# Introduction to GCC Student Email

All Virginia Community College students are issued a student email account through Gmail upon registration. As a result, all students have immediate access to the full array of Google applications. It is crucial that students check their email regularly, as instructors will send important email announcements to students.

To access your student email account:

1. Connect to the internet and open a browser (Internet Explorer, Firefox, Google Chrome, or other.)
2. Go to Germanna Community College's home page at www.germanna.edu.
3. Access *MyGCC* at the top of the page.
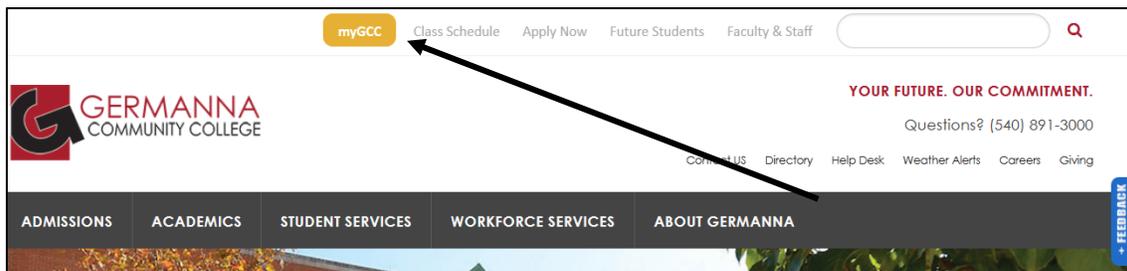
If you know your username and password, you can enter them into the respective text boxes to log in. If you do not know your username/password, you can use the *Forgot Username* link to look up your information.

4. Once you have logged in, you will see a screen that looks similar to the one below. Click on the *Gmail* icon to access your email account.
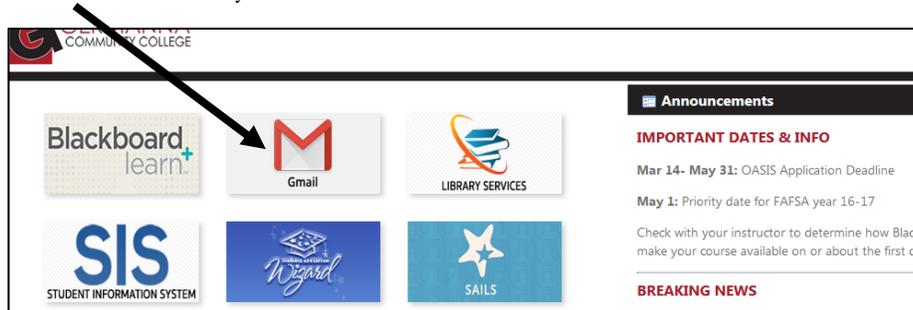

5. You will be taken to the Virginia Community College System (VCCS) student email page. By default, your inbox is displayed.
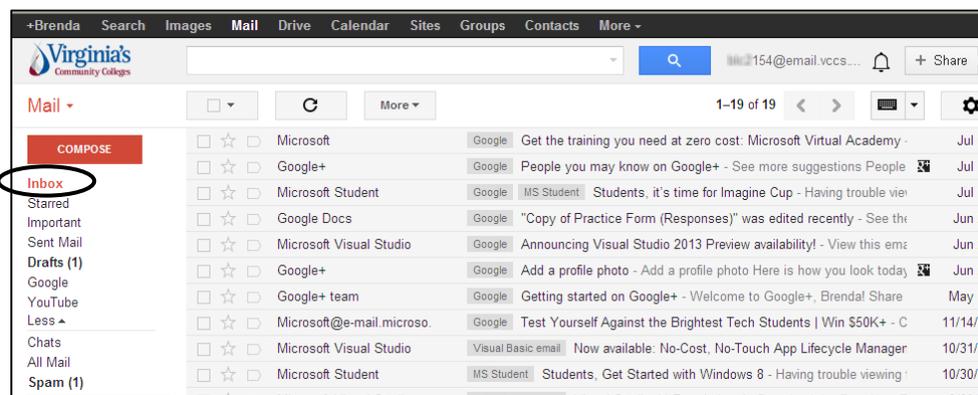
How to Compose and Send Emails

