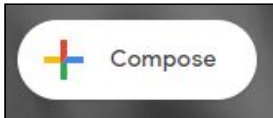
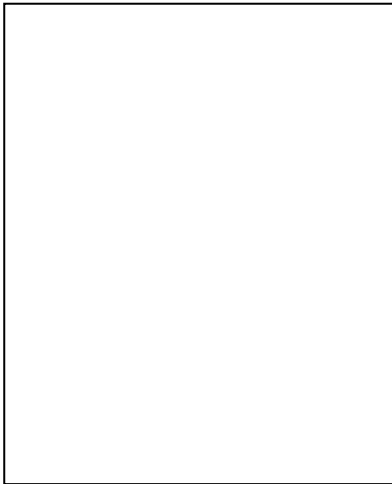


To access your College Email go to <https://gmail.com> and sign in using your College account if prompted.

You will now see your Inbox as you would at your work computer, to send a new email click the [Compose](#) button...



If you are accessing a shared mailbox such as enquiries you can do so by clicking on your [Avatar](#) at the top right of the screen as you would at your work computer



If you wish to set an Out of Office message Click the [Settings Cog](#) > [Settings](#) > Scroll to the bottom of the [General Tab](#) as shown below to find [Out-of-Office AutoReply](#)

