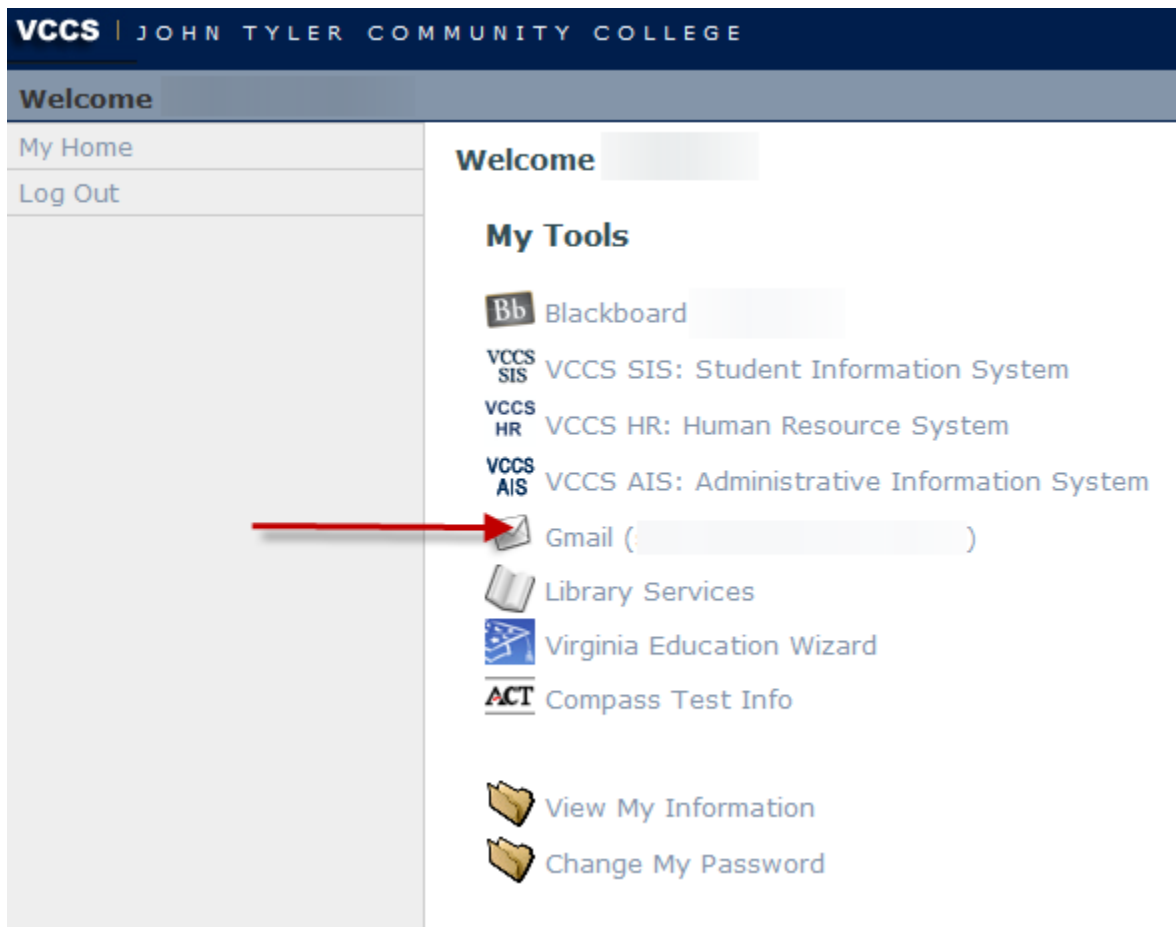


How to Access Gmail (Google) Tutorials

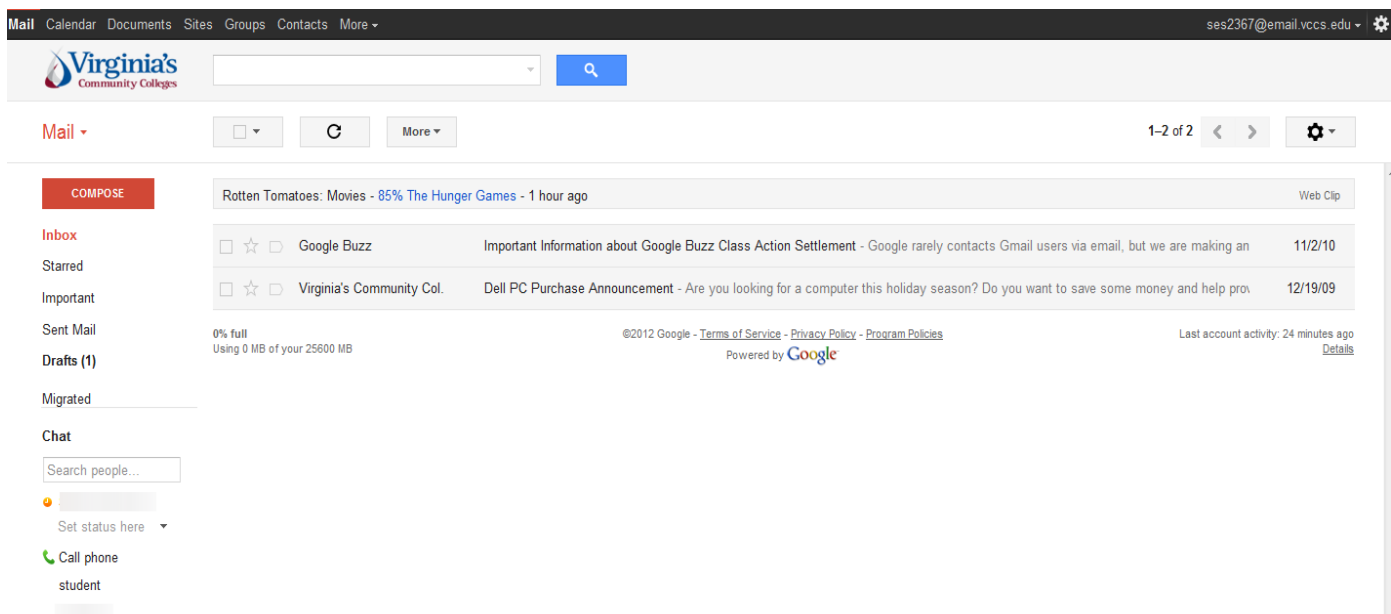
Step 1: Login to myTyler using your username and password

Step 2: Select "Gmail" from the welcome page



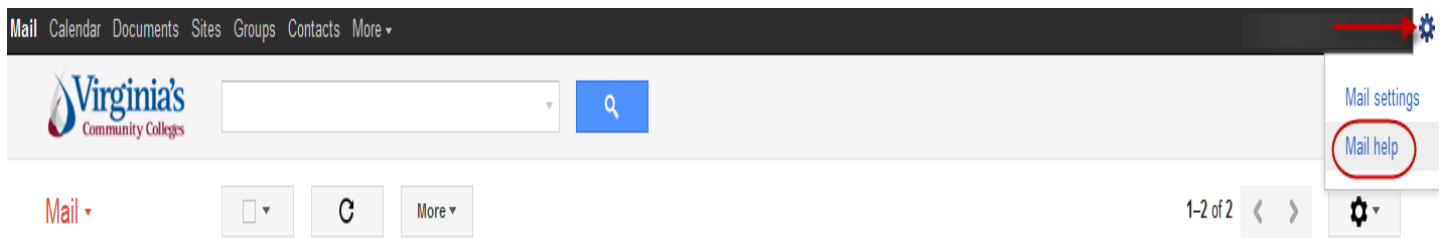
The screenshot shows the VCCS | JOHN TYLER COMMUNITY COLLEGE myTyler interface. The top navigation bar includes "Welcome", "My Home", and "Log Out". The main content area is titled "Welcome" and lists "My Tools". A red arrow points to the "Gmail" link in the list, which is accompanied by an envelope icon. Other tools listed include Blackboard, VCCS SIS, VCCS HR, VCCS AIS, Library Services, Virginia Education Wizard, and ACT Compass Test Info. Below the tools are links for "View My Information" and "Change My Password".

Step 3: Enter into your Gmail account



The screenshot displays the Gmail interface. At the top, there is a navigation bar with "Mail", "Calendar", "Documents", "Sites", "Groups", "Contacts", and "More". The user's email address, "ses2367@email.vccs.edu", is visible in the top right corner. Below the navigation bar is a search bar with the "Virginia's Community Colleges" logo. The main inbox area shows a list of emails. The top email is from "Rotten Tomatoes: Movies - 85% The Hunger Games" received 1 hour ago. Below it are two emails from "Google Buzz" and "Virginia's Community Col." with dates 11/2/10 and 12/19/09 respectively. The left sidebar contains navigation options: "COMPOSE", "Inbox", "Starred", "Important", "Sent Mail", "Drafts (1)", "Migrated", "Chat", and "Call phone". The "Call phone" option shows the number "student".

Step 4: Select the wheel icon in the upper right-hand corner and select “Mail Help”



Step 5: Access Gmail tutorial /help site

- If you click “**Using Gmail**” this will provide you with tutorials on how to compose an e-mail, setup your contacts, create a signature, etc.
- If you click “**Mobile setup**” this will provide you with instructions on how to setup your email account on your Android, iPhone, Blackberry, and Windows phone
- If you click “**Watch videos**” this will provide you with video tutorials how to use Gmail

