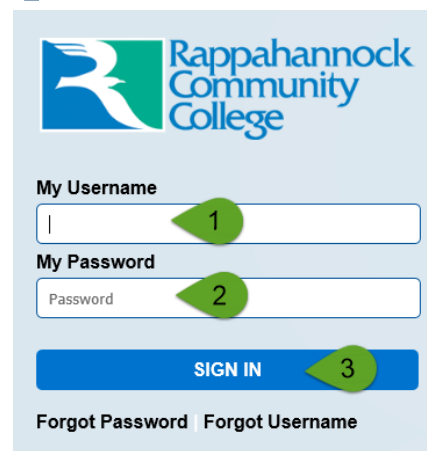


Getting Started with Gmail & Apps

Logging In

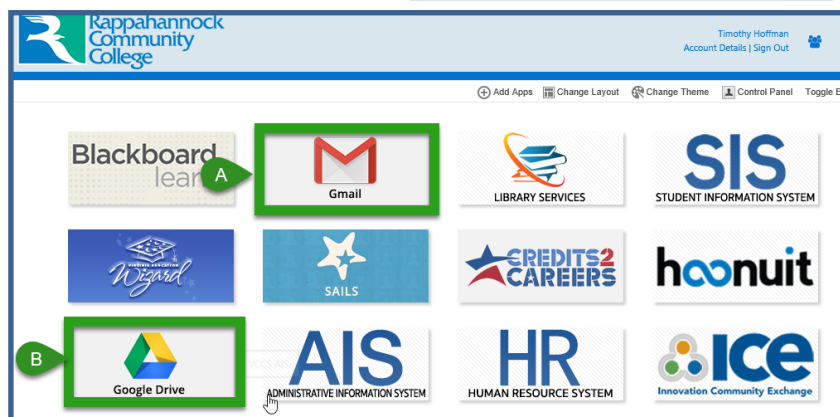
In the Internet browser of your choice, go to <https://rcc.my.vccs.edu>

- 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.

