How to Send and Receive e-Mail
Go to the JSCC home page (http://www.jamessprunt.edu/) and select student email on left hand side of screen or go directly to http://students.mail.jamessprunt.edu.
Click on Sign in (you can sign in at either place).

You will now be directed to **Your personalized start page for James Sprunt Community College.**
• Enter your username as shown in the example

• Enter your password
• Click on Inbox, and you will be able to view new incoming mail. This will also have any mail that you have not put in folders or deleted.

• You can also arrange apps in any order as well as add and/or delete apps.
• New mail messages will be in bold text.

• To read a message: double click on the message.

• If you want more information on things you can do with your mail make sure you read **Get started with Gmail**. (This is the first message you will receive in your inbox.)
To send a message: click on Compose Mail
Type in the email address of the person to whom you wish to send.
Type in the subject matter.
Compose your message.
Click on **Send** when you are ready to send your message.
Remember to Sign out when you are finished with your mail account.
GENERAL INFORMATION

- If you need further assistance contact the Academic Support Center in the Hoffler building, room 105 or at (910) 296-1367.
Thank you for choosing James Sprunt Community College