

*Accessing Your UMBC/Gmail  
Email Account*

# Accessing your UMBC/ Gmail email

The screenshot shows the myUMBC website interface. At the top right, there is a navigation bar with the text "Welcome to myUMBC" and a green "Log In" button. The "Log In" button is circled in black, and a black arrow points from it down to a callout box at the bottom right. Below the navigation bar, there is a search bar and a main content area with a "Spotlights" section for Tuesday, September 21, 2010. The main content area features a large banner for "Alpha Phi Omega" with a text box that reads "Rush ALPHA PHI OMEGA This Fall! Preparing Leaders through Service! Come join Alpha Phi Omega at UMBC, a co-ed community service organization September 19-25 for a series of fun rush events! Check out the calendar and blog on our website for rush details!!". Below this banner are two buttons: "Visit Website" and "Download Flyer". To the right of the main content area, there is a weather widget for Baltimore, MD showing 66.0°F and "A Few Clouds". Below the weather widget is a "UMBC iPhone App" section with a "Get it here >>" link and an image of an iPhone. Further down is a "RETRIEVER FEVER UMBC HOMECOMING" banner for October 13-16, 2010, with the website "www.umbc.edu/homecoming". At the bottom right of the main content area is a "Venture Over to the myUMBC FAN CLUB!" banner with an image of a white dog.

Click on "Log In"

# Accessing your UMBC/ Gmail email

**Login**

Name:

Password:

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You can enter your full name (e.g. John Smith), your MyUMBC username (jsmith1) or your UMBC CampusID (YT38237).

If you have not registered for a MyUMBC Account, please visit [accounts.umbc.edu](http://accounts.umbc.edu)

Usage of UMBC computing resources is governed by the [UMBC Policy for Responsible Computing](#) and [this notice](#).

**Your username and password for your email is the same as for Blackboard.**

# Accessing your UMBC/ Gmail email

The image shows a screenshot of the myUMBC website. The browser's address bar shows the URL <http://my.umbc.edu/>. The website header includes navigation links such as "Start", "Topics", "Community", and "Help". A user profile for "Thomas Penniston" is visible in the top right corner. The "Mail" link is circled in red, and a black arrow points to it from a text box at the bottom of the page. The main content area features a "Spotlights for Tuesday, Mar" section with a featured article titled "Korean Film - The Way Home". A weather widget on the right shows "50.0°F Mostly Cloudy". The bottom of the page includes "Pawpular News" and "Recent News" sections.

**Click on the word "Mail"**

# Accessing your UMBC/ Gmail email

The screenshot displays a Gmail interface. At the top left, the 'myUMBC' logo is visible, with 'Powered by Google' underneath. A search bar is present with 'Search Mail' and 'Search the Web' buttons, along with links for 'Show search options' and 'Create a filter'. The left sidebar contains navigation links: 'Compose Mail', 'Inbox', 'Starred', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', '4 more', 'Contacts', and 'Tasks'. A 'Chat' section is also visible at the bottom left. The main content area shows a list of emails. The top email is from 'Yahoo! News: Entertainment News - UK spies spill secrets in official history of MI6 (AP) - 2 hours ago'. Below it, three emails from 'Gmail Team' are listed, all dated 'Sep 14'. The interface includes standard Gmail actions like 'Archive', 'Report spam', 'Delete', 'Move to', 'Labels', 'More actions', and 'Refresh'.

myUMBC  
Powered by Google

Compose Mail

Inbox  
Starred  
Sent Mail  
Drafts

Follow up  
Misc  
Priority  
4 more

Contacts  
Tasks

- Chat  
Search, add, or invite

Yahoo! News: Entertainment News - [UK spies spill secrets in official history of MI6 \(AP\)](#) - 2 hours ago Web Clip

Archive Report spam Delete Move to Labels More actions Refresh 1 - 3 of 3

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	☆ Gmail Team	Get Gmail on your mobile phone - Access Gmail on your mobile phone The days of needing your comp:	Sep 14
<input type="checkbox"/>	☆ Gmail Team	Customize Gmail with colors and themes - To spice up your inbox with colors and themes, check out th	Sep 14
<input type="checkbox"/>	☆ Gmail Team	Get started with Gmail - 4 things you need to know Gmail is a little bit different. Learn these 4 basics an	Sep 14

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report spam Delete Move to Labels More actions Refresh 1 - 3 of 3