1. After you have logged into your student email account, click on the red *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.
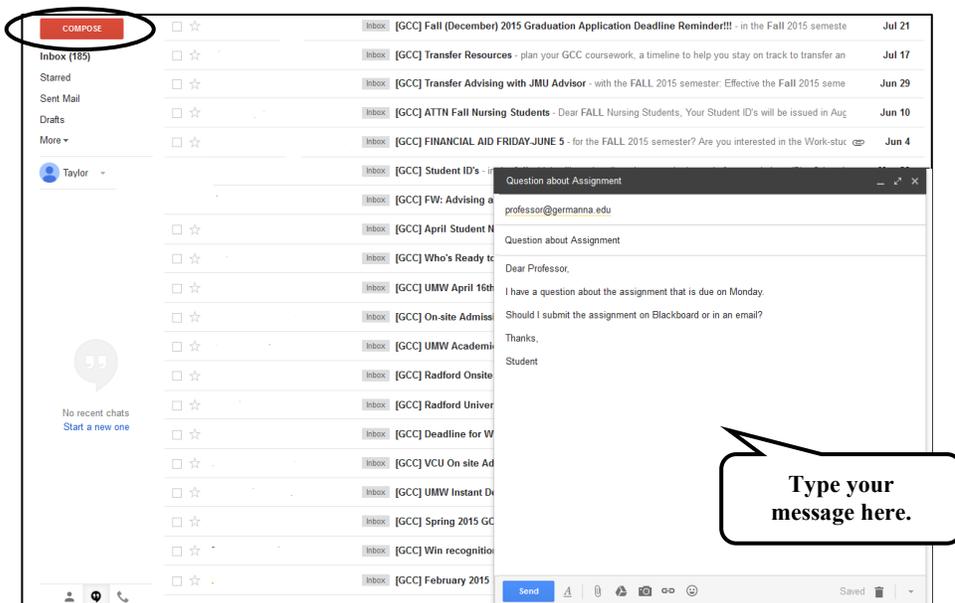
5. If necessary, you may attach a file by selecting the paperclip icon. If you do not need to attach a file, continue to step 8.
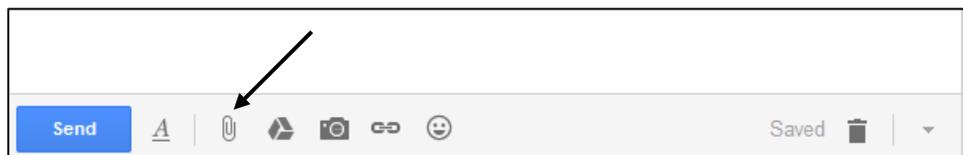

6. A browse window will pop up. Browse for your file, select it, and click on the *Open* button. You will see the attached file name near the bottom of the email window.
7. To add another file, click on the paperclip icon again. To remove an attachment, click the *X* next to the file name.
8. Click the blue *Send* button to send the email.

9. To confirm that your message was sent, select *Sent Mail* from the inbox menu.
10. Displayed are all the emails that have been sent. To view the most recent sent email, click on the first email listed.


