A Quick Reference Guide to using student email at Illinois Central College.

Google Apps

Email Basics

February 28, 2014

- All Illinois Central College students have ICC student email accounts.
- All email from ICC is sent *only* to your ICC email addresses.
- Your ICC student email address is your **Username@lab.icc.edu**.
  example: jm321a@lab.icc.edu

Accessing your student email account

1. Go to **www.icc.edu**
2. Click on the **Student Email** link
   or login at ***webmail.lab.icc.edu***
3. Enter your **username@lab.icc.edu**
4. Your default email **password** is ICC plus the last 5 digits of your Social Security Number. *Example: ICC12345*

- Need to find your username? Go to icc.edu and click the **Find Login ID** link in the eServices menu.
- You must accept the terms of service at webmail.lab.icc.edu the first time you login your student email account.
- ICC student email is powered by Google; you can access Google tools when you login with your full ICC student email address and password at google.com.
- If you've previously used another Google account, you must click **Add account**; then log in using your ICC email information.

Using Google

Your student email is a **Gmail** account that provides access to all Google tools.

Sending an email message

1. To start a new message, click **Compose**
2. Enter the email address of the recipient in the **To:** field
   - Separate multiple addresses by commas
     -or-
   - Click **To:** to choose from contacts
2. Enter a subject
3. Enter the message
4. Click the Formatting Options button to select different text formatting options.
5. Click **Send**

Adding attachments

1. Click the **Attach files** paper clip icon.
2. Browse to the folder with your file.
3. Select the file and click the **Open** button.

Additional links in the Compose Mail window:

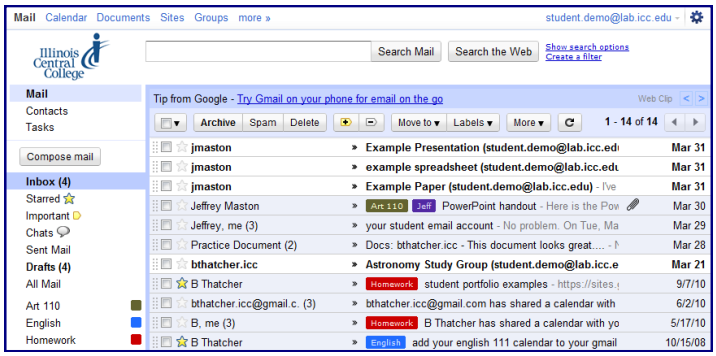
- **Add Cc** — This link allows you to send a copy of the email to additional people while indicating they are not the primary person, for whom the message is intended.
- **Add Bcc** — This link allows you to send a copy of the email to additional people without including their names or email addresses on any of the emails that are sent.

Print a Message

1. Open the message or conversation.
2. Click the **Print all** icon.
3. The print view screen will display.
4. Use the web browser's **Print** options this screen to print the message.

Managing your inbox

When you sign in to your ICC student email account, you will be taken to your email inbox. Here you can read and organize the messages you receive.



Reading email messages

Your email inbox will list the sender, subject line, and date of messages.

1. To open a message click on either the sender or subject
2. Click the **Back to Inbox** arrow icon to return to the inbox

Replying to email messages

1. Open the message
2. Click the **Reply** arrow icon
3. Type a message
4. Click **Send**

Forwarding an email message

1. Open the message
2. Click the **More** drop-down arrow next to the Reply arrow icon

3. Click **Forward**
4. Enter the email address of the recipient in the **To:** field. Separate multiple addresses by commas
5. Type a message
6. Click **Send**

Create an email signature

1. Click the Gear icon and choose **Settings**.
2. On the **General** tab, scroll down to the **Signature** section and enter your signature in the text box.
3. Click **Save Changes** at the bottom of the general tab.

Change your Password

Change your email password from within **Settings** by clicking the **Accounts** tab, and then click **Google Accounts settings**. Click **Security** and click **Change password** to enter your new password.

Separating Threaded Messages (conversations)

Messages in the inbox are combined into a conversation by default. The number in parentheses next to the sender's name indicates how many messages are in the thread.

To turn off the conversations feature:

1. Click the **gear icon**
2. Select **Settings**
3. On the **General** tab, find the **Conversation view** setting
4. Select **Conversation view off**
5. Click **Save Changes**

Searching mail

Quickly locate email messages containing particular words or phrases using the **Search** box. Click the drop down arrow in the search box to display advanced search options.

Setting mobile access

Your ICC Google Apps account can be accessed on mobile devices; visit http://m.google.com for more information.

The Atomic Learning video library offers many videos on how to use gmail. Follow these instructions to watch the videos.

Atomic Learning — **Software & Technology Training**

1. Log in to your **ICC Blackboard account** at courses.icc.edu.
2. On the **Blackboard@ICC** page, click on **"Software and Technology Learning Resources"** in the Atomic Learning module.
3. Search tutorials by keyword: **Gmail**
   Click the series title to access Atomic Learning video tutorials.

Need help with Atomic Learning? tlc@icc.edu or 309-694-8908