

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 the **Student Email** link in the top menu bar on the [college webpage \(roanokechowan.edu\)](#), using the Waves email link at the top of the Moodle site ([roanokechowan.mrooms.net](#)) or at the web address above.

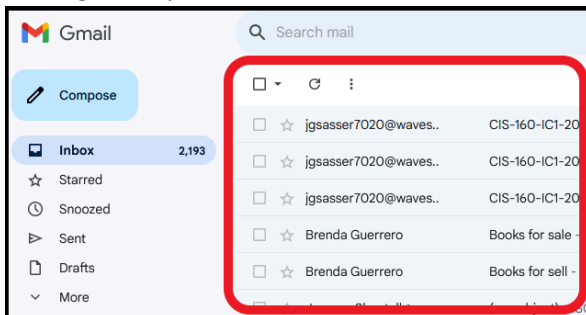
Your email address is made up of your **Self-service username@waves.roanokechowan.edu** as in mamoodle1234@waves.roanokechowan.edu

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

Click the "Login" button. You will be prompted to change your password to a more secure one within 90 days.

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 (see picture below).



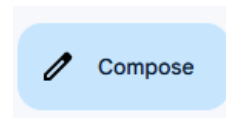
Replying To A Message

After you have opened a message, you have the option of replying to that message. Gmail keeps a record of all messages and replies. To reply to an email, click on the Reply arrow at the top right of the message as shown.

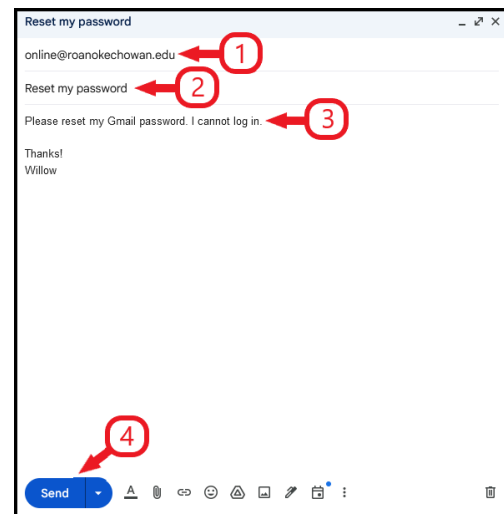


Other options such as forwarding and printing are available.

Composing A Message

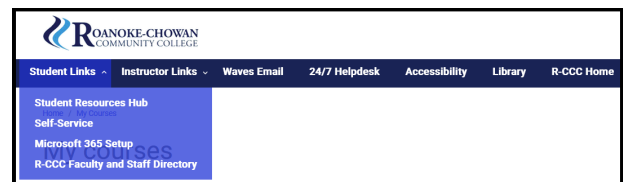


Click the Compose button and fill in the (1) email address, (2) subject line, and (3) message in the appropriate boxes. Then click (4) Send (see picture below).



Help Available

We have several different resources at your disposal if you need help using your student email.



- [Student Resources Hub](#) has videos, guides, and tips on Moodle.
- [24/7 Helpdesk](#) (opens in a new window) has some help documents and the ability to chat live with a representative. You can also call their toll-free number at 877-859-2661.
- Distance Learning Department Staff
 - Call: 252-862-1250 or 252-862-1242
 - Email: online@roanokechowan.edu
 - Stop by our offices in the library
 - 8:00 a.m. to 5:00 p.m.
Monday-Friday (Fall/Spring)
 - 7:30 a.m. to 6:00 p.m.
Monday-Thursday (Summer)