Last sent email.
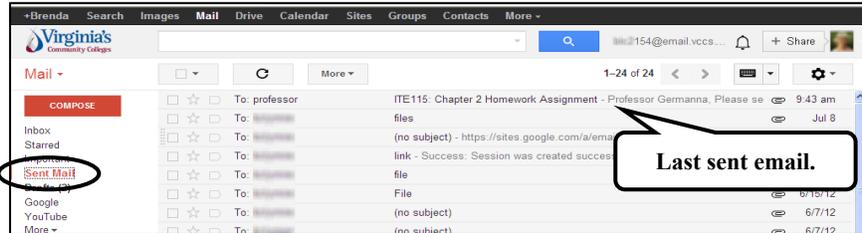
How to Reply to Emails:
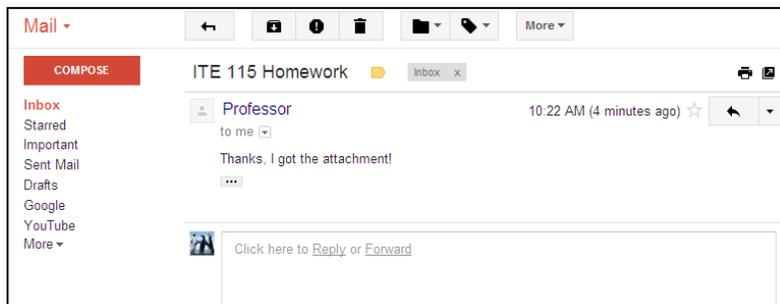
1. Open the email to which you would like to reply. Beneath the content of the email there is a textbox. Click anywhere within the textbox to begin composing your message.
2. The *To* field is automatically populated with the sender's name or email address. The *Subject* field is automatically populated with *Re:* and the original subject of the email. Type your reply message into the text box and attach any necessary files.
3. When the message is completed, hit *Send*.
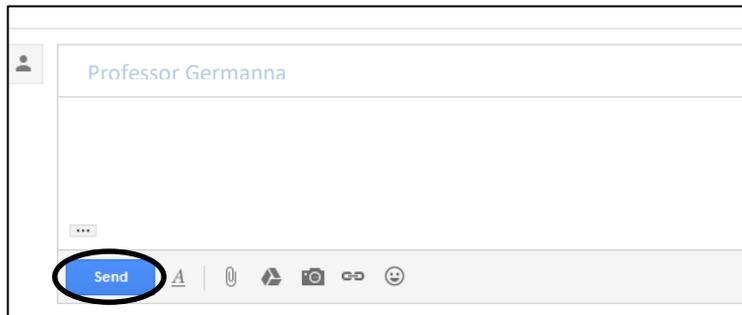
How to Access Google Tools from your Inbox:

You have access to a number of Google tools that you can find from your inbox. These include Google Calendar, Google Docs, and Google Drive.

1. Click the Google Apps icon near the top of the screen to view tools.
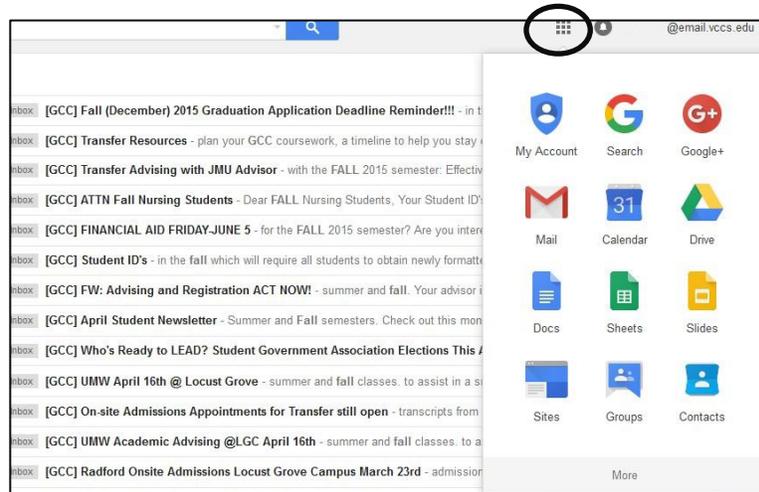
2. When you select the Google Apps icon, you will see a menu with links to a number of tools.

3. Training on Google Applications is available at https://support.google.com. Additional training can be found on Hoonuit, which can be accessed through Blackboard.

Sign out of your Google account by clicking on your profile photo or the down arrow 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.
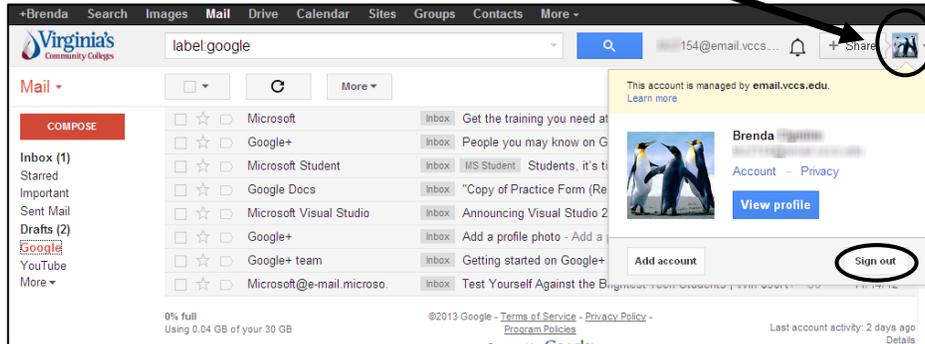
Additional Resources:

For more email tutorials, click on the settings button, and select *Help*.