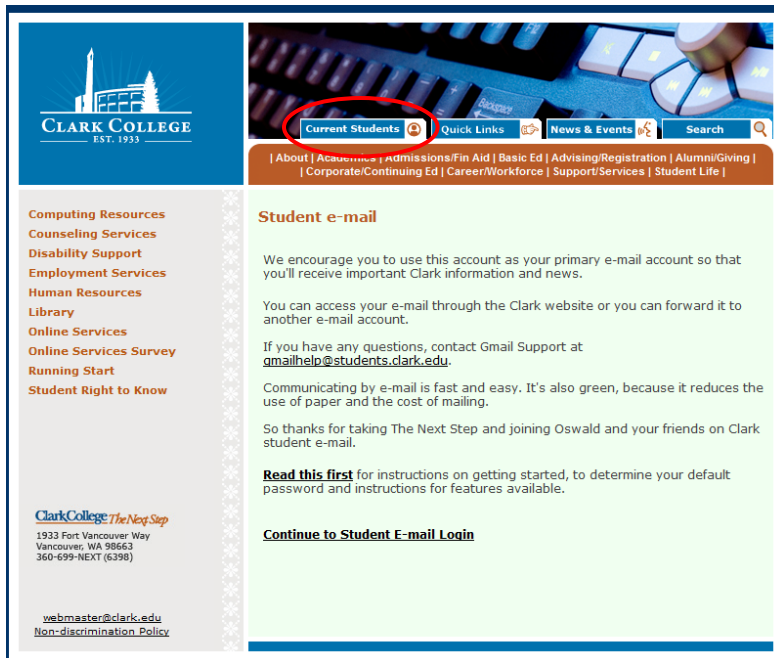


## Clark College - Student Login

Students who are registered for classes at Clark College are entitled to an email account. The college offers a free email account using "G-Mail".

To get started, open a Web browser such as, Internet Explorer or FireFox. In the Address bar type; <http://www.clark.edu/myemail>

Click the **Current Students** tab.



The screenshot shows the Clark College website homepage. The top navigation bar includes 'Current Students', 'Quick Links', 'News & Events', and 'Search'. The 'Current Students' tab is highlighted with a red circle. Below the navigation bar, there is a sidebar with various service links and a main content area titled 'Student e-mail'.

**Current Students** | Quick Links | News & Events | Search

| About | Academics | Admissions/Fin Aid | Basic Ed | Advising/Registration | Alumni/Giving | Corporate/Continuing Ed | Career/Workforce | Support/Services | Student Life |

**Computing Resources**  
**Counseling Services**  
**Disability Support**  
**Employment Services**  
**Human Resources**  
**Library**  
**Online Services**  
**Online Services Survey**  
**Running Start**  
**Student Right to Know**

**Student e-mail**

We encourage you to use this account as your primary e-mail account so that you'll receive important Clark information and news.

You can access your e-mail through the Clark website or you can forward it to another e-mail account.

If you have any questions, contact Gmail Support at [gmailhelp@students.clark.edu](mailto:gmailhelp@students.clark.edu).

Communicating by e-mail is fast and easy. It's also green, because it reduces the use of paper and the cost of mailing.

So thanks for taking The Next Step and joining Oswald and your friends on Clark student e-mail.

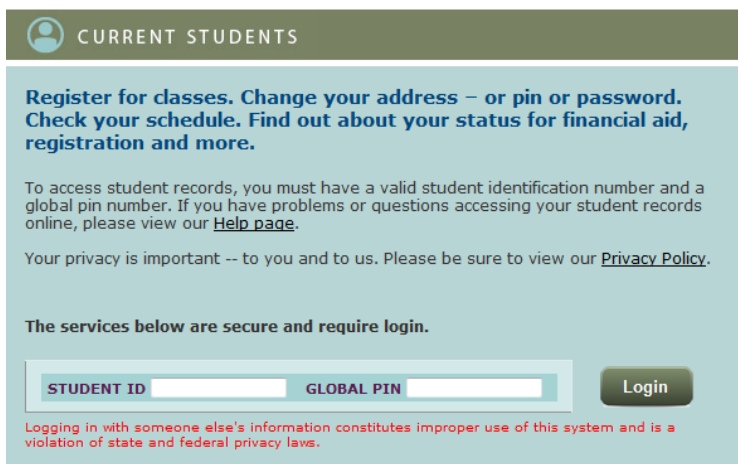
**Read this first** for instructions on getting started, to determine your default password and instructions for features available.

**Continue to Student E-mail Login**

Clark College *The Next Step*  
1933 Fort Vancouver Way  
Vancouver, WA 98663  
360-699-NEXT (6398)

[webmaster@clark.edu](mailto:webmaster@clark.edu)  
[Non-discrimination Policy](#)

Enter your **Student ID (SID)** and **Global PIN** and click **Login**.



