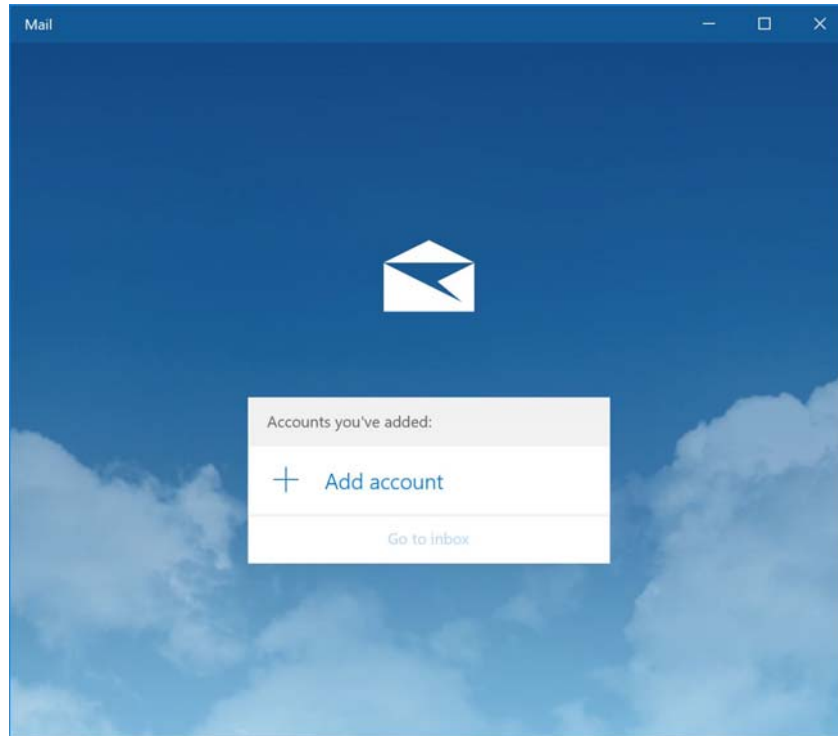**How to access your student email using Windows Mail**
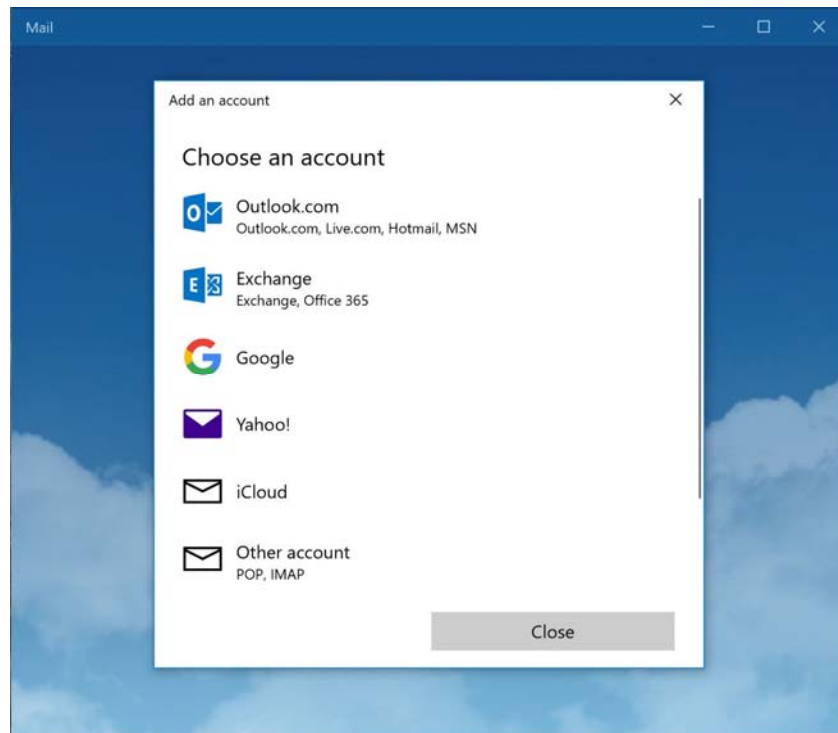