

# Gmail Student Guide

## resource guide

CanvasHelp@nvcc.edu | EdTechHelp@nvcc.edu

**NOVA** | **CETSS**  
Northern Virginia  
Community College | Canvas and Educational  
Technology Support Services

## Student Resource Guide

### Canvas Inbox and Gmail

#### Canvas Inbox

- An internal messaging system directly within Canvas
- Your instructors may prefer to communicate strictly using Canvas Inbox
- Your Canvas Inbox is set by default to notify you of messages to your default email address, which is your VCCS Gmail

#### VCCS (Virginia Community College System) Gmail

- This is your official email account for the college
- Your Gmail address will be your NVCC [username@email.vccs.edu](mailto:username@email.vccs.edu)
- To protect your information, all school communications should occur using this account

### Access your Gmail

- Launch from your myNOVA portal
- Or type mail.google.com in your browser

### Creating and Sending Gmail

### Managing my Canvas Notifications

### Organize and Find Emails