The screenshot shows the 'CURRENT STUDENTS' login page. It features a header with a person icon and the text 'CURRENT STUDENTS'. Below the header, there is a section with instructions on how to register for classes, check schedules, and find financial aid information. A login form is provided with fields for 'STUDENT ID' and 'GLOBAL PIN', and a 'Login' button. A disclaimer at the bottom states that logging in with someone else's information is a violation of state and federal privacy laws.

**CURRENT STUDENTS**

**Register for classes. Change your address – or pin or password. Check your schedule. Find out about your status for financial aid, registration and more.**

To access student records, you must have a valid student identification number and a global pin number. If you have problems or questions accessing your student records online, please view our [Help page](#).

Your privacy is important -- to you and to us. Please be sure to view our [Privacy Policy](#).

**The services below are secure and require login.**

STUDENT ID  GLOBAL PIN  **Login**

Logging in with someone else's information constitutes improper use of this system and is a violation of state and federal privacy laws.

Your username and email address are displayed. Click the **Change Password** button to reset your password.



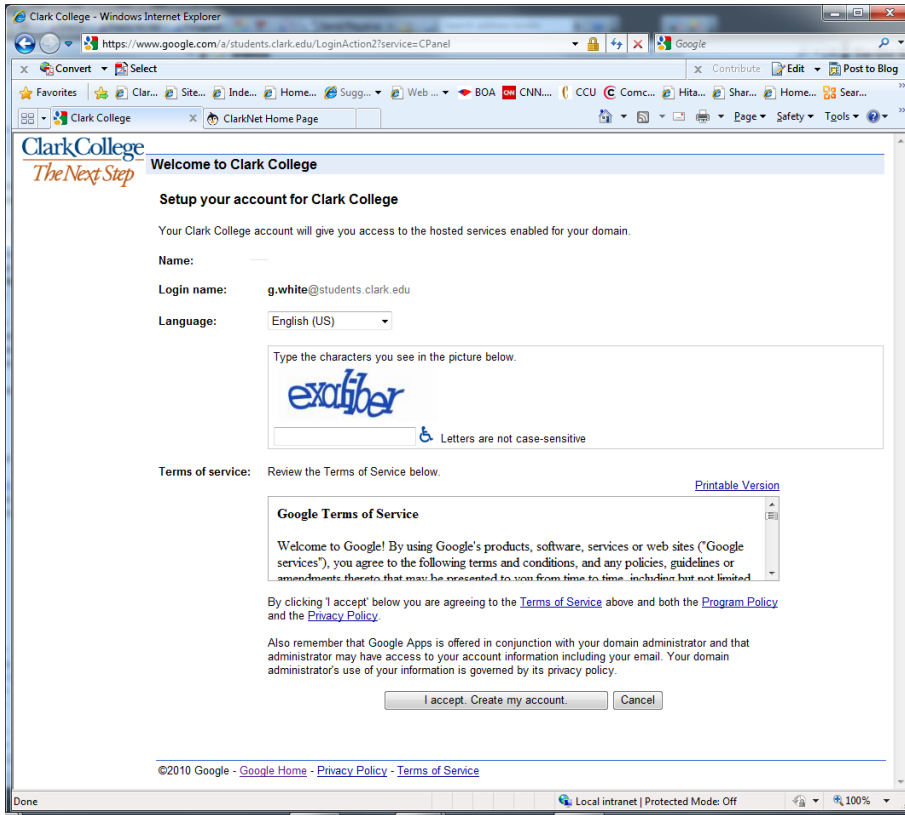
- **It is not required to change your password.**
- **You can login using your default password.**
- **You can change your password at any time.**
- **For further instructions See "Change Your Password" on page 13.**

<b>Your default <b>PASSWORD</b> consists of the following:</b>
Two digit <u>day</u> of your birth <b>Example:</b> '07' for the 7th of the month
First three <u>letters</u> of your birth month - capitalize first letter <b>Example:</b> 'Jun' for June
Two digit <u>year</u> of birth <b>Example:</b> '75' for 1975
Last four digits of your student ID number <b>Example:</b> '5154' for 940-13-5154
<i>Followed by an exclamation point</i> <b>Example:</b> '!'
Add all the parts together <b>Example:</b> '07'+ 'Jun'+ '75'+ '5154'+ '!' = 07Jun755154!

From the Change Password window select **Student Email**, **Clark Student Computer Labs**, or **Both**. Type in your new password and retype it to confirm. Click **Change Password**.

Go to <http://www.clark.edu/myemail> and click **Continue to Student Email Login** to enter your Username and password.

