Getting Started with Gmail & Apps

Logging In

In the Internet browser of your choice, go to https://rcc.my.vccs.edu

1) Enter your VCCS Username
2) Enter your VCCS Password
3) Click Sign In.

Choosing Apps

A. For your Student Email click on Gmail
B. For Google Docs, Drive, or other Google based applications provided by the VCCS click on Google Drive.

Gmail

A. Compose allows you to create an email
B. See incoming emails in the main view
C. Click an email 1 time to read it
D. The Gear icon takes you to the Settings for Gmail
E. Click on your picture, then Sign Out when finished

*Please remember to sign out when done, do not simply close the Gmail window.

Drive

A. New allows you to create a new Document, Spreadsheet or presentation
B. Quick Access to recently open items
C. Click a document 2 times to open it
D. The Gear icon takes you to the Settings for Gmail
E. Click on your picture, then Sign Out when finished

*Please sign out when done, do not simply close the window.