



# WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

Information Technology • [helpdesk@wcc.vccs.edu](mailto:helpdesk@wcc.vccs.edu) • 276-223-4730

Start at the college homepage, <http://www.wcc.vccs.edu>, and click the My.WCC link.

Wytheville, VA  
Text Only Version

## WYTHEVILLE COMMUNITY COLLEGE

- ABOUT WCC
- PROSPECTIVE STUDENTS
- CURRENT STUDENTS
- ALUMNI SERVICES
- FACULTY & STAFF
- WORKFORCE DEVELOPMENT

**Need Help?**  
**ASK WCC!**  
OFFLINE: Please Leave a Message

© Wytheville Community College  
1000 East Main Street  
Wytheville, Virginia 24382  
Phone: (276) 223-4700  
Toll-free: (800) 468-1195  
FAX: (276) 223-4778  
Updated: Apr 25, 2012; 8:11 AM

**Sign up now**  
for WCC Alerts

- My.WCC** Blackboard, Email and SIS
- Delays & Closings
- Events at WCC
- Daily Bulletin
- Distance Learning
- WCC Bookstore
- WCC Library
- Jobs at WCC
- Educational Foundation
- Employee WebMail

**NEWS AT WCC!**  
Summer & Fall 2012 Class Schedules Now Available, Summer Registration Underway! Early Registration for Fall Also Underway Now.  
Did You Know WCC is "Military Friendly"? Contact Our Veterans Coordinator at 223-4703.  
Listen to WCC's "Access WCC" radio show for April 2012

This brings up the login page where you enter your Username and password (the same one that you use for BlackBoard or PeopleSoft). If you have any trouble logging in please let us (IT) know and we can help.

**VCCS** | WYTHEVILLE COMMUNITY COLLEGE

Please Log In

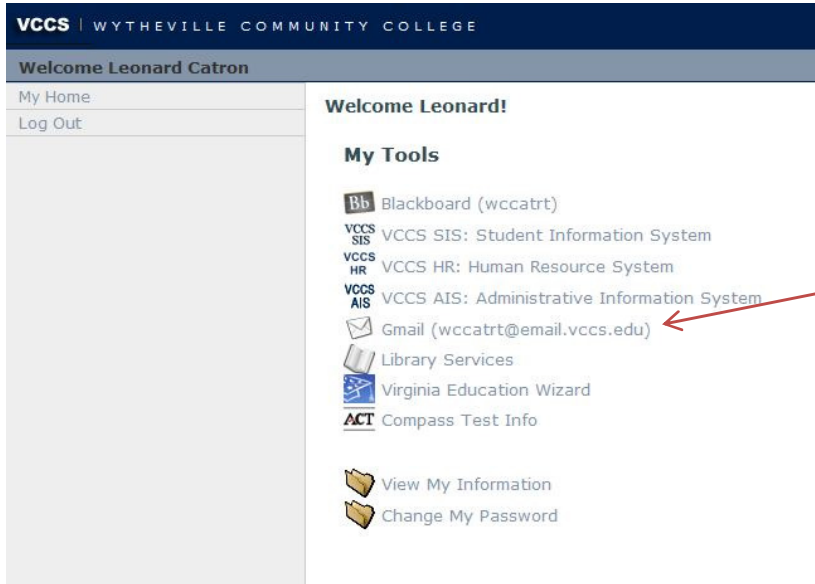
**My Username**

**My Password**

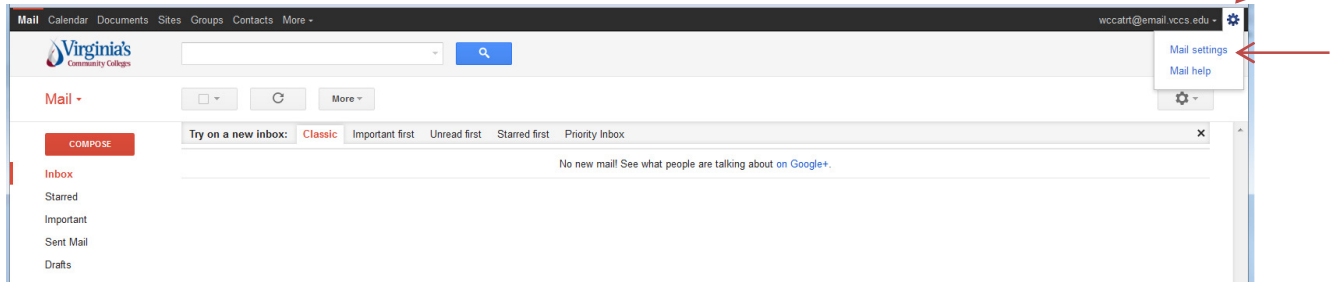
New to your college? [Look up your username and set your password.](#)