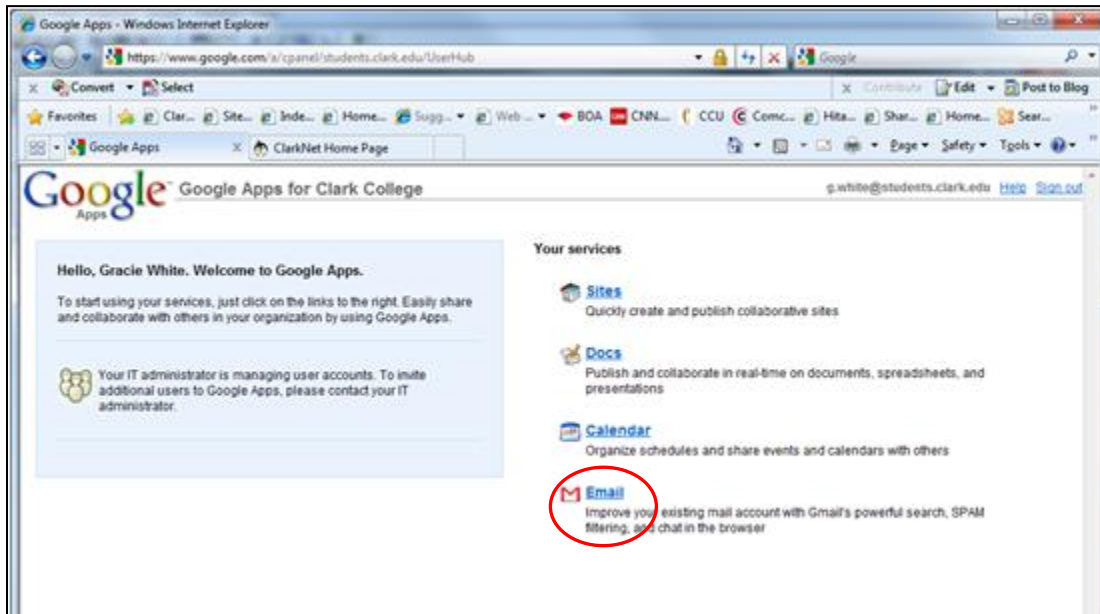
The **Setup your account for Clark College** web page opens which displays Name and Login name. Type the special characters from the image into the field and click, **“I accept. Create my account.”**



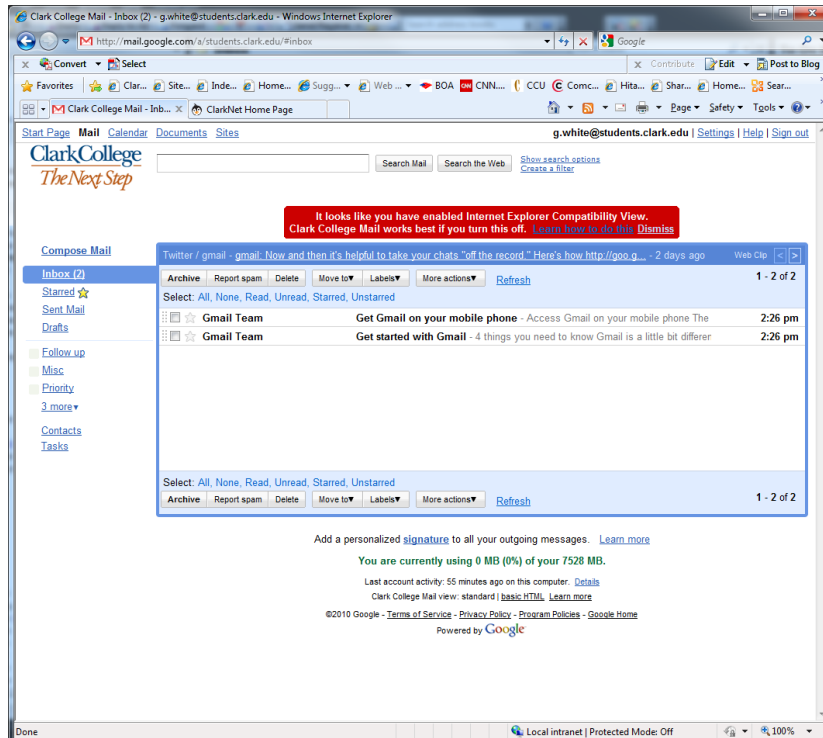
Click **No** to the following message.



Click the **Email** link from the Google Apps page to access your email.

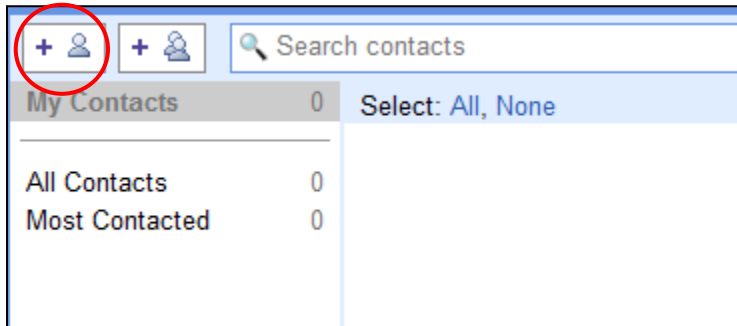


From your Inbox you will be able to, read, reply, forward, and delete email.

