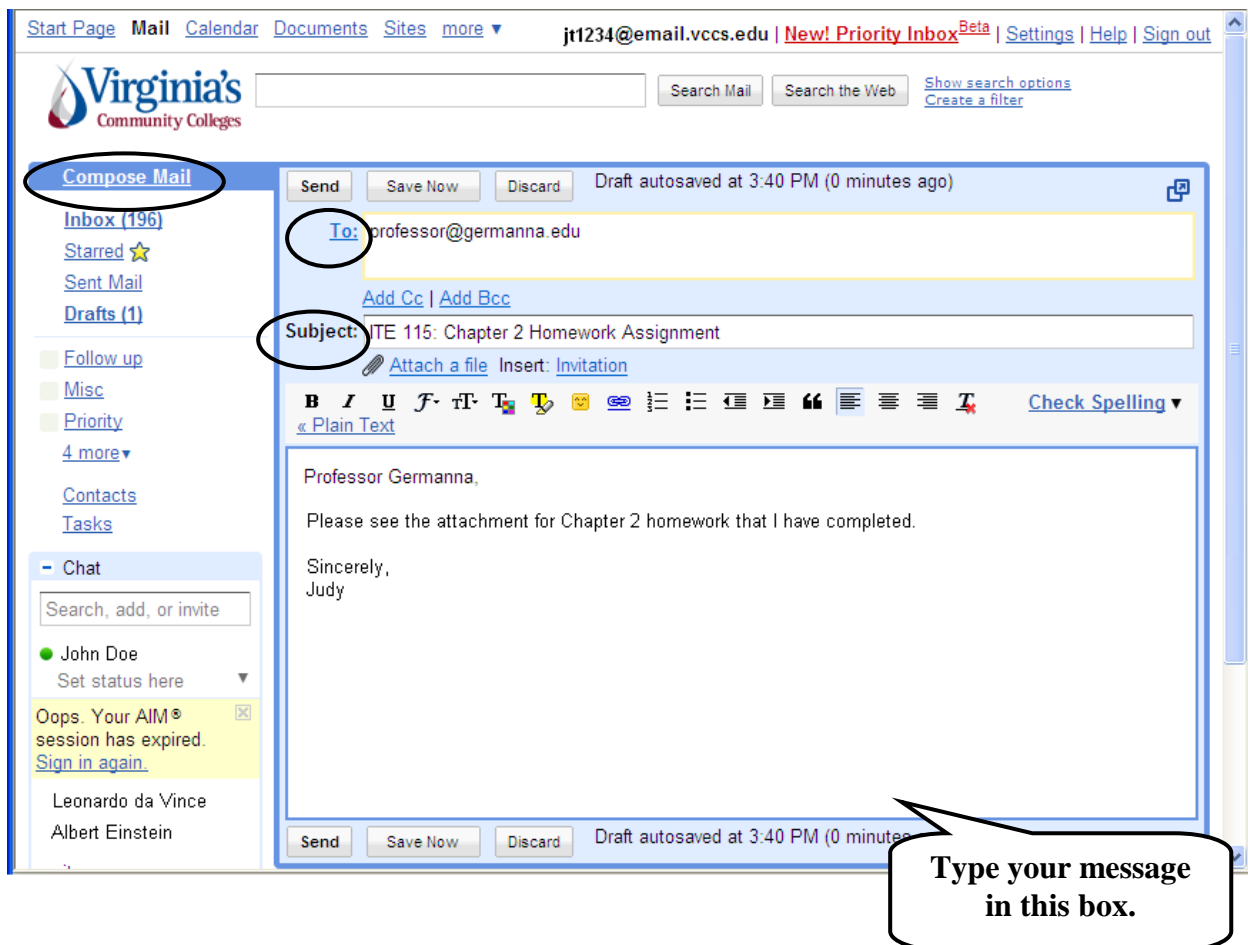


- You will be taken to the Virginia Community College System (VCCS) student e-mail page. By default, your inbox is displayed.