[I cannot access my account.](#)

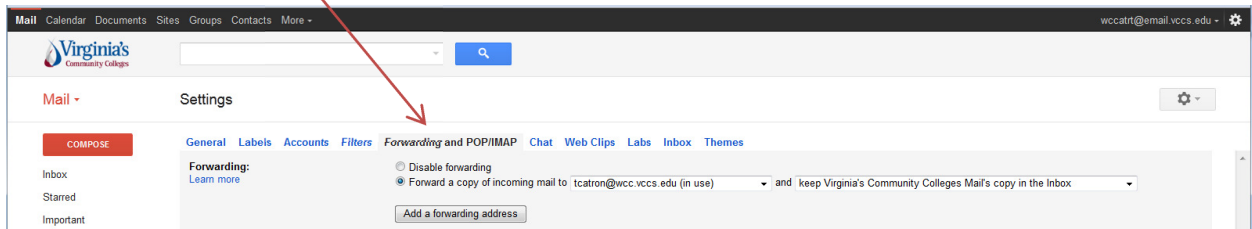
After you successfully login you are presented with a page that shows all the options that you have access to (and yes, my real name is Leonard). You will need to click the Gmail Link. Yours may not be in the same place as mine so look at all the options.



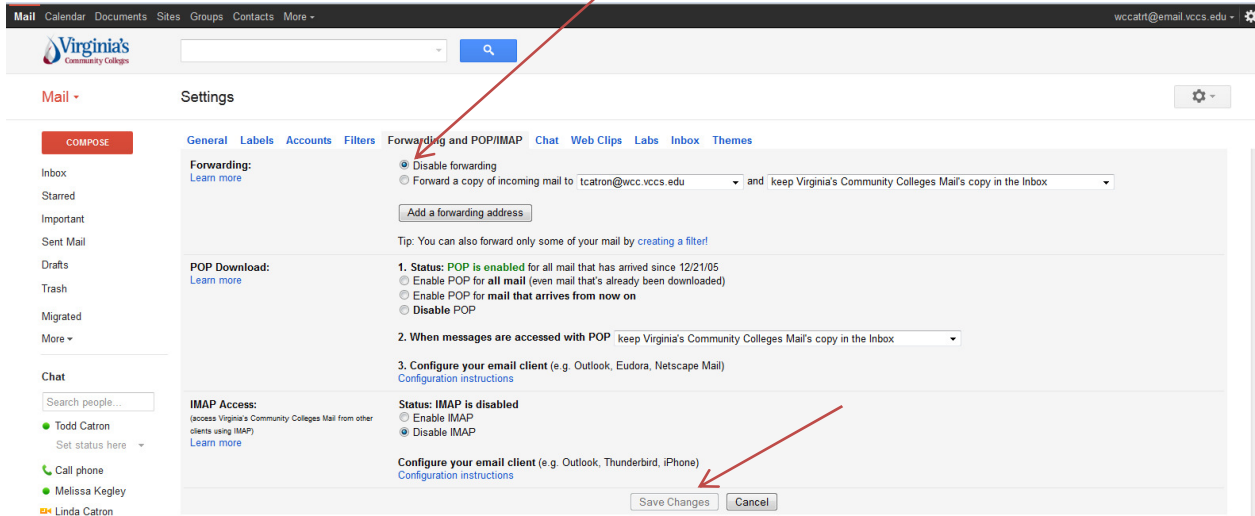
Once you have clicked the Gmail link your VCCS email will open. You then will click the gear icon in the upper right corner then click the mail setting link.



After clicking Mail settings you need to see if you are forwarding email to your GroupWise account. To do this click the Forwarding and POP/IMAP tab. As you can see below I am forwarding email.



To remove the forwarding simply click the Disable forwarding button then click the Save Changes button at the bottom of the page.



After you click the Save Changes button you are returned to the Inbox of your Gmail account and are now ready to start checking, creating and replying to any email that comes into it. Be sure to Sign out when you are done by clicking the down arrow in the upper right by your email address then clicking Sign out.