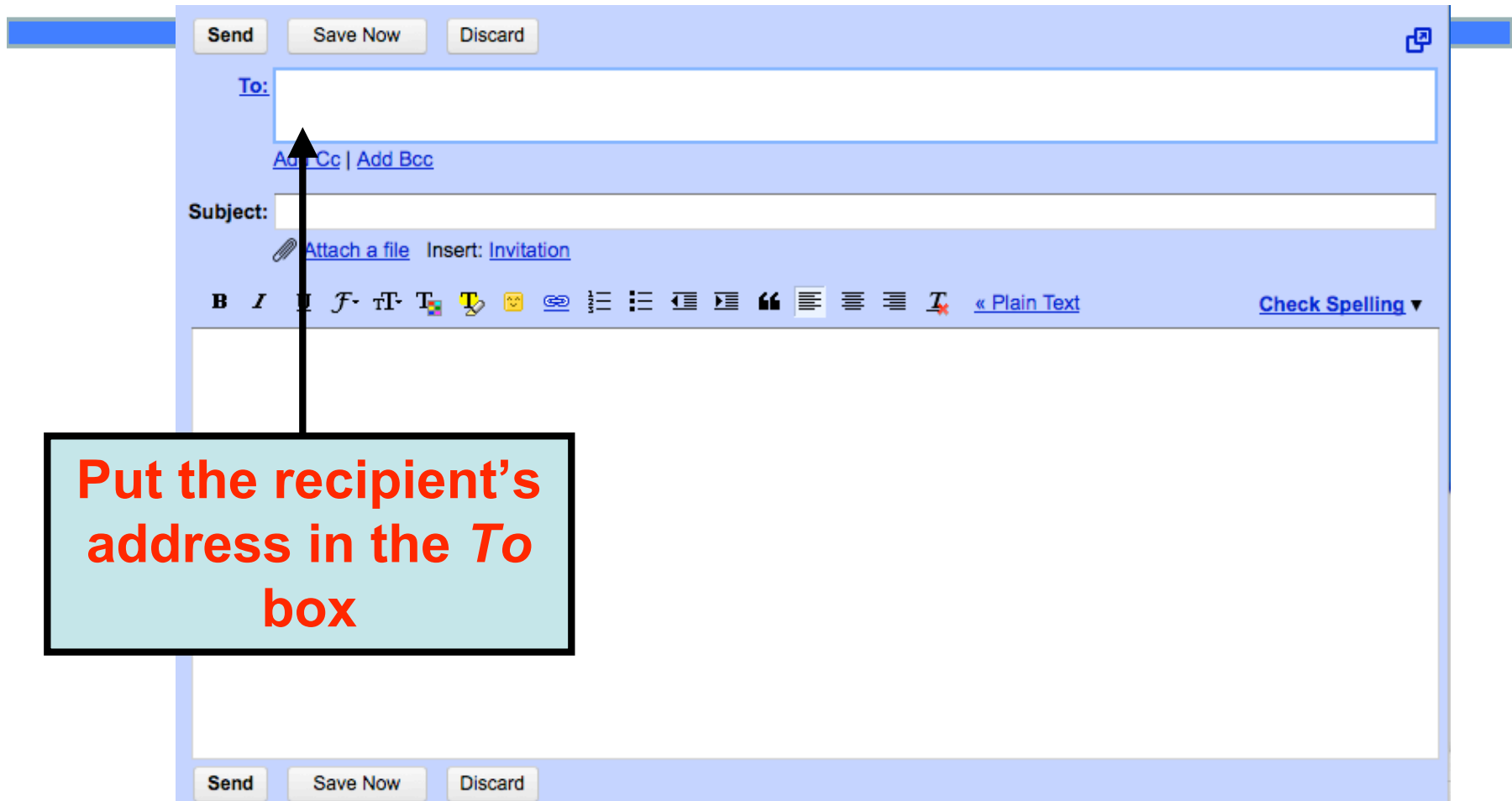
**Your redirect should look something like the picture above**

# Composing an Email

The screenshot shows a webmail interface for 'myUMBC' powered by Google. The left sidebar contains navigation links: [Compose Mail](#) (circled in red), [Inbox](#), [Starred](#) (with a star icon), [Sent Mail](#), [Drafts](#), [Follow up](#), [Misc](#), [Priority](#), [4 more](#) (with a dropdown arrow), [Contacts](#), and [Tasks](#). Below these is a 'Chat' section with a search bar labeled 'Search, add, or invite'. The main content area displays an email list with columns for checkboxes, stars, sender names (Gmail Team), subject lines, and dates (Sep 14). Action buttons like 'Archive', 'Report spam', 'Delete', 'Move to', 'Labels', 'More actions', and 'Refresh' are visible above the email list. A red arrow points from the 'Compose Mail' button to a text box at the bottom of the page.