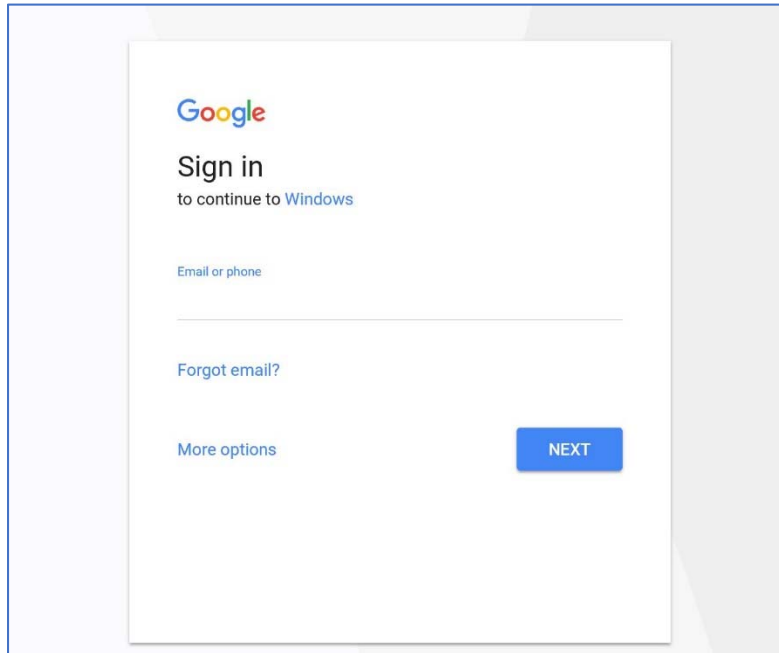
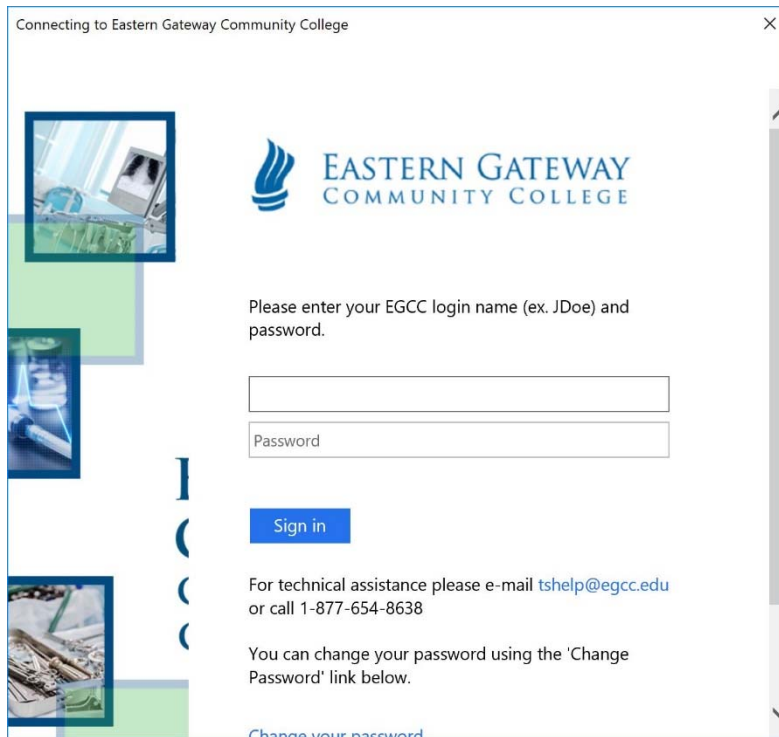1. Open the Mail App and click 'Add Account'
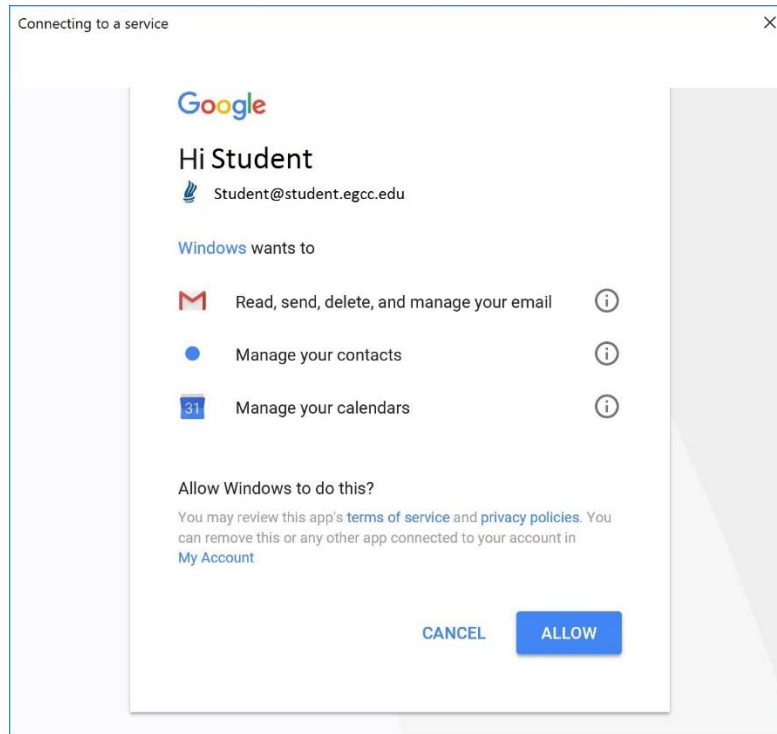

