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
- 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.

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