

Student Gmail Basics

This document covers the basics of utilizing your Stark State College email account. This document includes step by step instructions on logging-in to your student email account, as well as, reading, composing, and sending emails from your student email account.

Logging-in to your Student Email account:

1. Enter <http://email.starkstate.net> into the address bar of your web browser.
2. On the webpage, click the link '**Access your Email Account.**' See Figure 1.

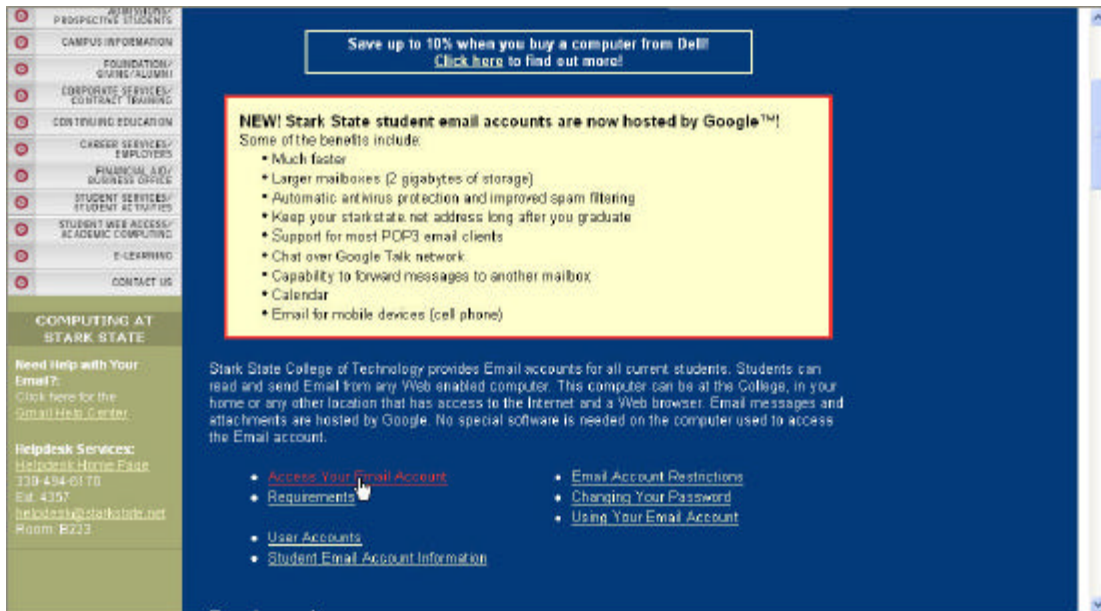


Figure 1

3. The page that follows is the Student Email login screen. **Here you will enter your CollegelD as the username, and the first six digits of your Social Security number as the password**, and click the '**Sign In**' button. See Figure 2.



Figure 2

- This will take you to your student email Inbox. See Figure 3. The inbox is the area that holds your received messages.

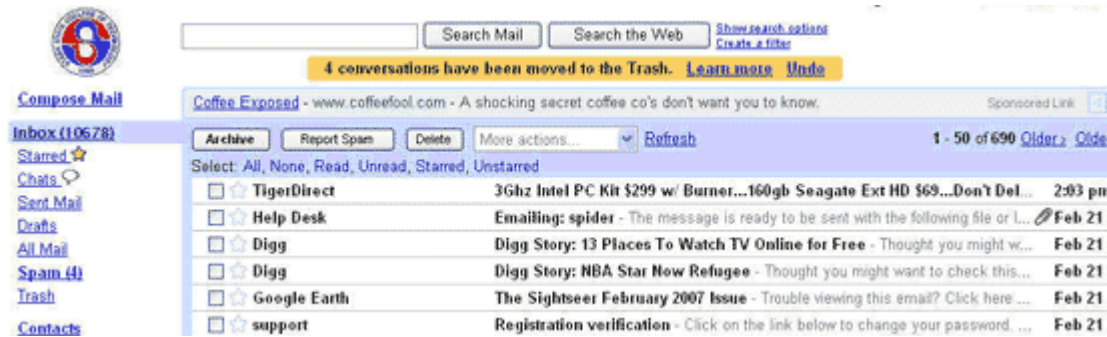


Figure 3

Reading your Email messages:

- To read the contents of an email message, click anywhere within the subject of the email. (See figure 4).



Figure 4

- The message will be displayed. (See figure 5).

Camera Blowout: 4mp Camera \$49...DVD Camcorder \$229...2gb SD \$17...Ends 3/23 [Inbox](#)

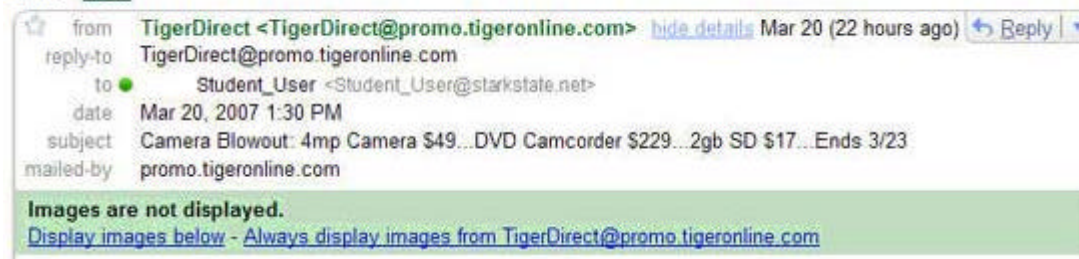


Figure 5

Composing and sending an Email:

1. To send an email through G-Mail, click the **'Compose Mail'** button located just beneath the Stark State Logo in the upper left corner of the page. See Figure 6.