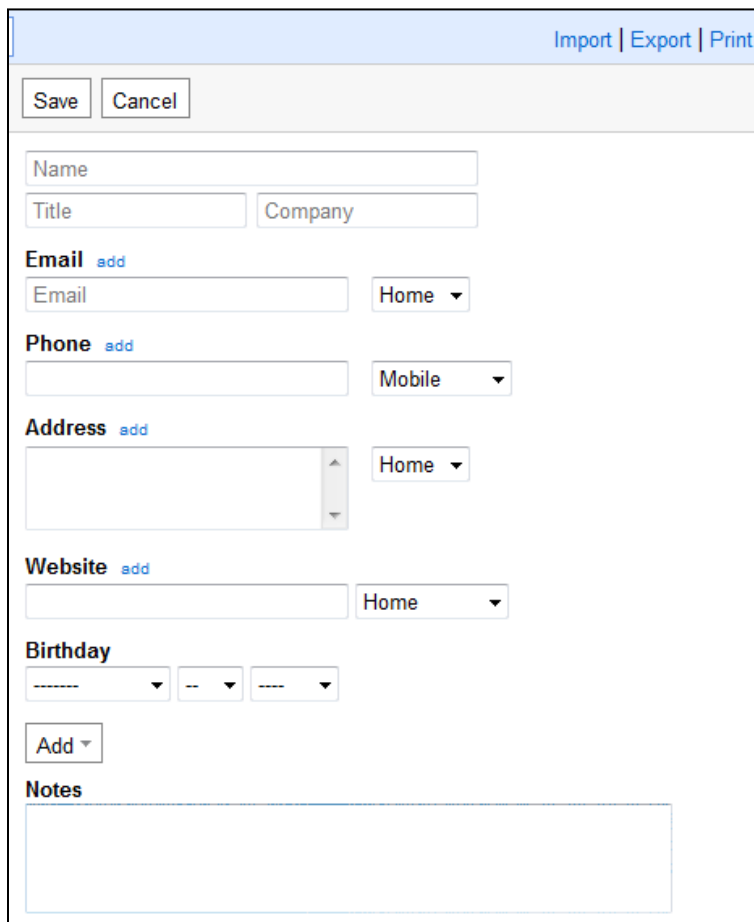


## Contacts

Click **Contacts** from the left side of your mailbox. To add new Contacts, click the “+” sign.



Enter information into the appropriate fields. Click **Save**.



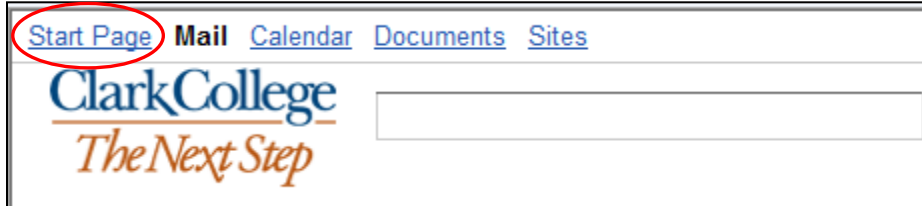
The screenshot shows a contact form with the following fields and options:

- Name**: A text input field.
- Title**: A text input field.
- Company**: A text input field.
- Email**: A text input field with an "add" link and a "Home" dropdown menu.
- Phone**: A text input field with an "add" link and a "Mobile" dropdown menu.
- Address**: A text input field with an "add" link and a "Home" dropdown menu.
- Website**: A text input field with an "add" link and a "Home" dropdown menu.
- Birthday**: Three dropdown menus for day, month, and year.
- Add**: A dropdown menu.
- Notes**: A large text area for notes.

At the top right of the form are links for "Import", "Export", and "Print". At the top left are "Save" and "Cancel" buttons.

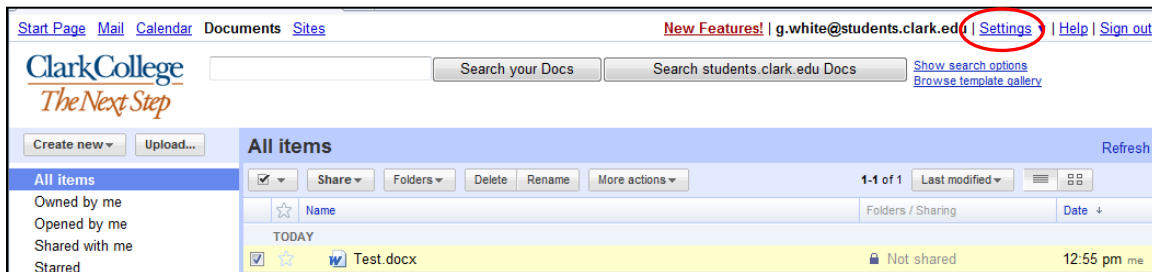
## Start Page

From the *Start Page* (Upper left corner) you can do things such as, create a Signature file, upload a picture of yourself, setup a Vacation responder, and Forward email.

