

Student Quick Guide to Gmail

(R-CCC student email)

<https://www.google.com/a/waves.roanokechowan.edu>
(opens in a new window)

Access the Waves Gmail login by clicking on the **Student Email** link in the top menu bar on the [college webpage, www.roanokechowan.edu](http://college.webpage.www.roanokechowan.edu), or the highlighted title above.

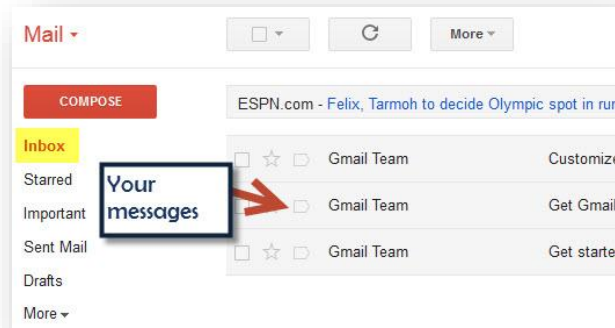
Your email address is made up of your **WebAdvisor username@waves.roanokechowan.edu** as in mamoodle1234@waves.roanokechowan.edu

Your password is your **8-digit birth date** as in 01012000 (January 1, 2000). **Do not share your account information with anyone.**

Click on the “Login” button.

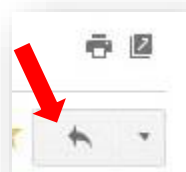
VIEWING RECEIVED MESSAGES (INBOX)

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



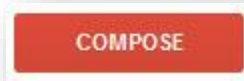
REPLYING TO A MESSAGE

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.

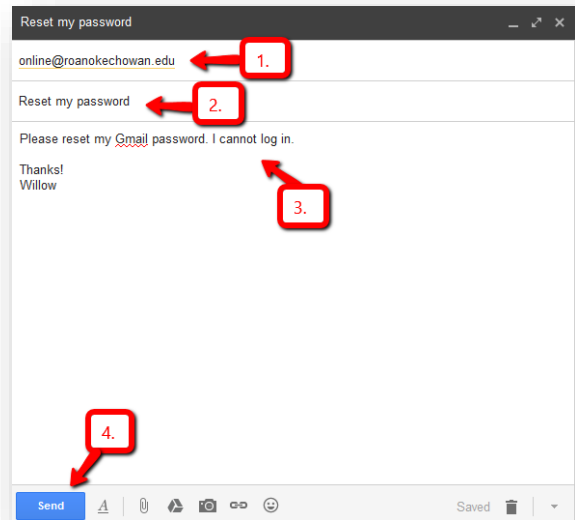


Other options such as forwarding and printing are available.

COMPOSING A MESSAGE

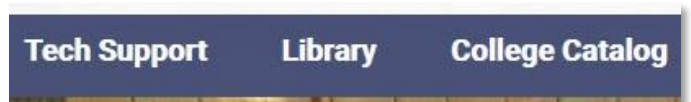


Click on the Compose button and fill in the (1) email address, (2) subject line, and (3) message in the appropriate boxes. Then click on (4) Send.



HELP AVAILABLE

For technical help with Waves Gmail, click on the **Tech Support** tab in the Moodle banner (top of page), 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 Office** in the **Library, Jernigan Building**, 252-862-1250 or 252-862-1242, or email online@roanokechowan.edu.