

Los Rios Gmail

Don't be left behind- Use Your Los Rios Gmail!

IMPORTANT! All Los Rios and Folsom Lake College communication with students is via Los Rios Gmail. If you do not use your Gmail email account (or have not set up forwarding to your personal email), you will NOT receive emails from the District or college – for example, pre-semester communication from instructors, emails notifying you that you've been auto-added from wait lists, when you owe fees and will be dropped if you don't pay, etc.

Every student has been issued a Los Rios Gmail account. Go the URL – <https://apps.losrios.edu>. To log in, use your Los Rios user name (W + 7 digit student ID #) and your unified password (eServices, D2L and Gmail are all the same). If you would like to forward emails to your personal email account, follow the steps below.

Forward mail to another account - Gmail lets you automatically forward incoming mail to another address. *Here's how to forward messages automatically (for a video of this process, go to: <http://googleqreq.blogspot.com/2013/02/forward-los-rios-gmail.html>):*

1. Log into your new Los Rios Gmail account.
2. Click the gear icon in the upper right, then select Settings.
3. Click the Forwarding and POP/IMAP tab.
4. From the first drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
5. Enter the email address to which you'd like your messages forwarded.
6. For your security, we'll send a verification to that email address.
7. Open your forwarding email account, and find the confirmation message from the Gmail team.
8. Click the verification link in that email.
9. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
10. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
11. Click Save Changes.

How do I email my professor from Los Rios Gmail?

When composing an email in Los Rios Gmail, begin typing your instructor's name (either their first or last name) in the To box. You will see a list of similar names to select from. To ensure you select the correct name, select the instructor's first and last name.

I'm not receiving email – where is it?

If you are not receiving Los Rios email, check the following:

- a. Are you expecting Los Rios Gmail to be forwarded to your personal email account?

Validate you have set up mail forwarding correctly by logging into your Los Rios Gmail account (Login ID = W + Student ID) at <http://apps.losrios.edu>. Follow instructions to set up forwarding at <https://apps.losrios.edu/faq.html>

- b. Check your Spam or Junk folder. If you find Los Rios email in Spam, change the settings on your personal email account (either the Spam or Junk email settings) to accept emails from "@apps.losrios.edu". (This is sometimes called the "Allowed Senders" or "Safe Senders" list.)