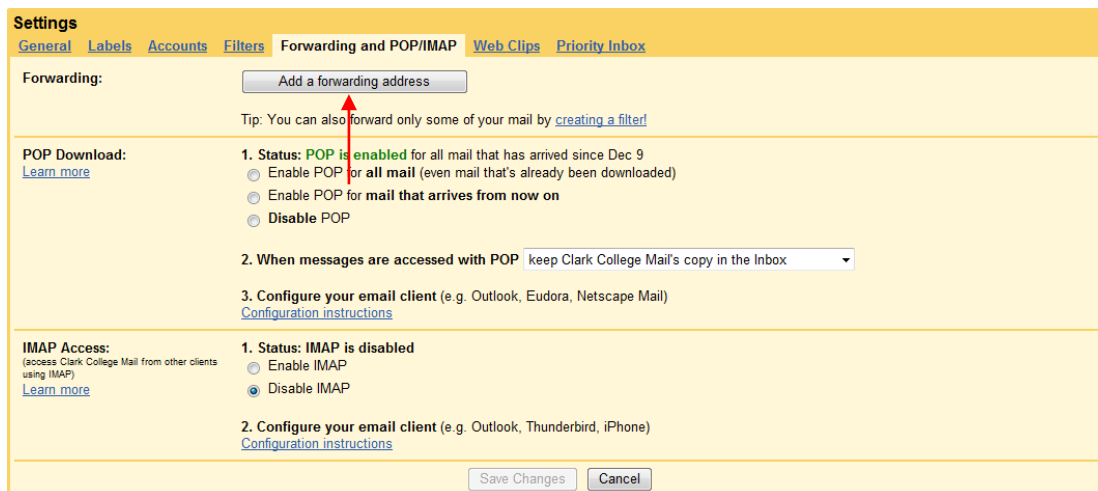


## Forwarding G-mail to Another Email Address

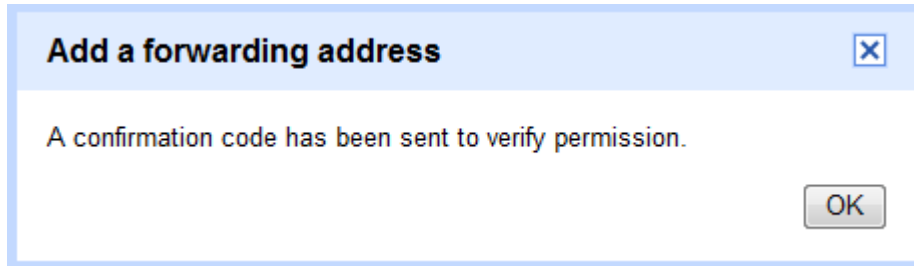
If you would like to forward your G-mail to another email address it is easy to setup. From the *Inbox* click **Settings** (Upper right corner).



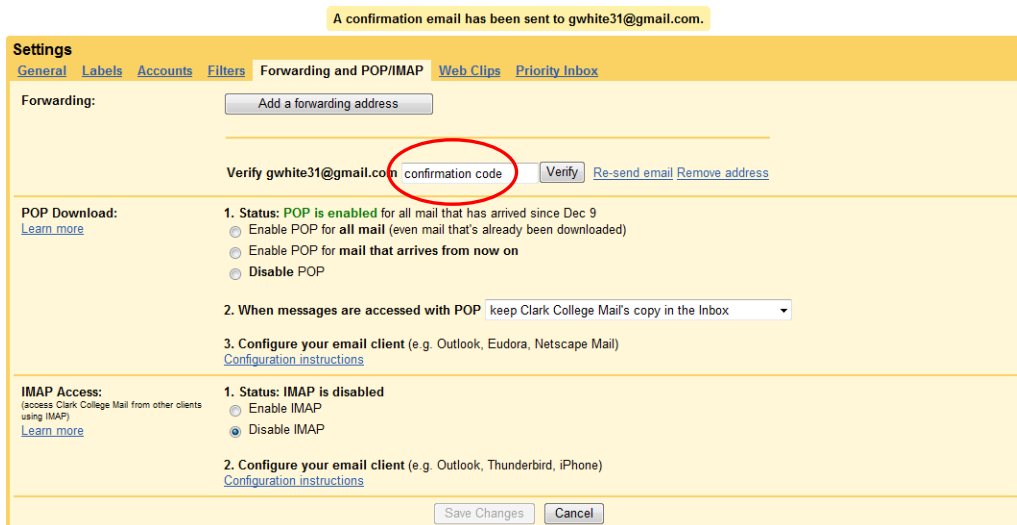
Click the **Forwarding and POP/IMAP** tab from the Settings window.



Enter the email address in which you want to forward to. A confirmation code will be sent to this email address.