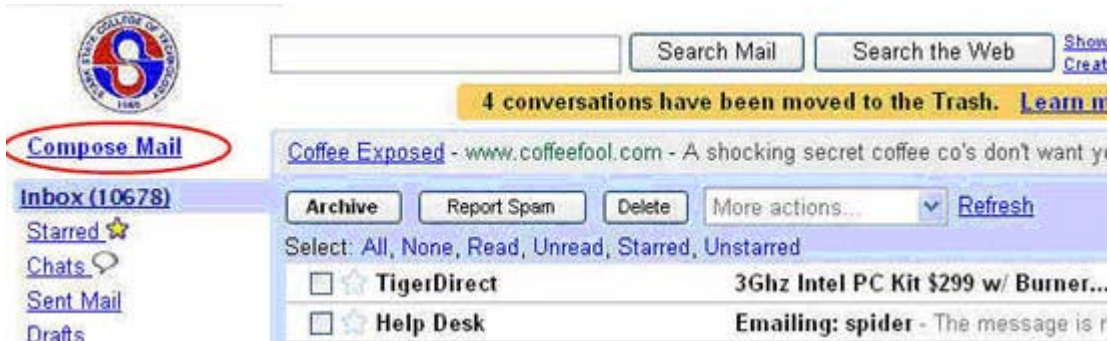


Figure 6

2. In the screen that follows, input the recipient's email address, a subject, and compose the actual body of the message. When you are finished click **'Send'**. See Figure 7.

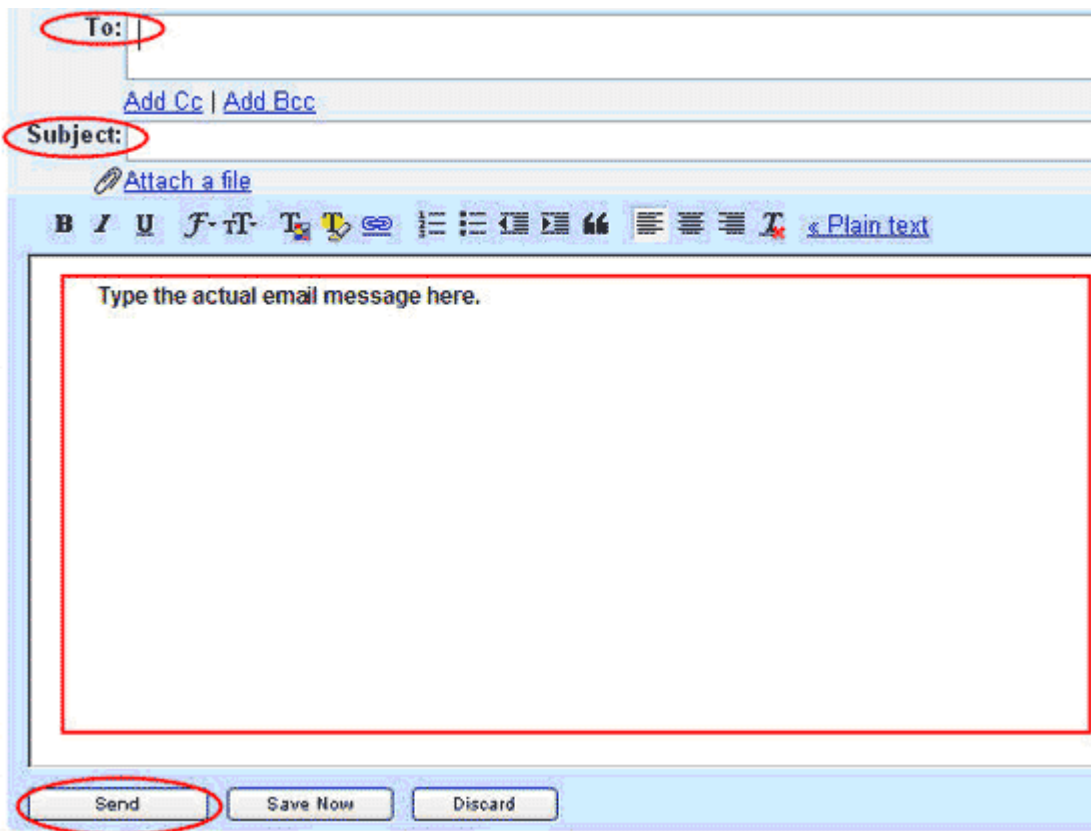


Figure 7

3. Once the message has been sent, you will be returned to the Inbox. A notification that the email has been sent will display and provide a link to view the email that was just sent. (Figure 8).

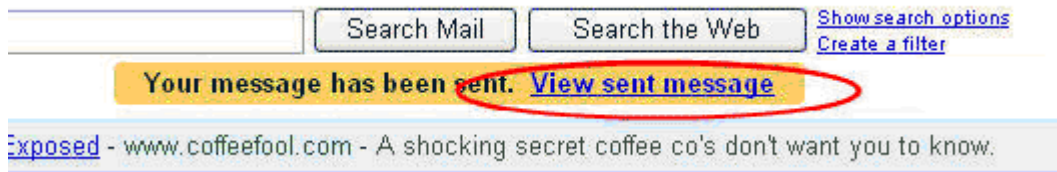


Figure 8