Using Your TJC Student Email

Important Note about your TJC Student Email

All official communication to you from TJC and your professors will come to you thorough your TJC student email account. Information on financial aid, upcoming deadlines, registration, and class information will only be sent to your TJC student email address.

Due to federal privacy laws and the Family Educational Rights and Privacy Act of 1974, the College and its employees cannot send email to you about your personal information (financial aid, attendance, grades, etc.) to another email address.

Check your TJC student email often!

Logging into Apache Access

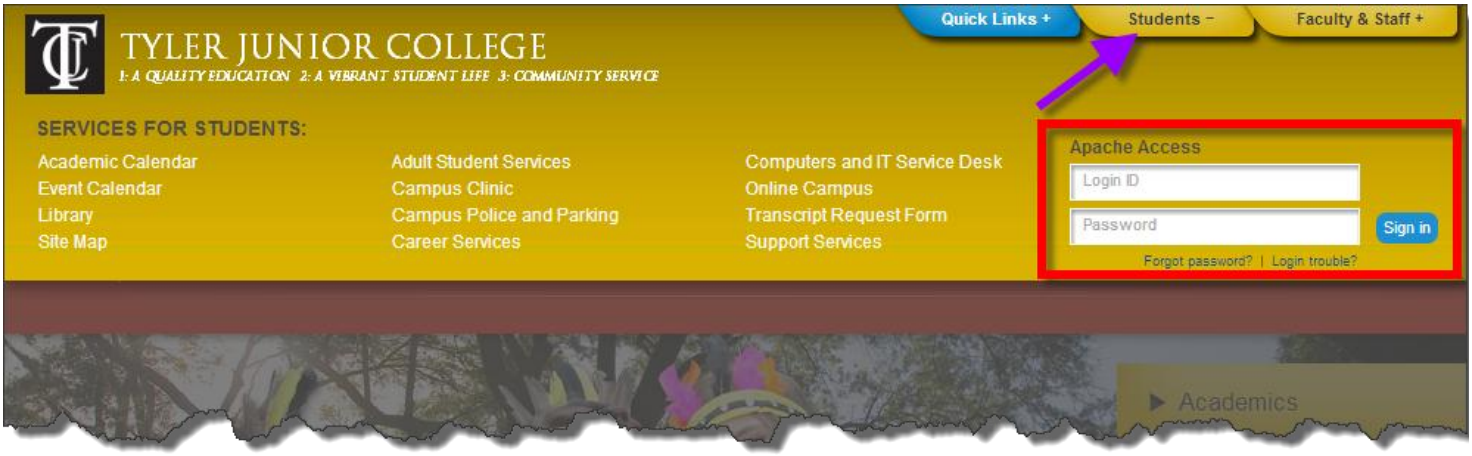
Apache Access is your student portal to Tyler Junior College information, services, and tools. Your TJC email is accessible from the Apache Access homepage.

1. ***Go to*** the Tyler Junior College public website homepage at **www.tjc.edu**
2. ***Click*** the **Students tab** in the top right corner.
3. ***Enter*** your **Apache Access login credentials**.

   Your Login ID is your A-number, include the "A" and any leading zeros. Example: A00987654.

   Your default password is the letters "TJC" followed by your birthdate in MMDDYY format. Example: If your birthday is July 10, 1985 your password will be TJC071085 the first time you login. ***You are highly encouraged to change your password!***

4. ***Click*** the **Sign In** button.

