

# Student Quick Guide to Gmail

(R-CCC student email)

The Waves Gmail site opens in a new window.

<https://www.google.com/a/waves.roanokechowan.edu>

Access the Waves Gmail login by clicking on the **Current Students, Gmail Resources link** through our college webpage, [www.roanokechowan.edu](http://www.roanokechowan.edu), or the highlighted address above.

Your username is made up of your **WebAdvisor username@waves.roanokechowan.edu** as in `jphewett6979@waves.roanokechowan.edu`

Your **password** is your **8-digit birth date** as in 01011995 (January 1, 1995). Do not share your account information with anyone.

Click on the “Login” button.

## VIEWING RECEIVED MESSAGES (INBOX)

Once you’ve logged in you will see your Gmail inbox. Click on the message title or sender to view the message.



## REPLYING TO A MESSAGE

After you have opened a message, you have the option of replying to that message. Gmail keeps a running record of the original messages as well as any replies. To reply to an email message, click on the Reply arrow at the top right of the message as shown.

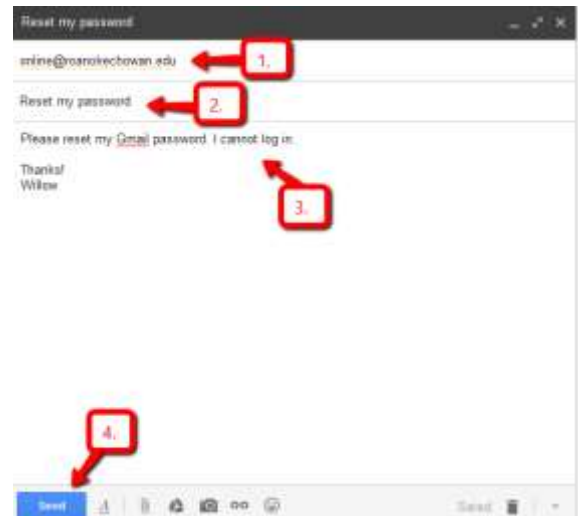


Other options such as forwarding and printing are available.

## COMPOSING A MESSAGE

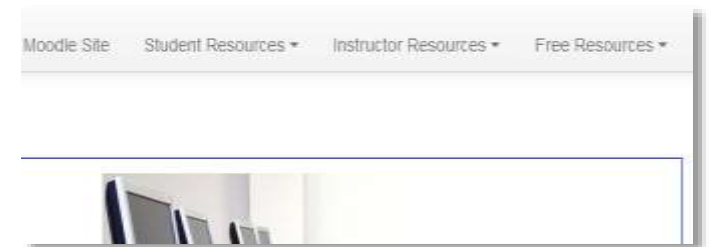
COMPOSE

Click on the Compose button and fill in the email address, subject line, and message in the appropriate boxes. Then click on SEND.



## HELP AVAILABLE

For technical help with Gmail, click on the **Student Resources** tab in the banner in Moodle and then click on the **24/7 Technical Assistance** link on the page or call the toll free phone number: **877-859-2661**.



For on-campus help, contact the **Distance Learning Director** in the LRC, **JER09, JER Building**, 252-862-1242, [metemple7181@roanokechowan.edu](mailto:metemple7181@roanokechowan.edu).