2. Select 'Google'

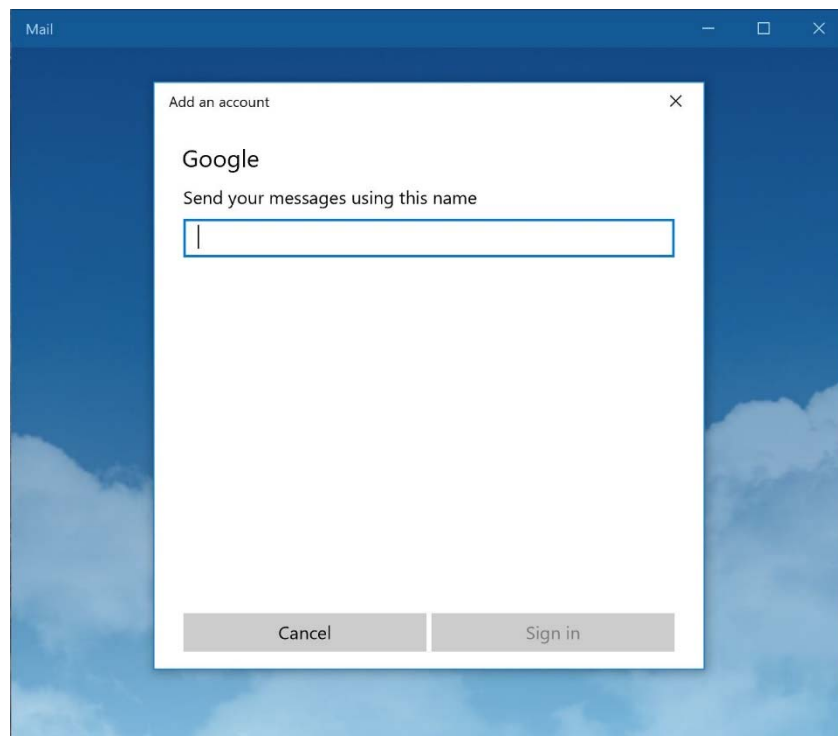3. Enter your FULL Student Email Address and hit 'Next'

4. You will be taken to the College's Gateway Portal. Login here with your username and password.
   (On this page you will use your username and not your full email address. It may add 'JCC\' in front
   of your username; this is normal)

5. Click 'Allow'

6. Enter your Name then click 'Sign In'

7. Once you click 'Done' on the final screen, it should take you to your inbox.