












HOW TO SEND AN E-MAIL

STEP 1: Log into the myTyler Portal using your username and password

STEP 2: On the myTyler Portal welcome screen select **Gmail** (with your student e-mail address in parenthesis)

My Tools

-  Blackboard
-  VCCS SIS: Student Information System
-  VCCS HR: Human Resource System
-  VCCS AIS: Administrative Information System
-  Gmail (@email.vccs.edu) 
-  Library Services
-  Virginia Education Wizard
-  ACT Compass Test Info

-  View My Information
-  Change My Password

Basic Functions of E-mail

The screenshot shows a Gmail interface with several red callout boxes and arrows pointing to specific elements:

- E-mail Inbox:** A red box with an arrow pointing to the top of the email list.
- This is where your sent e-mails are stored:** A red box with an arrow pointing to the 'Sent Mail' folder in the left sidebar.
- Select box to delete an e-mail, then click on delete:** A red box with an arrow pointing to the 'Delete' button in the action bar above an email.
- To read an e-mail click on e-mail line item:** A red box with an arrow pointing to the subject line of an email in the list.

The interface includes a top navigation bar with 'Mail', 'Calendar', 'Documents', 'Sites', 'Contacts', and 'more'. Below this is the Virginia's Community Colleges logo and search bars. The left sidebar shows folders like 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts', and 'Migrated'. The main area displays a list of emails, including one from ESPN.com and another from Virginia's Community Col. The bottom of the page shows storage usage (0% full), copyright information (©2011 Google), and account activity (Last account activity: 38 minutes ago).

STEP 3: Click "Compose Mail"



Search Mail and Docs Search the Web [Show search options](#)
[Create a filter](#)

- Mail
- Contacts
- Tasks
- Compose mail
- Inbox
- Starred ☆
- Important ⬇
- Sent Mail
- Drafts
- Migrated
- 4 more ▾
- Chat

CNN.com Recently Published/Updated - [Man arrested in UK phone hacking inquiry](#) - 1 hour ago Web Clip

Archive Spam Delete Move to ▾ Labels ▾ More ▾

1 - 2 of 2

<input type="checkbox"/> ☆ Google Buzz	Important Information about Google Buzz Class Action Settlement - Google rarely contacts Gmail users via email, but we are making an exception to let y	11/2/10
<input type="checkbox"/> ☆ Virginia's Community Col.	Dell PC Purchase Announcement - Are you looking for a computer this holiday season? Do you want to save some money and help ...	12/19/09

Click here to begin the process of sending an e-mail

STEP 5: If you need to attach a file to the e-mail complete the following:

The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Save Now', and 'Discard'. The 'To:' field contains 'jtyler@jtcc.edu'. Below this are links for 'Add Cc' and 'Add Bcc'. The 'Subject:' field contains 'Assignment 2'. A toolbar below the subject field includes an 'Attach a file' icon and text, an 'Insert: Invitation' link, and various text formatting icons (bold, italic, underline, strikethrough, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, text alignment, text color, text background color, and a 'Plain Text' link). On the right side of the toolbar, there are 'Recheck' and 'Done' options. The main body of the email contains the text: 'Dear Dr. Tyler, Attached you will find my submission for assignment 2. Sincerely, Jane'. A red arrow points from a red-bordered box containing the text 'Click here to attach a file' to the 'Attach a file' button in the toolbar. At the bottom of the window, there are buttons for 'Send', 'Save Now', and 'Discard'.

Send Save Now Discard

To: jtyler@jtc.edu

Add Cc | Add Bcc

Subject: Assignment 2

Attach a file Insert: Invitation

B *I* U ~~F~~ **T**

Dear Dr. Tyler,

Attached you will find my submission for

Sincerely,

Jane

Recheck Done

Send Save Now Discard

Select file(s) to upload by mail.google.com

Look in: Documents

Name	Date modified	Type	Size
Altiris	7/15/2010 10:06 AM	File folder	
Camtasia Studio	6/28/2011 4:28 PM	File folder	
My Web Sites	7/22/2011 4:50 PM	File folder	
Assignment 2	8/10/2011 12:13 PM	Microsoft Office ...	10 KB
quotes	6/28/2011 10:33 AM	Microsoft Office ...	12 KB

Recent Places: Desktop, Libraries, Computer, Network

File name: Assignment 2

Files of type: All Files (*.*)