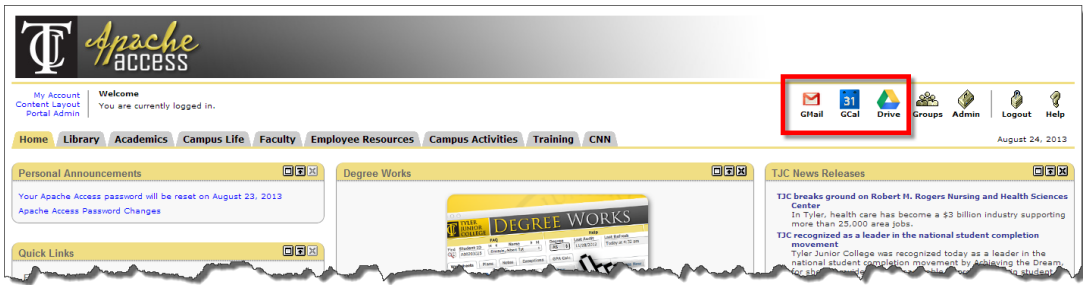


Revised 091614 ©2014, Tyler Junior College

Accessing your TJC Email

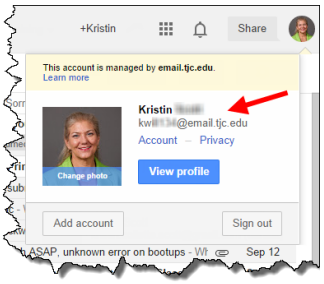
Tyler Junior College uses Google Apps for Education to provide email, calendar, cloud storage, and other services to our students. Your Google Apps for Education account is accessible through icons in the top right of Apache Access.

1. ***Click*** on the **Gmail icon** to access your TJC email account.



Using Your Gmail

Your TJC student email address is located in the top right corner and takes the form of **xxxx@email.tjc.edu**. If you have Google+ enabled, click on your profile picture in the top right and you'll see your email address.

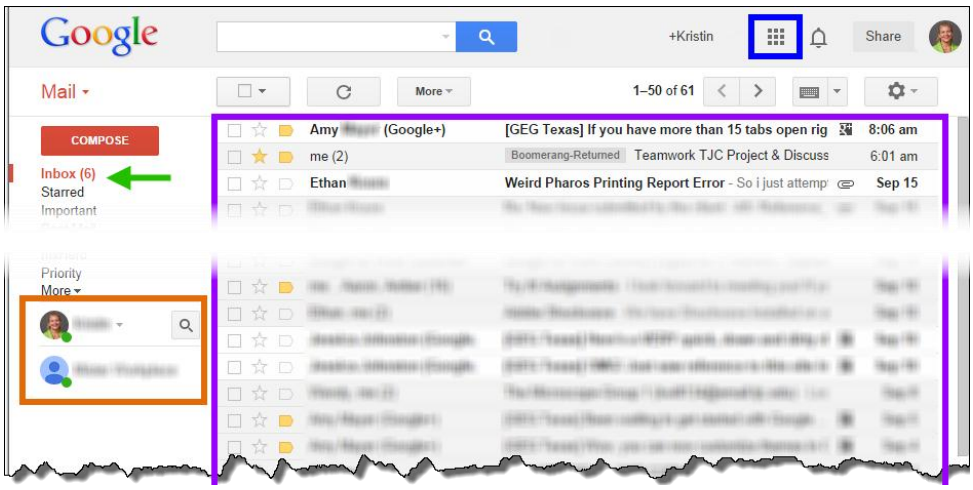


The tiles icon in the top right of the screen contains **links to your other Google Apps for Education**, such as Drive, Calendar, YouTube, and more.

The left hand side provides the **navigation system** within your email. Whichever link is in **bold red** is where you are. This example shows the Inbox with six pieces of unread mail.

The central main body of the screen is displaying the **Inbox**.

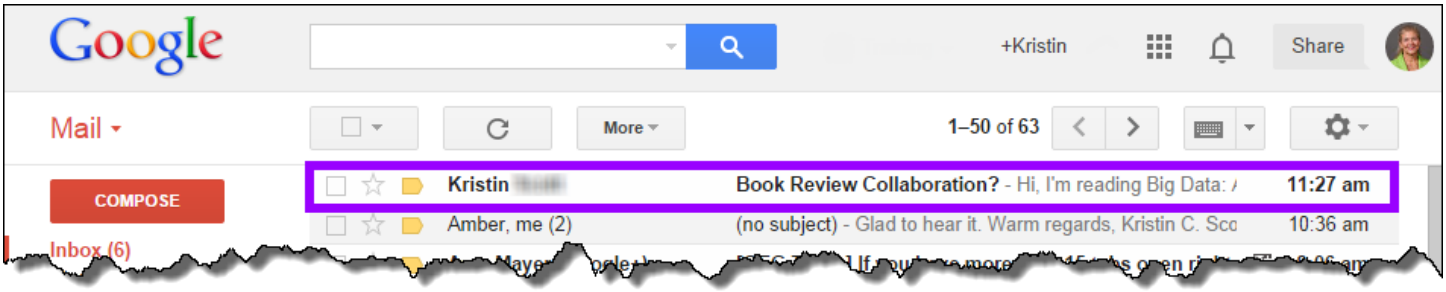
Google Chat/Hangouts is available below the left hand navigation.



