


Sending an Email

Log into your R-CCC Gmail.



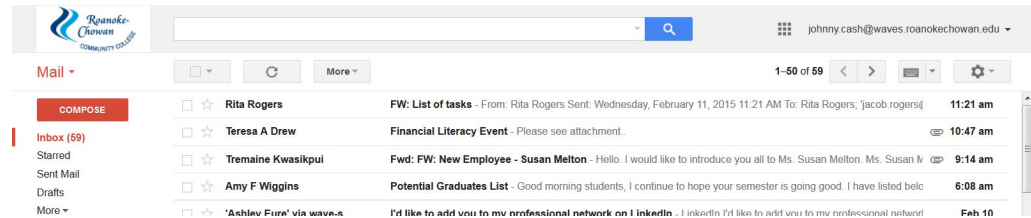
One account. All of Google.

Sign in to continue to Gmail



 Stay signed in [Need help?](#)

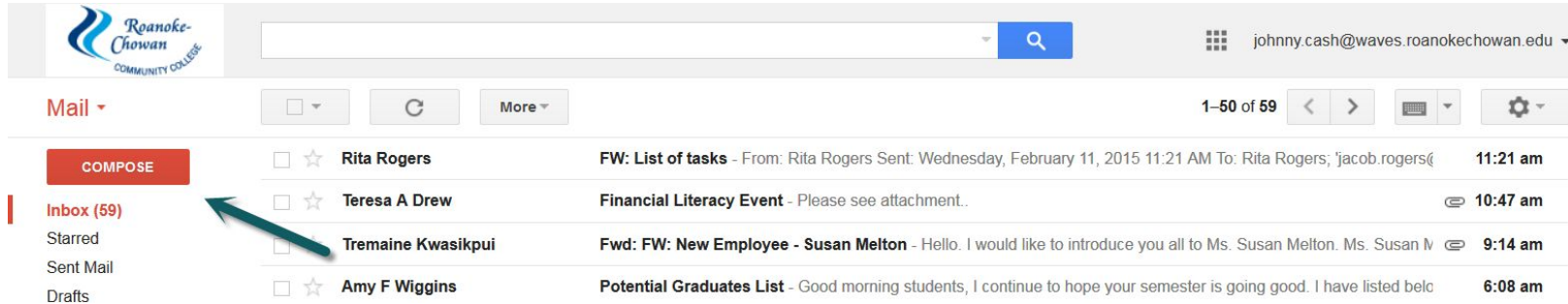
[Create an account](#)



The screenshot shows a Gmail inbox for the email address johnny.cash@waves.roanokechowan.edu. The interface includes a search bar, a 'Mail' dropdown menu, and a list of five email messages. The messages are as follows:

Sender	Subject	Time
Rita Rogers	FW: List of tasks - From: Rita Rogers Sent: Wednesday, February 11, 2015 11:21 AM To: Rita Rogers; jacob.rogers@	11:21 am
Teresa A Drew	Financial Literacy Event - Please see attachment.	10:47 am
Tremaine Kwasikpui	Fwd: FW: New Employee - Susan Melton - Hello, I would like to introduce you all to Ms. Susan Melton. Ms. Susan lv	9:14 am
Amy F Wiggins	Potential Graduates List - Good morning students, I continue to hope your semester is going good. I have listed belo	6:08 am
'Ashlav Fura' via wave-s	I'd like to add you to my professional network on LinkedIn - LinkedIn I'd like to add you to my professional network	Feb 10