**Click on “Compose Mail” to begin an email**

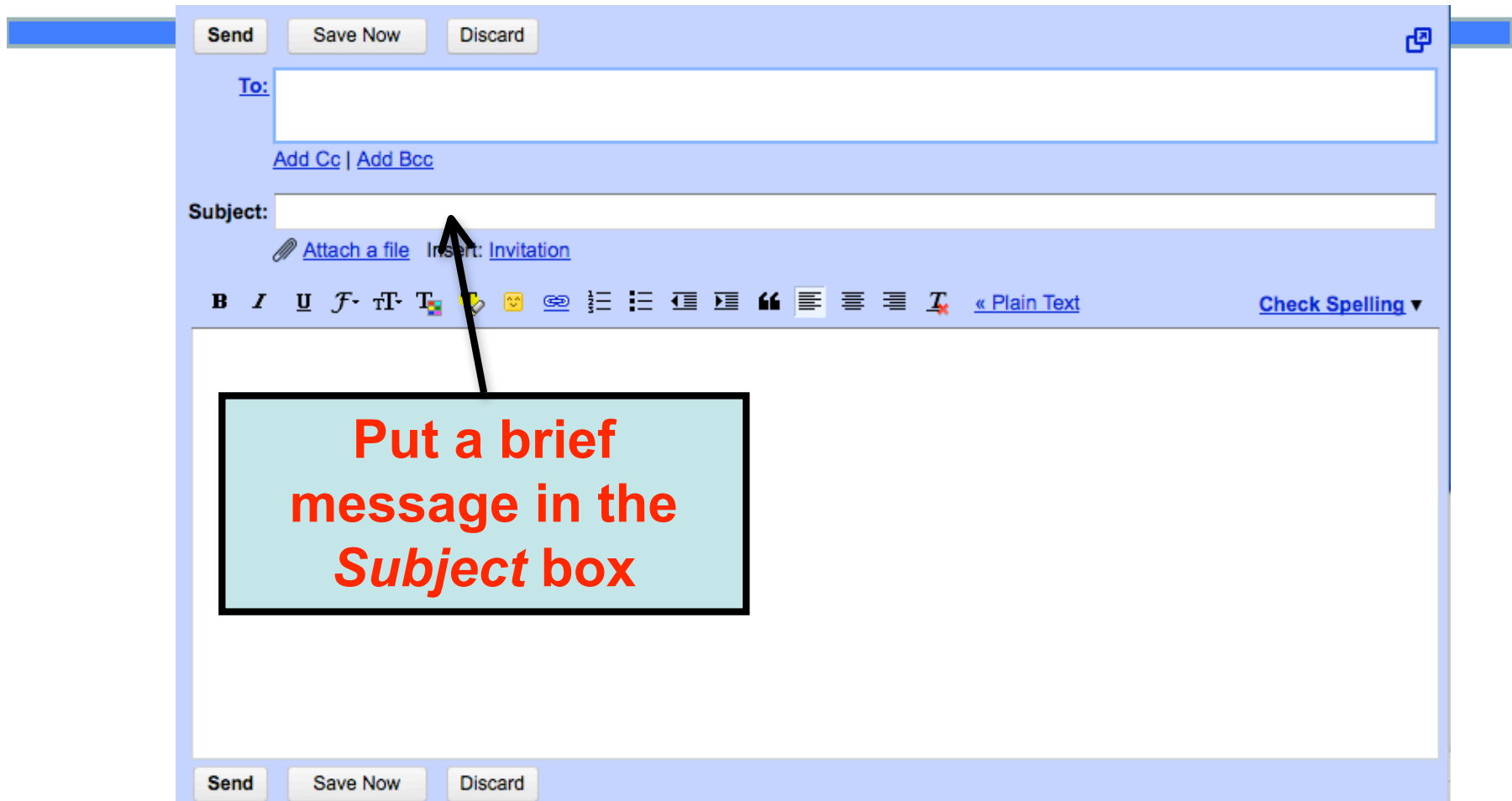
# Composing an Email



The image shows a screenshot of an email composition interface. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these is a large empty text box labeled "To:". Underneath the "To:" box are two links: "Add Cc" and "Add Bcc". Below these is another empty text box labeled "Subject:". Underneath the "Subject:" box is a link "Attach a file" and the text "Insert: Invitation". Below these is a rich text editor toolbar with various icons for bold, italic, underline, font color, background color, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, and text color. To the right of the toolbar is a dropdown menu labeled "« Plain Text" and a link "Check Spelling". Below the toolbar is a large empty text area for the email body. At the bottom, there are three buttons: "Send", "Save Now", and "Discard". A callout box with a black border and a light blue background is positioned to the left of the "To:" box. It contains the text "Put the recipient's address in the To box" in red, bold font. A black arrow points from the top of the callout box to the "To:" text.

