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) 296-2490.
Thank you for choosing James Sprunt Community College