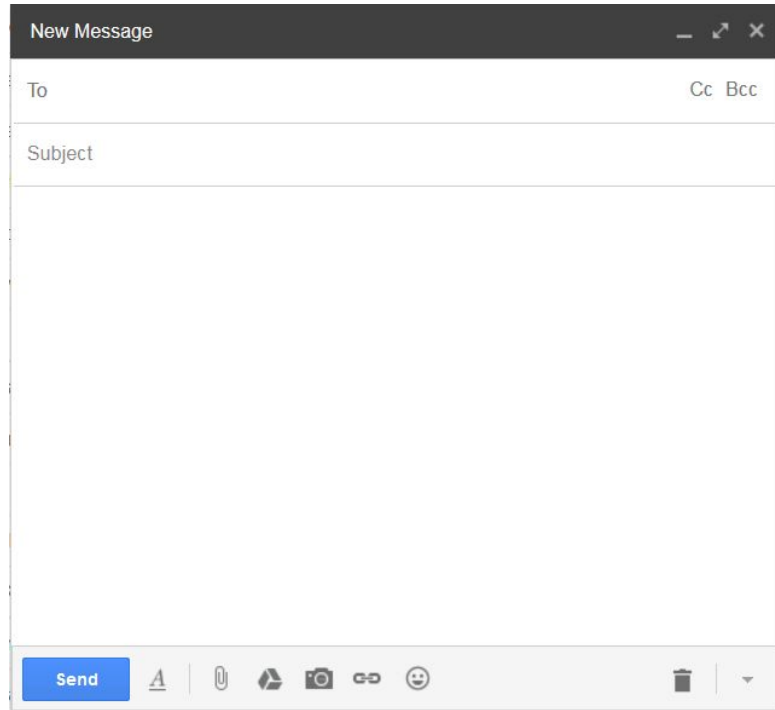
Click on the “Compose” button on the left side of the screen.



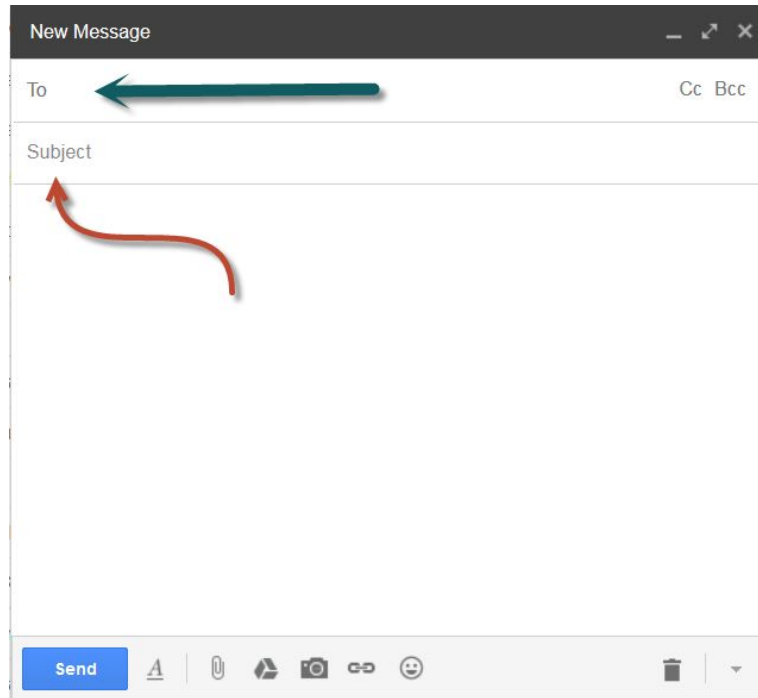
The screenshot shows the email interface for Roanoke-Chowan Community College. The top navigation bar includes the college logo, a search bar, and the user's email address: johnny.cash@waves.roanokechowan.edu. Below the navigation bar, there are several utility buttons: a dropdown menu, a refresh button, a 'More' dropdown, and a status indicator showing '1-50 of 59' with navigation arrows and a keyboard icon. The left sidebar contains a list of folders: 'Compose' (highlighted in red), 'Inbox (59)', 'Starred', 'Sent Mail', and 'Drafts'. A green arrow points to the 'Compose' button. The main email list displays four messages:

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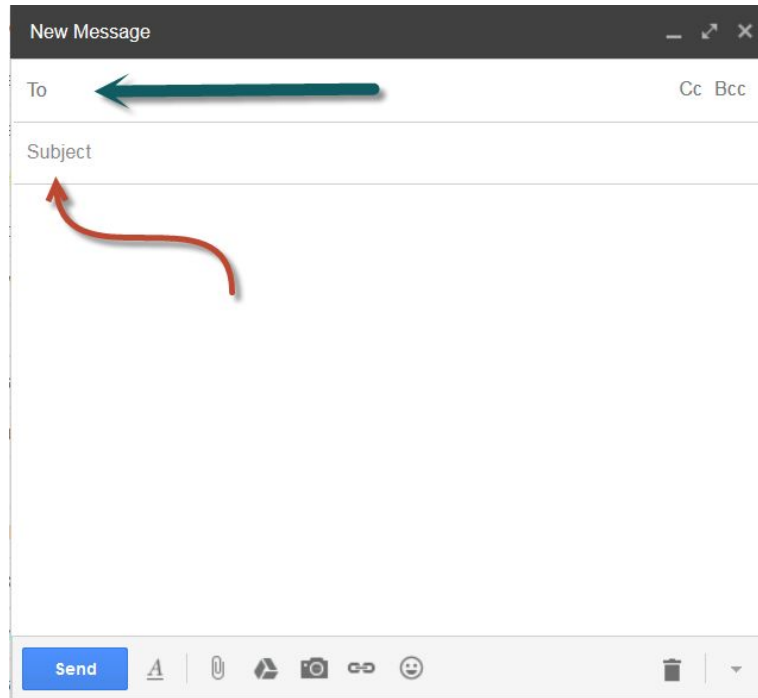
This new message window will pop up after you press “Compose.”



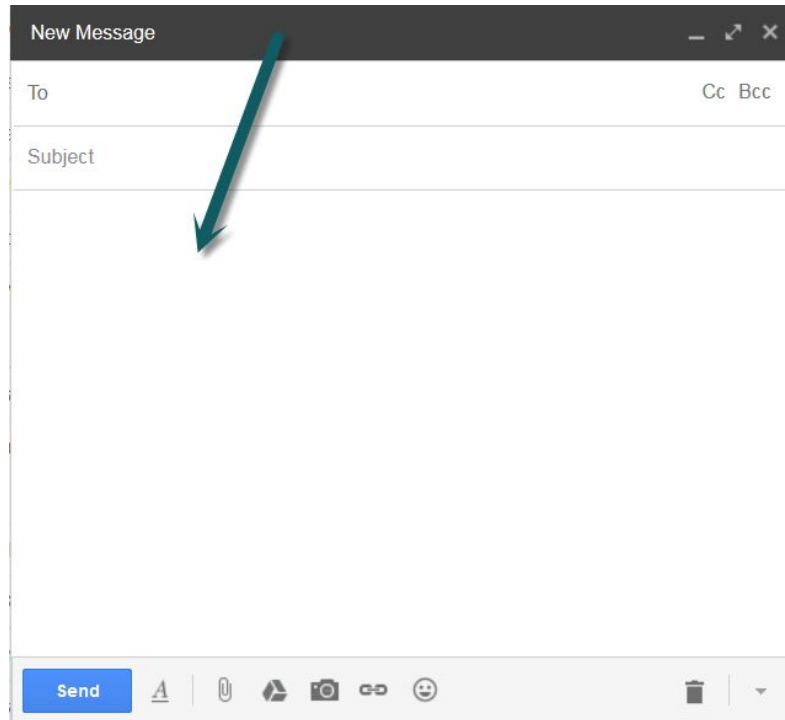
The straight arrow points to the “To” box. This is where you enter the e-mail address of the person you want to contact.