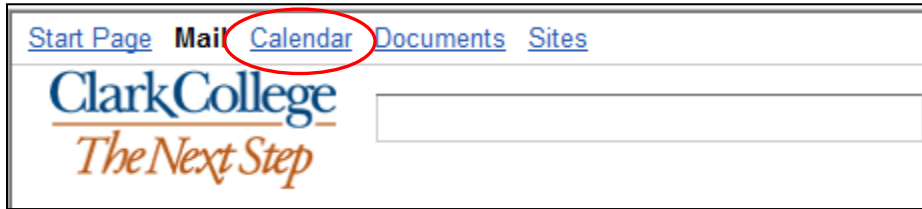


Enter the **Confirmation code**; click **Verify**, and **Save Changes**.

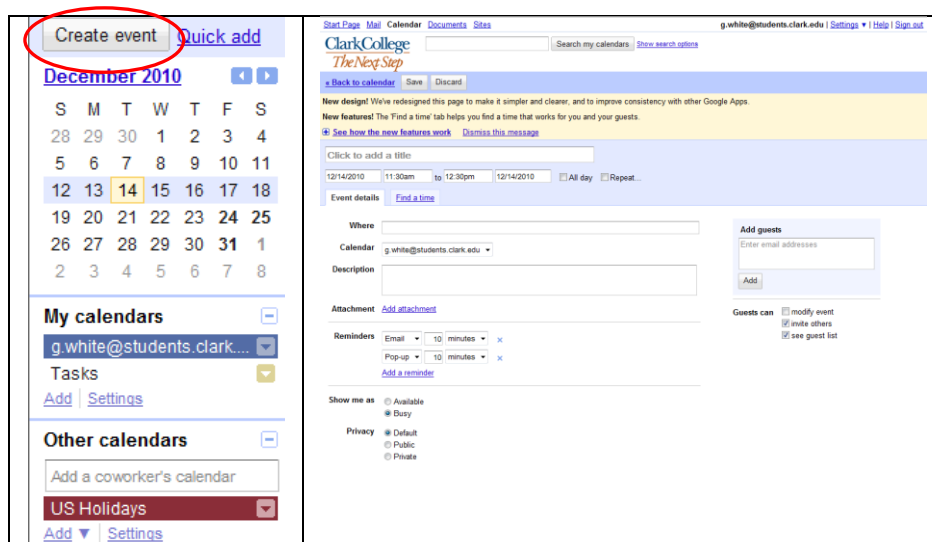


## Calendar

Click Calendar (Upper left corner) to add an event to the Google calendar.

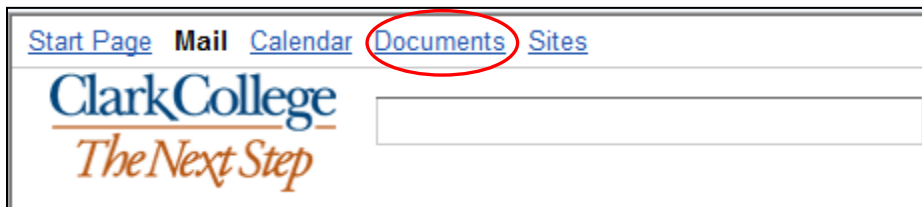


Click **Create event**. Enter the details of the event. Click **Save**.

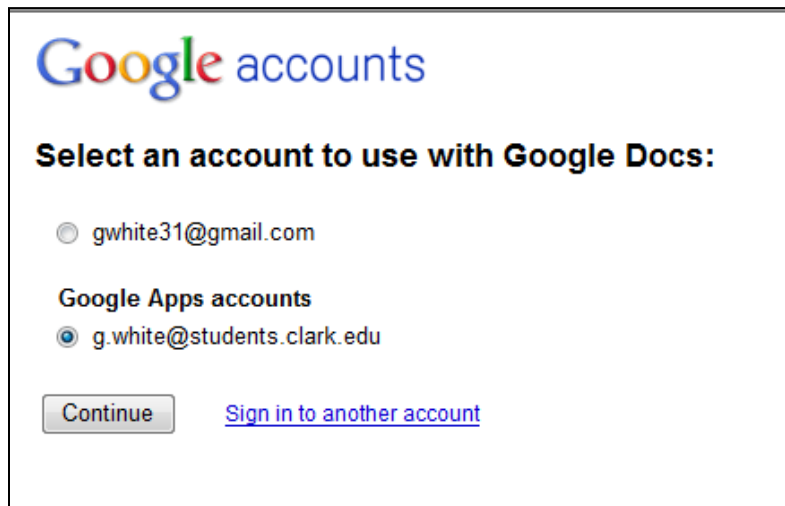


## Documents

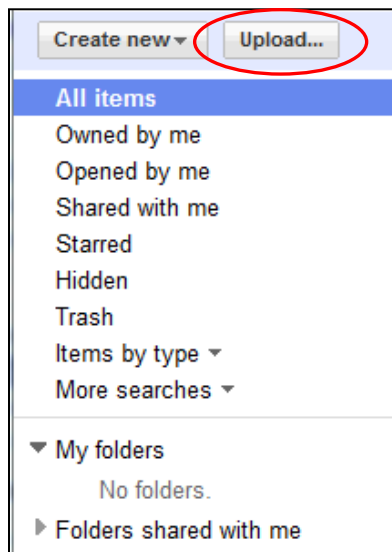
Click Documents to Create New or Upload documents, presentations, and spreadsheets to Google Docs.