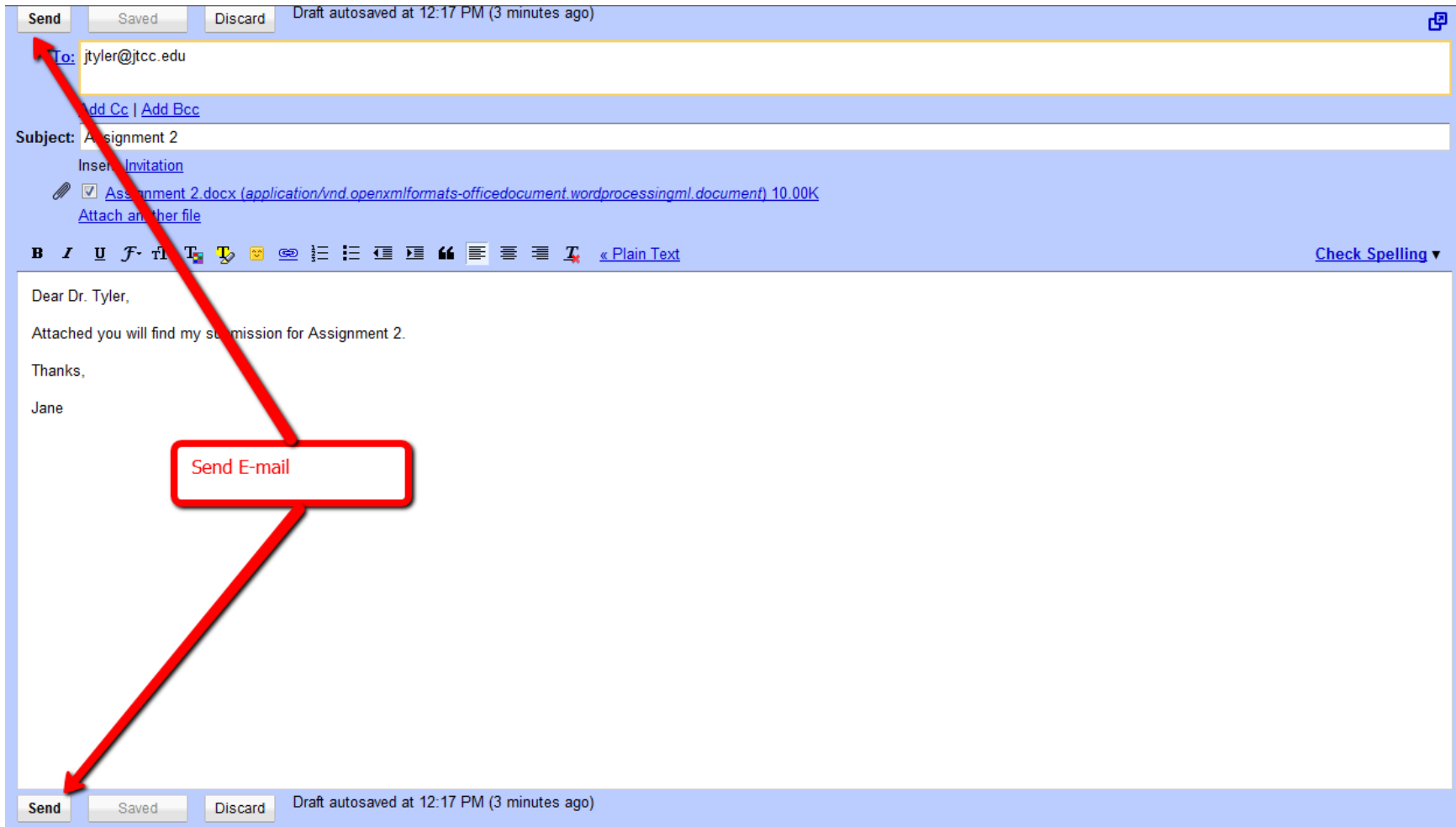
Open Cancel

Select file

File name appears in this box when selected

Click Open

STEP 6: Click "Send" to send the e-mail



The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Saved', and 'Discard', along with a status message 'Draft autosaved at 12:17 PM (3 minutes ago)'. The 'To:' field contains 'jtyler@jtcc.edu'. Below this are links for 'Add Cc' and 'Add Bcc'. The 'Subject:' field contains 'Assignment 2'. There are options to 'Insert Invitation' and an attached file 'Assignment 2.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document) 10.00K'. A 'Send' button is located at the bottom left. A red arrow points from the 'Send' button to a red-bordered box containing the text 'Send E-mail'.

Send Saved Discard Draft autosaved at 12:17 PM (3 minutes ago)

To: jtyler@jtcc.edu

[Add Cc](#) | [Add Bcc](#)

Subject: Assignment 2

Insert [Invitation](#)

[Assignment 2.docx \(application/vnd.openxmlformats-officedocument.wordprocessingml.document\) 10.00K](#)

[Attach another file](#)

B *I* U *F* *rl* *T* [« Plain Text](#) [Check Spelling](#) ▼

Dear Dr. Tyler,

Attached you will find my submission for Assignment 2.

Thanks,

Jane

Send Saved Discard Draft autosaved at 12:17 PM (3 minutes ago)

Send E-mail