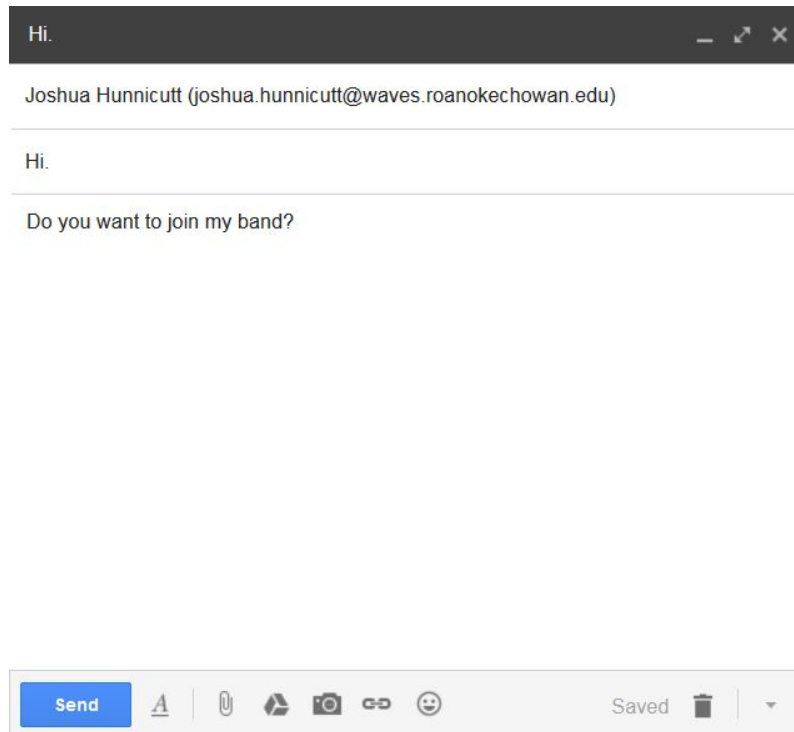
The curved arrow points to the “Subject” box. This is where you enter the title of your email.



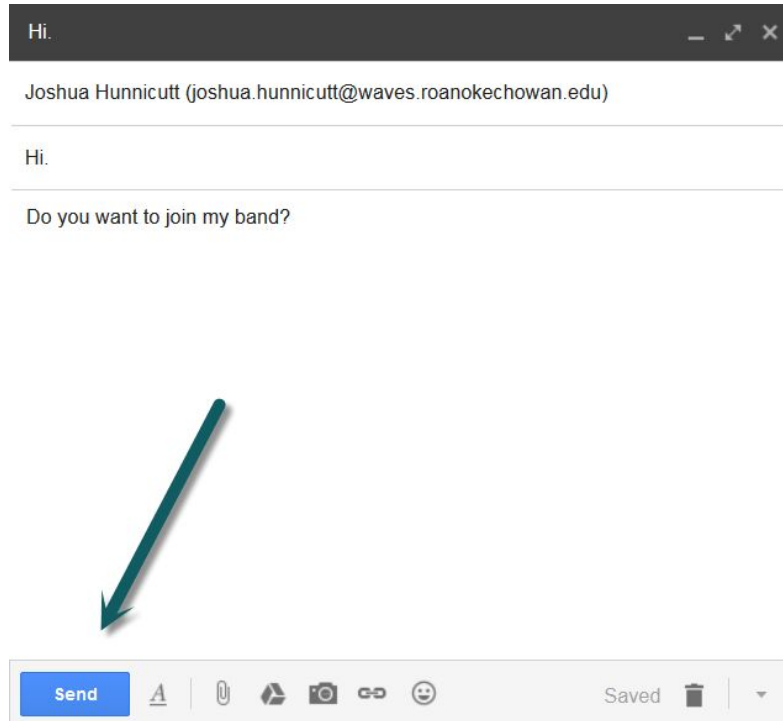
The arrow is pointing to the “Text Box.” This is where you enter the message.



Here is an example of an email message. Everything you type is saved under a folder called Drafts automatically in case you need to stop and come back to it later.



After you are finished entering all of the required fields, press the blue “Send” button on the bottom left.



For Gmail Help

Contact our [24/7 technical support site](#) or On-campus support at 252 862 1242 or online@roanokechowan.edu or visit the library, Room 09.