Select an account to use with Google Docs. Click **Continue**.



**Upload** documents from hard drive or external drive.




Select files to upload. Click **Start upload**.

### Upload Files

**Select files**  
You are currently using 0 MB (0%) of your 1024 MB.  
You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

No files selected...




 [Select files to upload](#)

**Select conversion options**  
Only converted files can be edited online. [File types and size limits](#)

Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs formats

Convert text from PDF or image files to Google Docs documents. [How does this work?](#)

When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the legal right to upload or share. [Learn more](#)


 Destination folder ▾  Private ▾ 

Click **Back to Google Docs**


[« Back to Google Docs](#)

### Upload Files

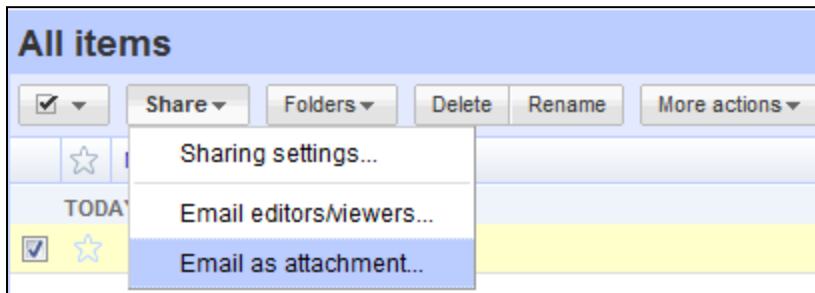
**Select files**  
You are currently using 0 MB (0%) of your 1024 MB.  
You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

 <a href="#">Test.docx</a>	9.67 K
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Upload complete.

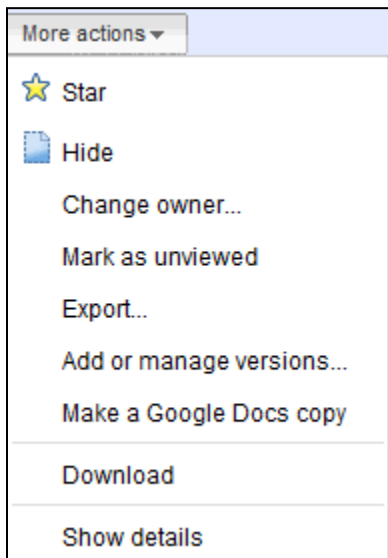
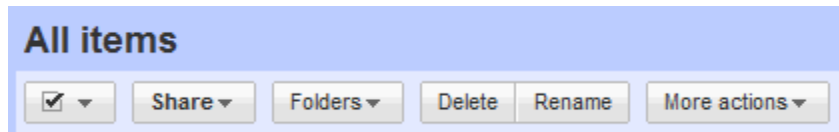
 [Upload more files](#)

Click the down arrow next to **Share**. Select Email as attachment to email documents, presentations, & spreadsheets to others.



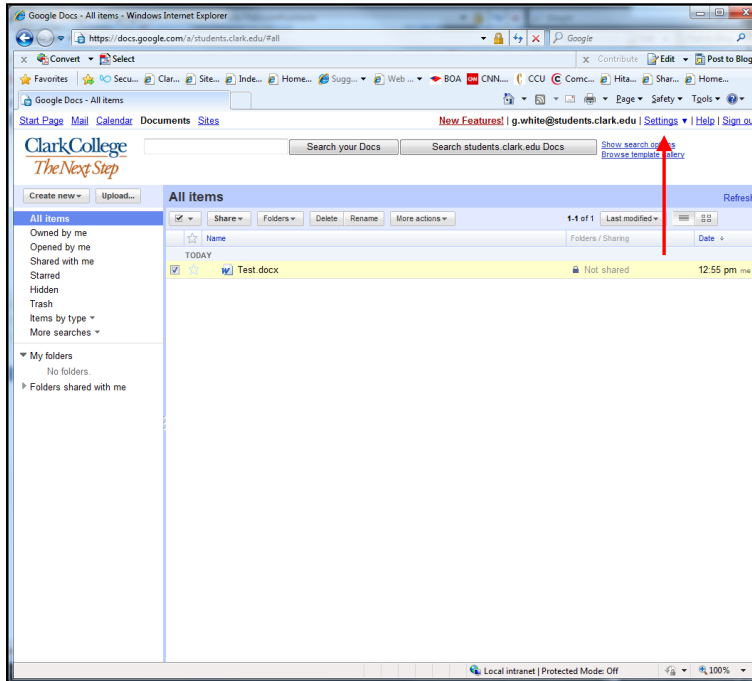
### More Actions

Click **More Actions** to do things such as, mark an email as unread, make a copy of a document, export to MS Office, Open Office, or PDF file. *Note* – You can export up to 2 GB at a time.

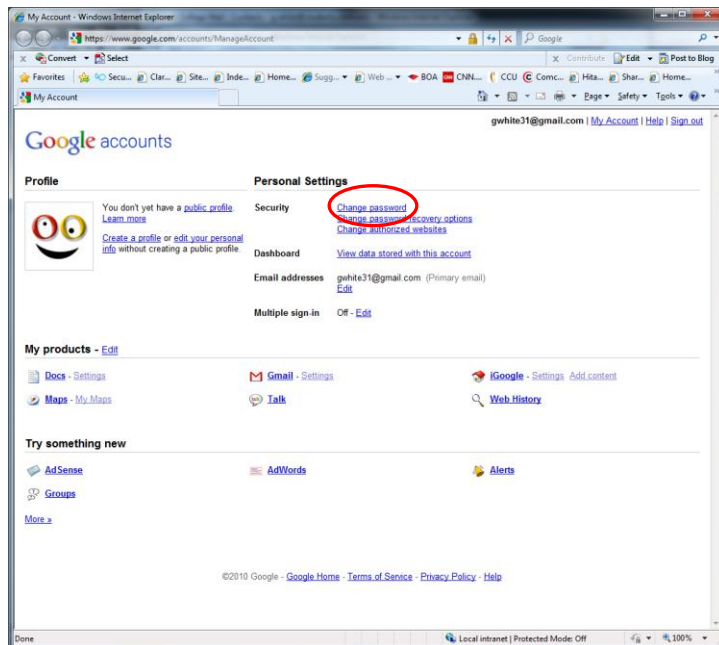


## Change Your Password

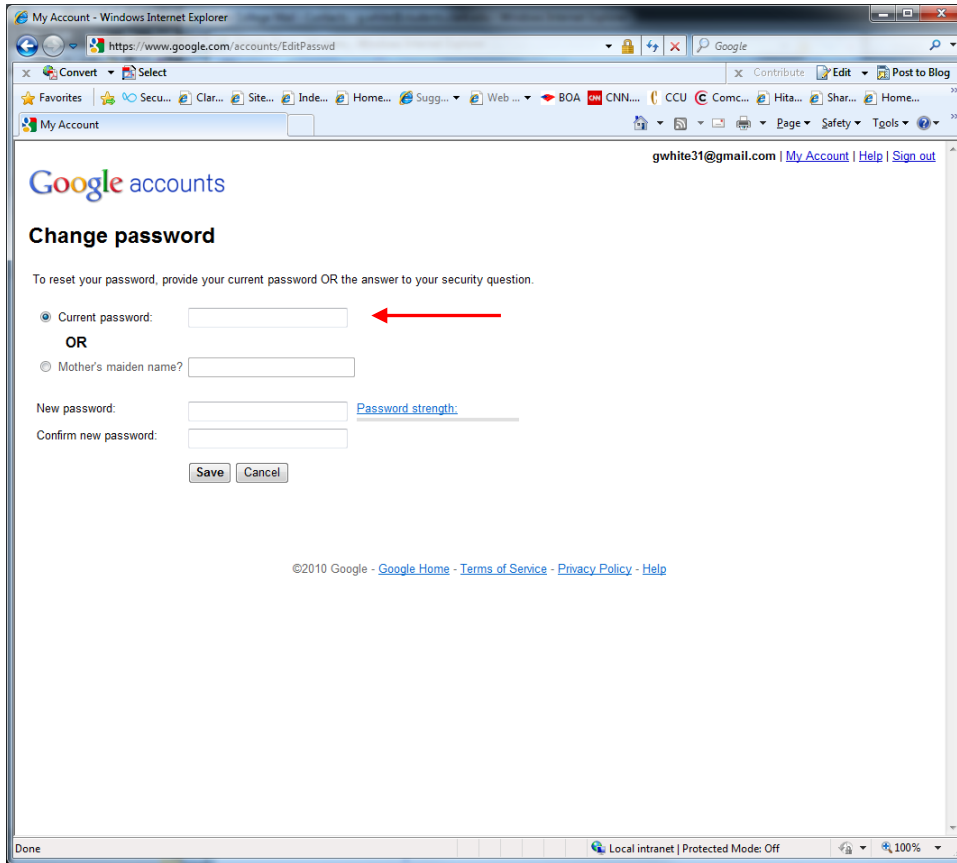
From the *Inbox* click **Settings** (Upper right corner).



Click **Change Password**.



From the change password window type in your current password then tab down and type in a new password, tab down and retype the password to confirm. Click **Save**.



Don't forget to **Sign Out** when you are finished using your G-Mail.

