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. Ensure that the student VCCS email account has both POP and IMAP enabled.

   a. Have the student to login to **MyReynolds** by going to https://jsr.my.vccs.edu and login with their username and password.

   b. Once they have logged in, have them to click the **Gmail** icon link.

   c. In Gmail, click on the gear icon in the top-right portion of the window and then select **Settings**.

   d. Within the Gmail Settings, click on **Forwarding and POP/IMAP**.

   e. Under the *POP Download:* section, make sure that the radio button is selected for the **Enable POP for all mail (even mail that's already been downloaded)** option.

   f. Under the *IMAP Access:* section, make sure that the radio button is selected for **Enable IMAP**.

      g.   Click the **Save Changes** button if necessary.

2. 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.

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.

3. In the Gmail app, select the the Advanced options icon ▤ .

4. Select the down arrow to the far right of your current account profile information.


5. Select **Add account**.
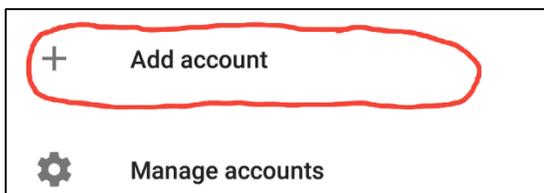
6. Choose **Google** as the email to set up.

7. On the *Add your account* 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*.
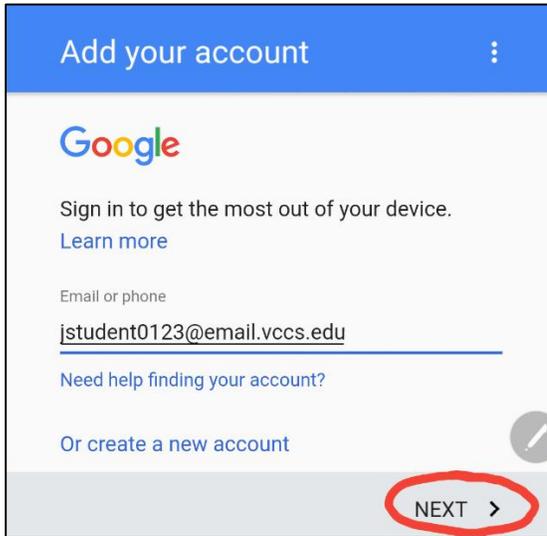
8. Have the student to select **Accept** to advanced to the VCCS account login screen.

9. Have the student to enter their VCCS username (not their full VCCS email address), their current password and select **Sign In**.
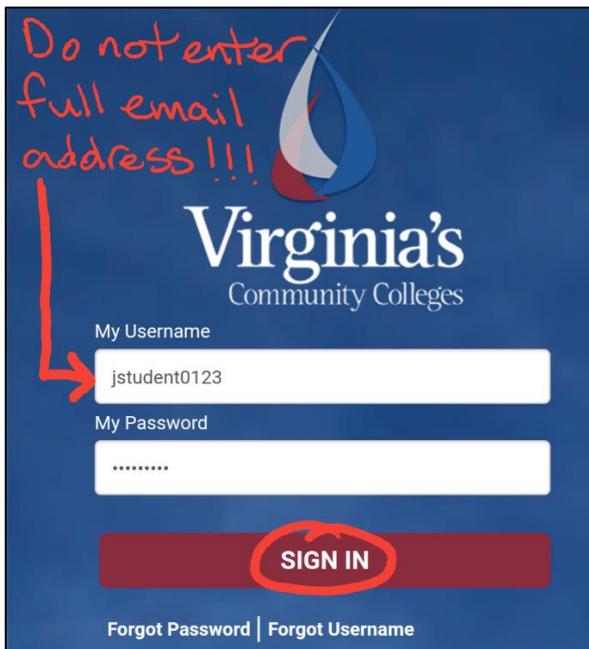
10. If both the username and password were correctly entered, the student should be returned back to the Gmail app with their VCCS email account added.

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

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.