Revised 091614
©2014, Tyler Junior College
Brought to you by your Information Technology Department

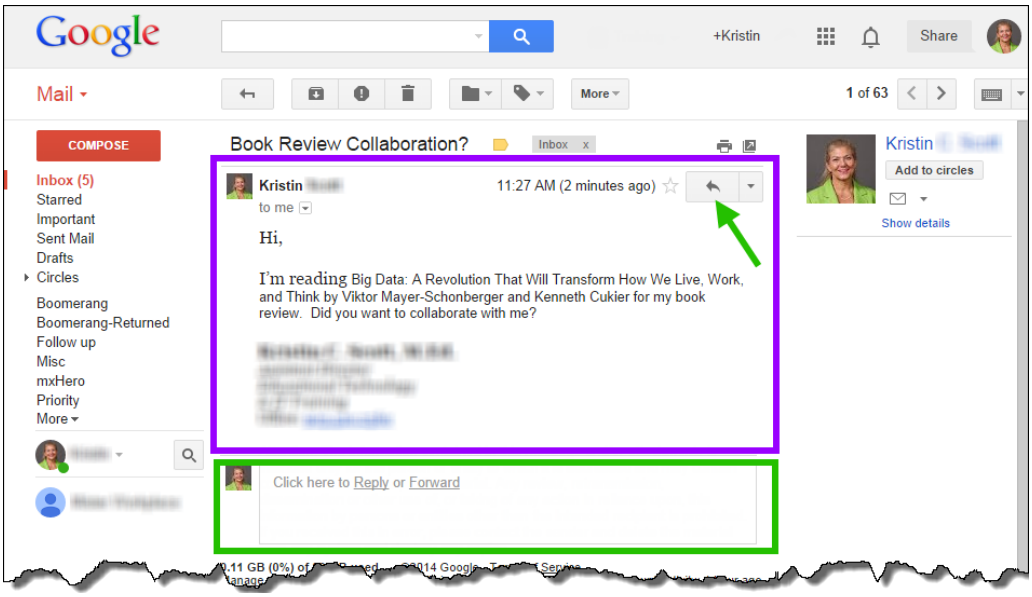
Reading and Replying to Email

To **read a mail message**, ***click*** on the **Subject line of the message** shown in bold. In this example, it is "Welcome to SDEV0100".



The email message opens in the central main window.

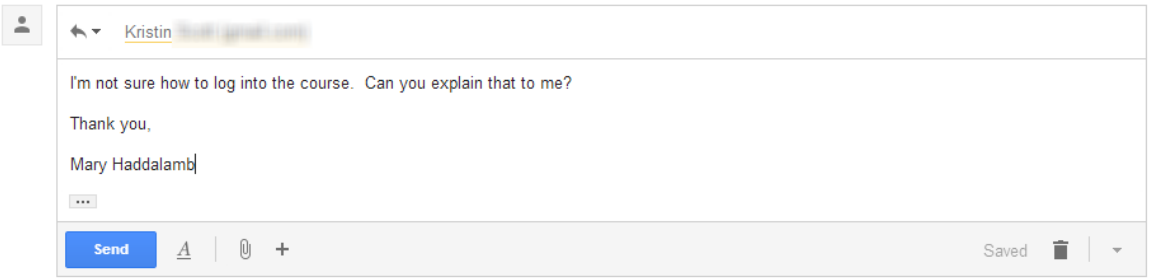
To **reply to a message**, ***click*** in the **reply box** below the message or ***click*** the **reply button** in the top right of the email message.



The reply window will expand once you click the box or button.

1. ***Compose*** your **reply**.
2. ***Click*** the **Send** button.