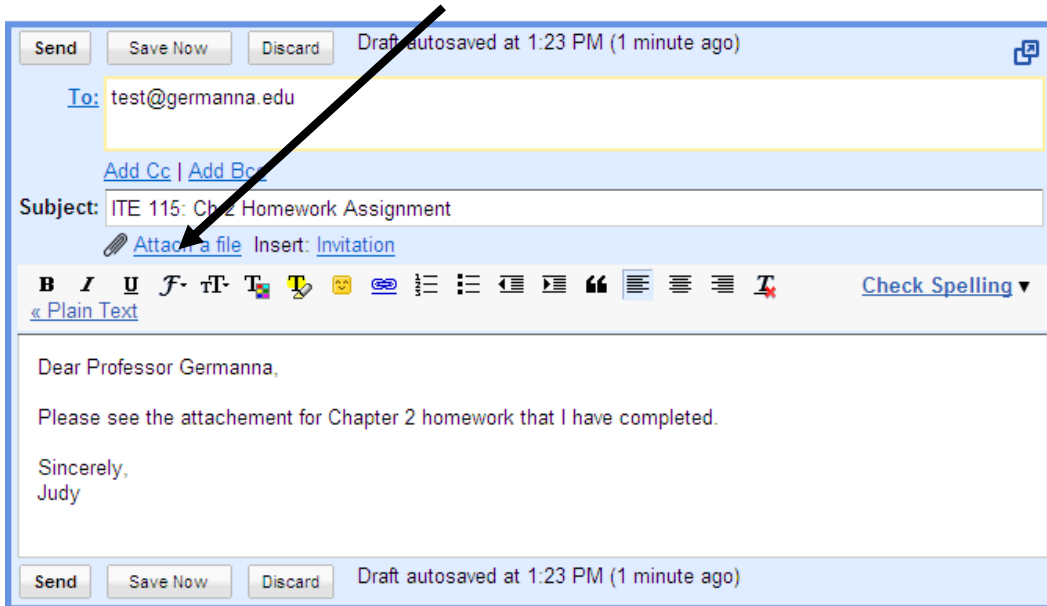
How to Compose and Send E-mails

1. After you have logged into your student e-mail, click on “Compose Mail.”
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 box.