**Put the recipient's address in the To box**

# Composing an Email

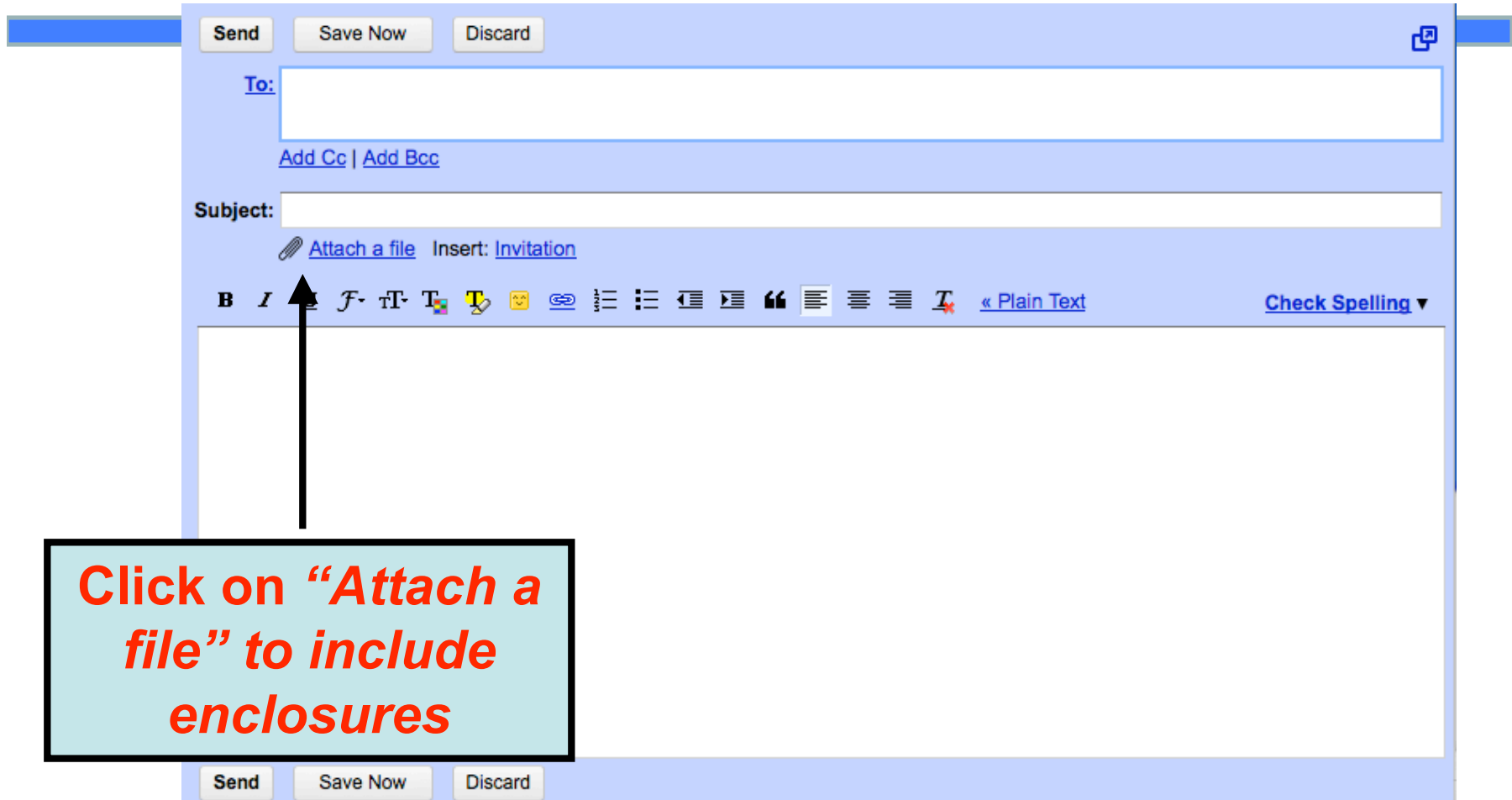


The image shows a screenshot of an email composition interface. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these is the "To:" field, which is currently empty. Underneath the "To:" field are links for "Add Cc" and "Add Bcc". The "Subject:" field is also empty. Below the "Subject:" field, there is a toolbar with various icons for formatting and actions, including "Attach a file" and "Insert: Invitation". The main body of the email is a large empty text area. At the bottom, there are three buttons: "Send", "Save Now", and "Discard". A callout box with a black border and a light blue background is positioned over the "Subject:" field, containing the text "Put a brief message in the Subject box" in red. An arrow points from the top of the callout box to the "Subject:" field.