A copy of your reply will be saved in your ***Sent Mail*** *box (see left hand navigation).*

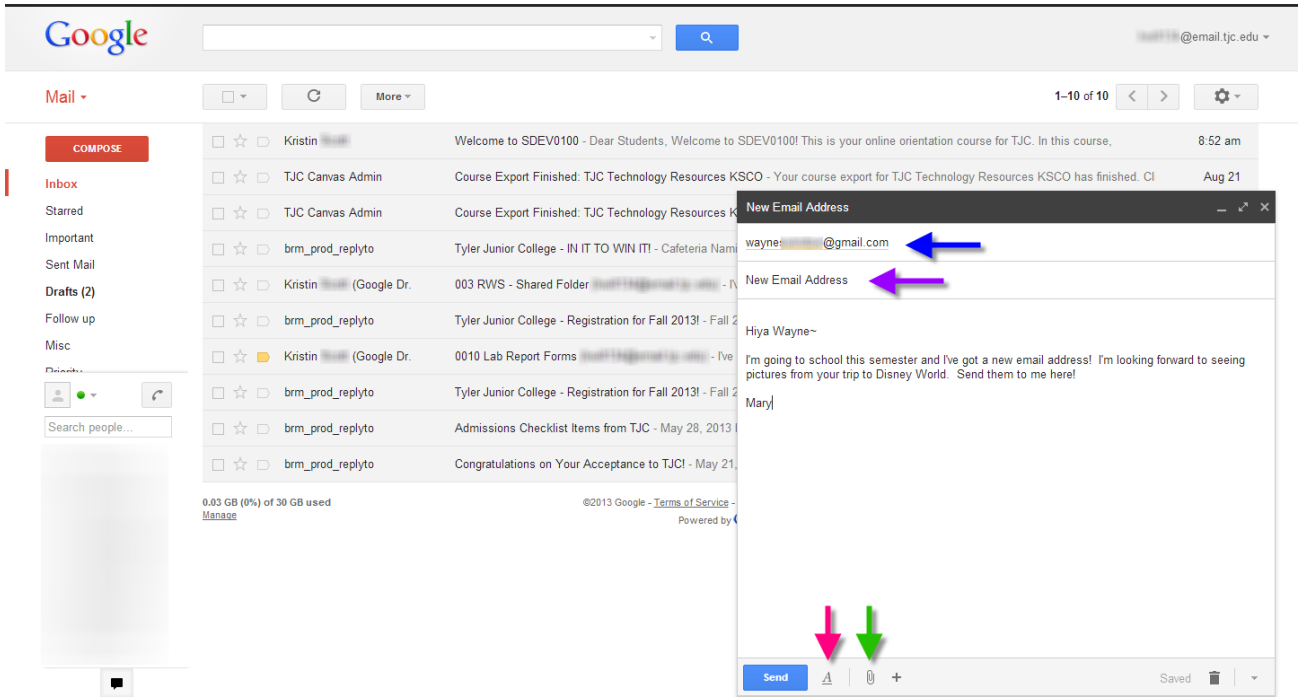


©2014, Tyler Junior College

Creating a New Email Message

You don't have to wait for someone to send you an email message. You can begin writing your own email messages immediately if you have someone's email address. Your TJC Gmail account can be used to send email to any address, not just other TJC addresses.

1. ***Click*** the **Compose** button in the left hand navigation. *A new email window opens.*
2. ***Type*** the email address in the **To** field.
3. ***Type*** your message's subject in the **Subject** field.
4. ***Type*** your email message in the **new email window**.
5. ***Click*** the **formatting button** to format your text with different fonts, colors, and other formatting features.
6. ***Click*** the **attachment button** to attach files to your email messages.
7. ***Click*** the **Send** button when you have finished composing your email message and attaching files.



Getting Your TJC Gmail on your Phone

If you have an iOS (iPhone) or Android phone, you can get your TJC Gmail on your phone.

Click the **Google Mobile Password Creator** button on the Home tab of Apache Access (center column, bottom channel).

Having trouble with technology at TJC? Chat online with a TJC Service Desk Support Representative at support.tjc.edu or call 903.510.3269 during regular business hours.

Revised 091614
©2014, Tyler Junior College
Brought to you by your Information Technology Department