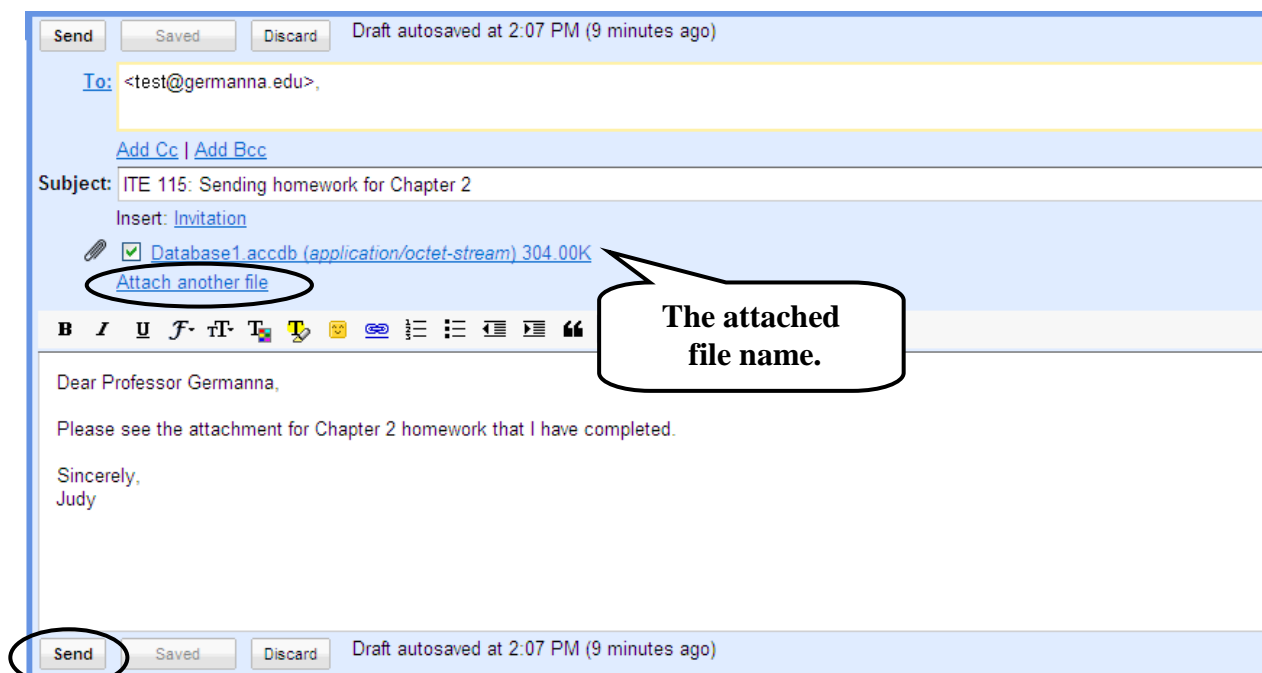


The screenshot shows a webmail interface for Virginia's Community Colleges. The user is logged in as jt1234@email.vccs.edu. The interface includes a navigation bar with links for Start Page, Mail, Calendar, Documents, Sites, and more. The main content area is titled "Compose Mail" and features a "Send" button, "Save Now", and "Discard" options. The "To:" field is populated with "professor@germanna.edu" and the "Subject:" field contains "ITE 115: Chapter 2 Homework Assignment". The main text area contains the message body: "Professor Germanna, Please see the attachment for Chapter 2 homework that I have completed. Sincerely, Judy". A speech bubble points to the text area with the text "Type your message in this box."

- If necessary, you may attach a file by clicking on “Attach a file.” If you do not need to attach a file, continue to step 8.



- A browse window will pop up. Browse for your file, select it, and click on the “Open” button. You will see the attached file name next to the paperclip image.
- To add another file, click on “Attach another file.” To remove an attachment, uncheck the check box next to the file name. The file will take a moment to disappear.
- Click on “Send” to send the email.

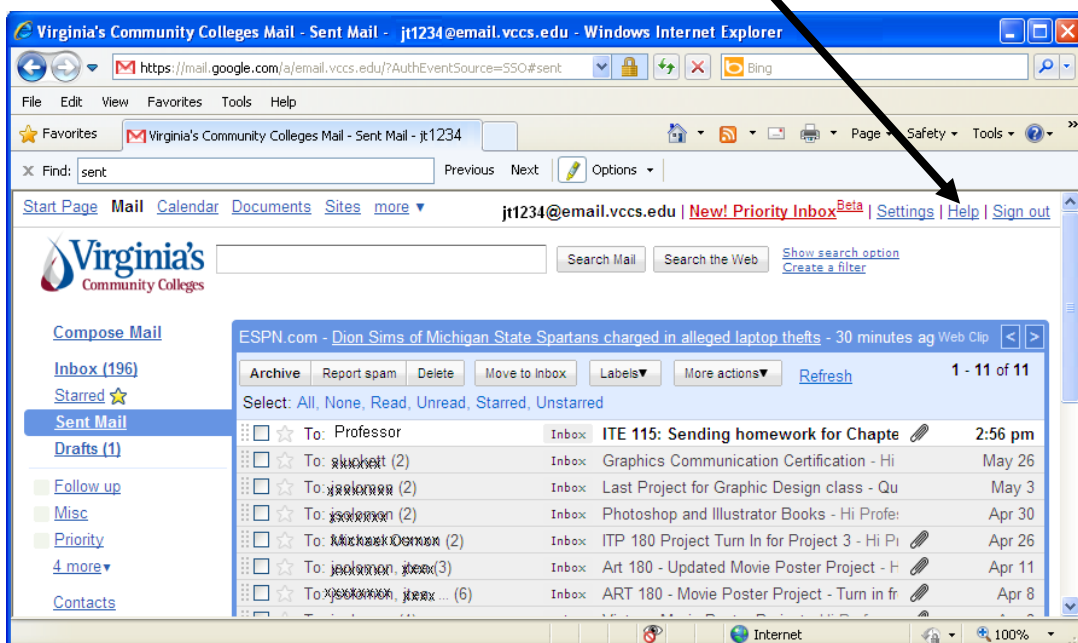


9. To confirm that your message was sent, click on “Sent Mail.”
10. Displayed are all the emails that have been sent. To view the most recent email that was sent, click on the first email.



11. Sign out of your email by clicking on “Sign out” at the top right hand corner of your student email webpage.

Additional Resources: For more e-mail tutorials, click on “Help.”



How to reply to an E-mail

1. Navigate to your Inbox and click on the e-mail message.
2. Click on Reply.
3. The “To” field is automatically populated with the sender’s name or email address. The “Subject” field is automatically populated with “Re:” and the original subject of the e-mail. Type your reply message into the text box and attach any necessary files.
4. When completed, click on Send.