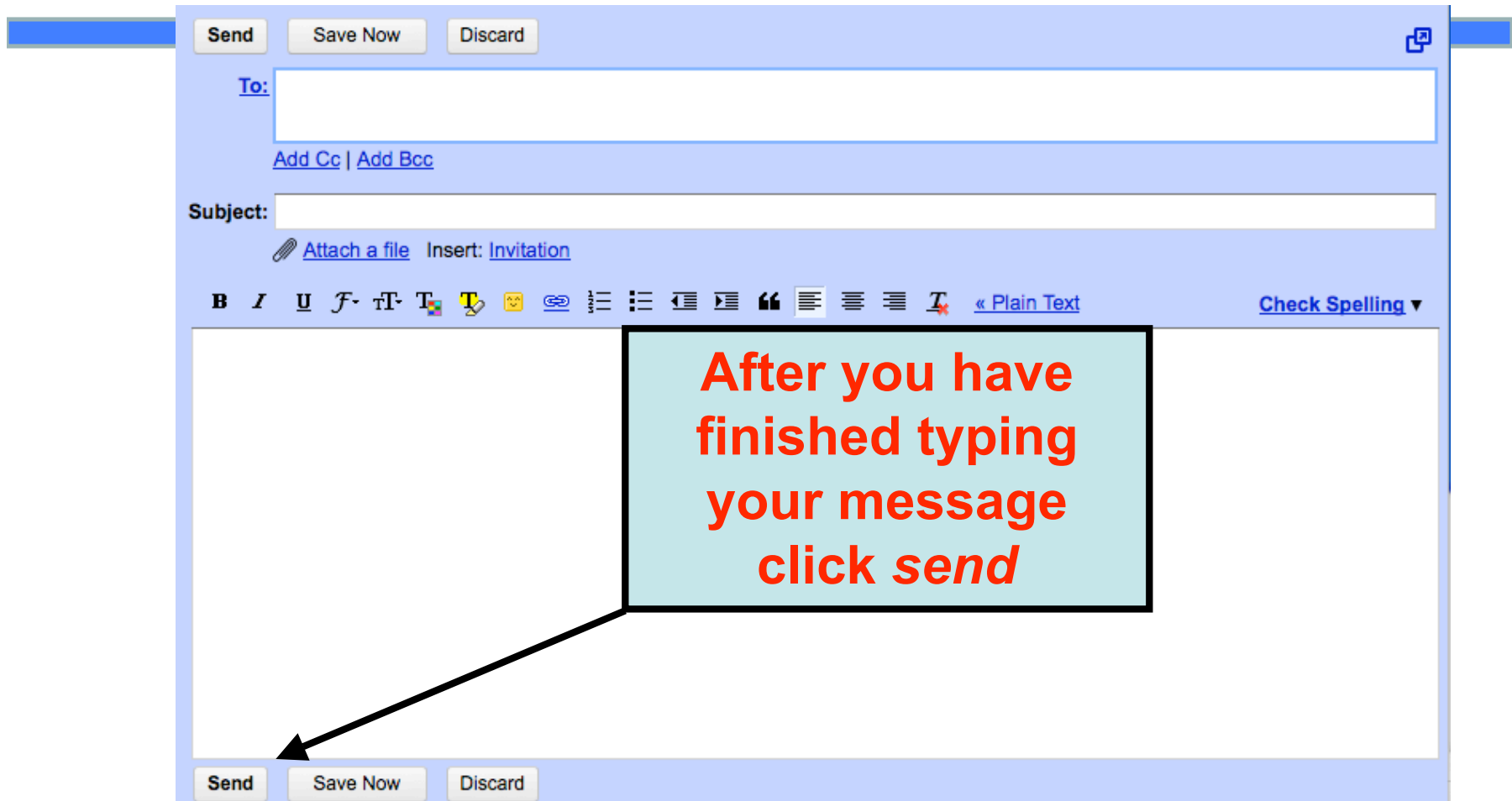
**Put a brief message in the Subject box**



# Composing an Email



# Composing an Email



*Congratulations! You're done!*