



# Student E-mail Quick Start Guide

How to log in and start using your student email...

## Log in to your Student E-mail Gmail

Your Richmond Community College student e-mail account is provided by G-mail. Please follow these directions *carefully* to activate your RCC student e-mail account.

1. Go to your Google Apps Mail page: <https://www.google.com/a/student.richmondcc.edu> OR Click on the “[Student E-mail](#)” link from the [www.richmondcc.edu](http://www.richmondcc.edu) homepage.

2. On the Sign In page, enter your user name and password, and then click **Sign In**:

- Your RCC username is the first part of your e-mail address (found on your acceptance letter).  
Example: *mksmith*@student.richmondcc.edu ----> **Username: mksmith**
- Your password will be “rcc + 7 digit student ID number” (found on your acceptance letter).  
Example: Student ID Number: *0987654* ----> **Password: rcc0987654**



## Welcome to student.richmondcc.edu

Sign in to your account at **student.richmondcc.edu**

Username:   
@student.richmondcc.edu

Password:

Stay signed in

[Can't access your account?](#)

### Less spam, plenty of space and access from anywhere

Welcome to your email for student.richmondcc.edu, powered by efficient and useful.

- Keep unwanted messages out of your inbox with Google!
- Keep any message you might need down the road, and t
- Send mail, read new messages and search your archives

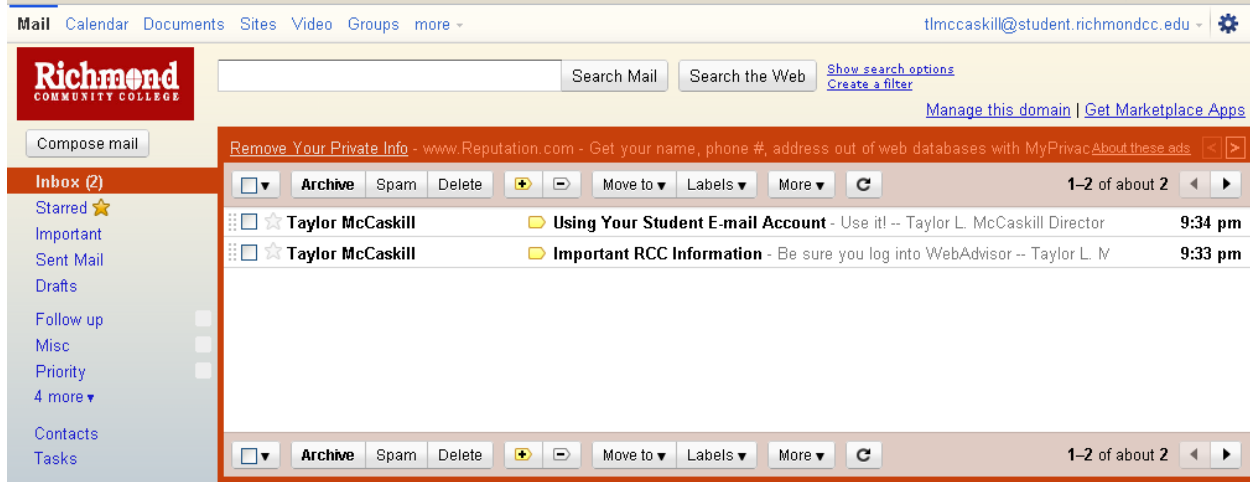
### **New! One-stop information sharing with [Google Sites](#)**

Building a site is as simple as editing a document, and you do! Check out these example sites: [Company intranet](#), [Team proje](#)

3. If this is your first time logging in, follow the on-screen instructions to activate your account. You will have to **accept** the Google “**Terms and Conditions**” and **correctly type the given characters** before you will have access to your student email account.

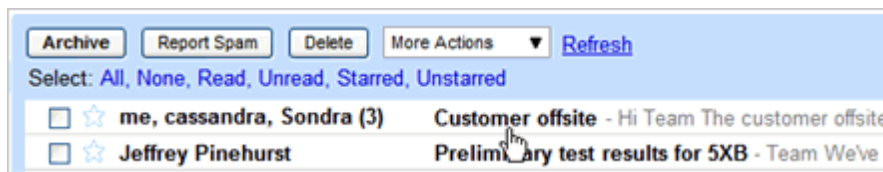
## Using Gmail

When you successfully log into your student e-mail account, your inbox will look like this:

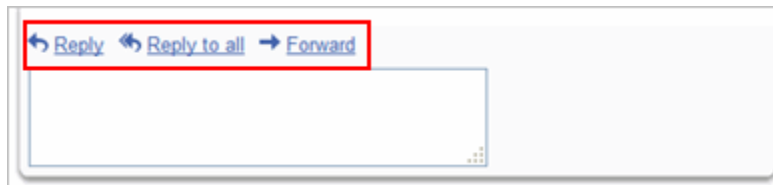


Your student e-mail address will be displayed at the top right corner.

**To read a message:** Click it to open it:



**To reply to or forward a message:** Open it, and then click an option at the bottom of the message card:



**To compose a new message:** Click **Compose mail**:

