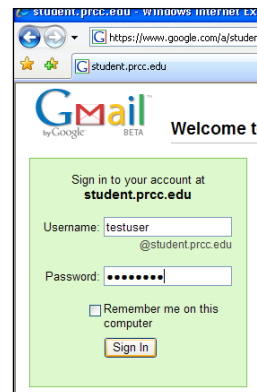


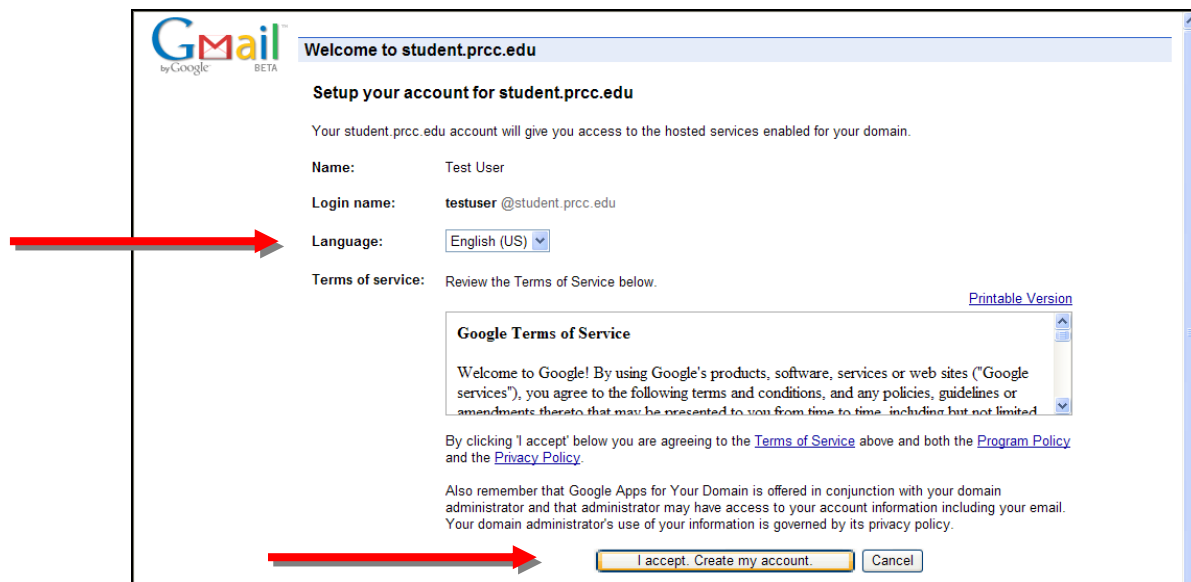
## Guide to Using Gmail

Gmail is the e-mail service provided by Google. To log-in and use your school e-mail address, simply follow these step-by-step instructions.

1. To find your email account information, login to your **Banner Web** account (<http://pr6.prcc.edu:8020>) and click on Personal Information and then View E-mail Addresses. Your email address and password are displayed. Make a note of this information, exit your Banner Web account and go to <http://student.prcc.edu>, which will redirect you to the email log in site.
2. Once at the log in site, type in your email account username and password and left click the **Sign In** button once.



3. On the next page select the appropriate language, review the terms of service and click the **I accept. Create my account.** button to create your account.



- On the next page select whether or not you prefer your chat history to be saved or not and click the Go to my inbox button to continue.

testuser2@student.prc.edu

Now you can talk in student.prc.edu

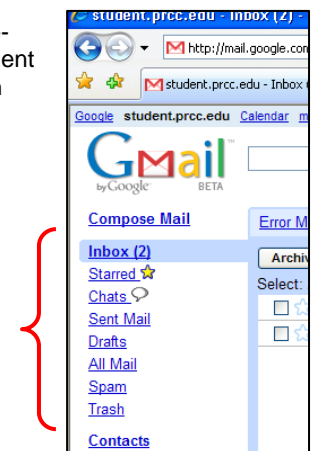
- Chat** - Send instant messages from directly within student.prc.edu. When you go to your inbox, you'll be online.
- Status** - See when others are online and let them know when you're online, away, busy, tired, whatever.
- History** - Chats can be just like emails. Save them, search for them--never lose important chats again.

You can get started with this feature right now (it's always changeable in 'Settings'):

- Save chat history** in my student.prc.edu account - your chats will be saved under 'Chats' in your student.prc.edu account.
- Don't save chat history** in my student.prc.edu account - your chats will not be saved or searchable in your student.prc.edu account.

Sweet! Go to my inbox >

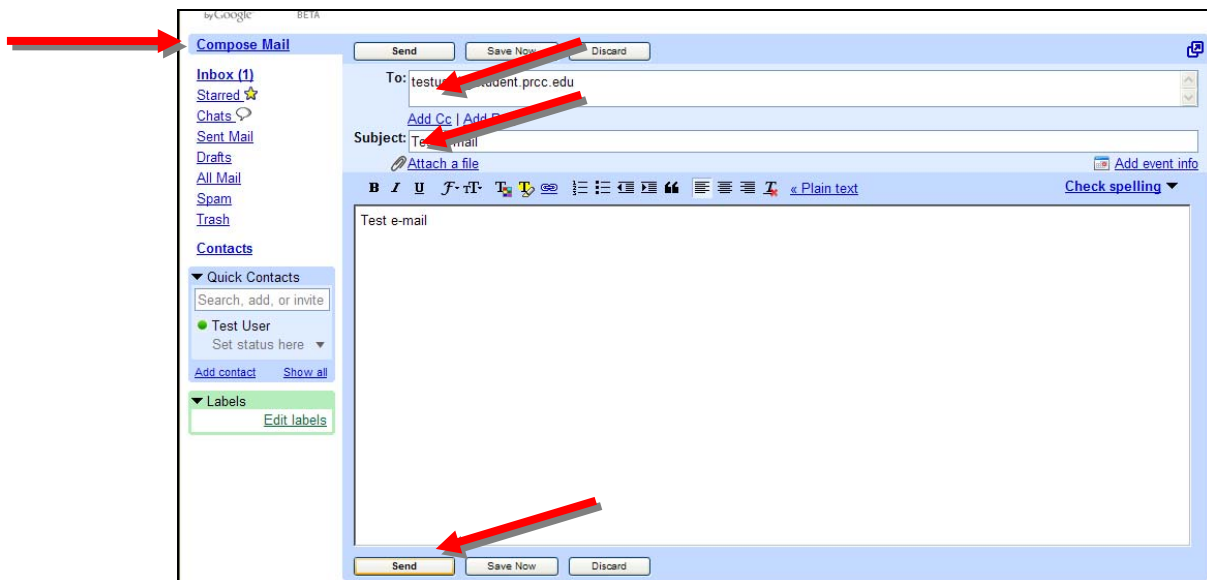
- Once you are at the Inbox, notice on the left the different folders available for use. Most e-mail is sent to your Inbox folder. Unwanted e-mail is automatically flagged as spam and sent to the Spam folder. When you delete a message it is sent to the Trash folder where it can then be sent back to the Inbox or deleted.



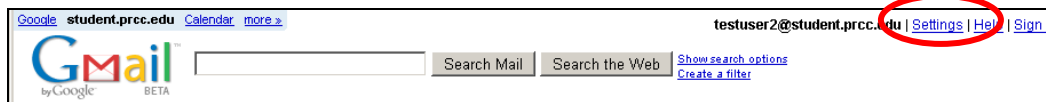
- To see the messages in the Spam folder click the Spam link on the left. Once there, you can delete those messages or mark them as not spam if they have been mistakenly flagged as spam. To do these actions, simply select the desired message/s by clicking the box to the left of the message/s and click either the Delete Forever or Not Spam buttons.

Follow this same procedure for your Trash folder.

7. To send a new message using Gmail click the Compose Mail link above the list of folders on the left. Once there, type in the desired recipient's in the To box, add a subject in the Subject box, type your e-mail, and click the Send button.



8. To view and edit the settings for your e-mail account click the Settings link at the top right. Once there, you can click on the different tabs to adjust the settings and personalize your Gmail account.



9. If you do not wish to use the Gmail account you can have all the messages forwarded to another e-mail account. To do this, select the Forwarding and POP tab. In the Forwarding section, select **Forward a copy of incoming mail to**, and fill in the appropriate information. Once you have adjusted it to your liking click the Save Changes button at the bottom.

