

## Configuring a Student (VCCS) Email Account on a Mobile Device

Student email accounts that are provided through VCCS are Gmail accounts.

To configure a VCCS email account, ending in @email.vccs.edu, on a mobile device, follow the instructions below.

1. On the mobile device, the student will open the appropriate mail app where they will connect to their student VCCS email account.

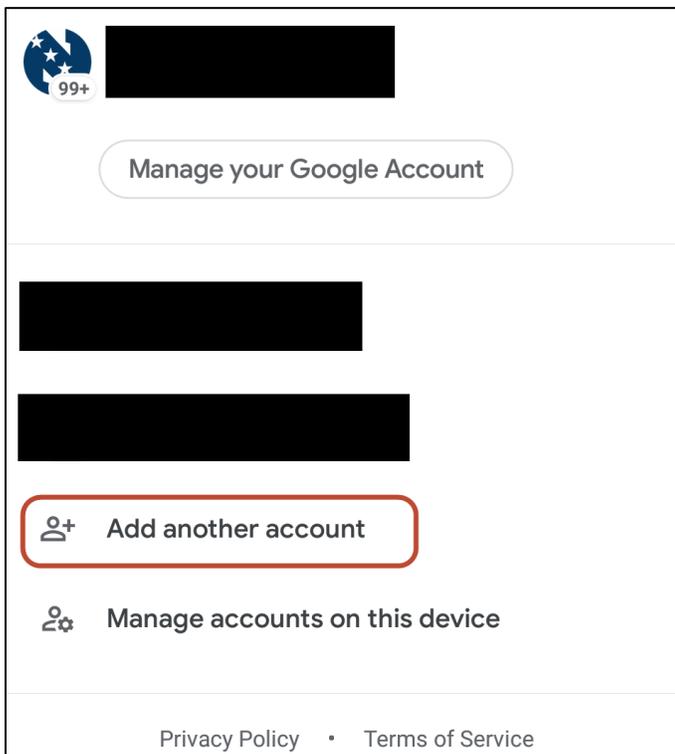
★ **Tip:** For a faster and smoother email configuration experience, it is recommended to use the **Gmail** app. If the Gmail app is not available, it can be downloaded for free on the device's App Store.

📌 **Important:** The instructions below will only reference the configuration of a VCCS student email account through Gmail. For other mail apps, the student will need to perform a Google search for specific instructions.

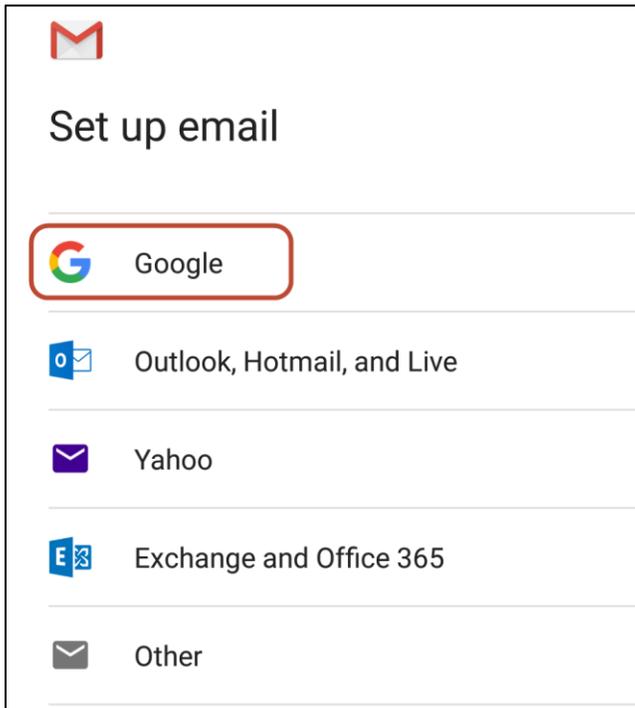
2. In the Gmail app, select the account profile icon. For example, it could look like this:



3. Select the option that says **Add another account**.



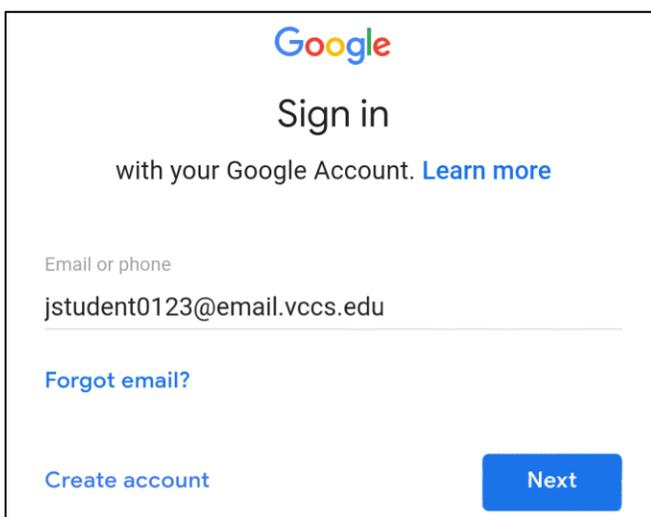
4. Select **Google** as the email service to set up.



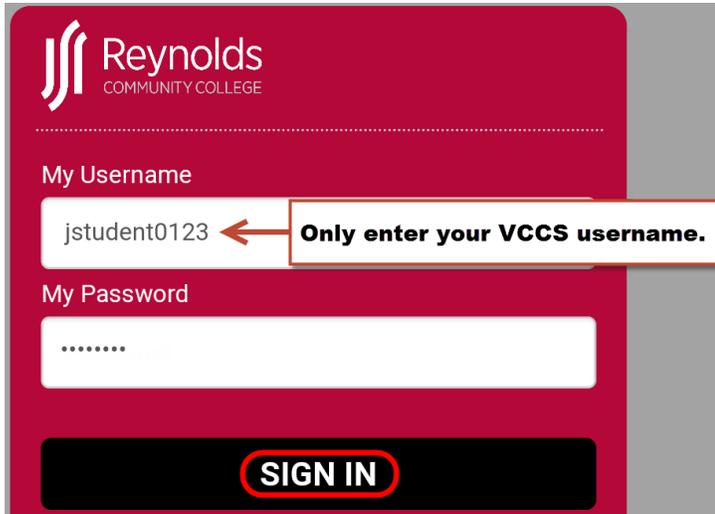
5. On the *Sign in* screen, have the student enter their full VCCS email address, then select **Next**.

★ **Tip:** A VCCS email address is always a combination of a **VCCS username** and the **@email.vccs.edu domain suffix**.

For example, if a student's VCCS username is *snowglobe123*, then their full VCCS email address is *snowglobe123@email.vccs.edu*.



6. Have the student to select **Accept** to advance to the VCCS account login screen.
7. Have the student to enter their VCCS username (not their full VCCS email address), their current password and select **Sign In**.



The VCCS account login screen looks just like this Reynolds login screen, except the background is blue and the Sign In button is burgundy. You will use the same username and password on either screen.

8. If both the username and password were correctly entered, the student should be returned back to the Gmail app with their VCCS email account added.

★ **Tip:** If multiple accounts have been setup within the Gmail app, the student can switch back and forth between them by selecting the account profile icon and then selecting another account icon picture associated with another Gmail account.

⚠ **Warning:** Since the VCCS email account is the required form of communication for students to communicate with instructors, staff members and other students at Reynolds Community College, they are obligated to adhere to all student email usage guidelines as defined in Reynolds Policy 1-08.