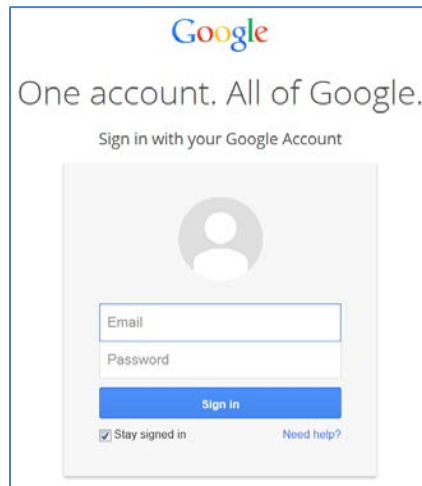


## Google Apps Message Center Quick Guide

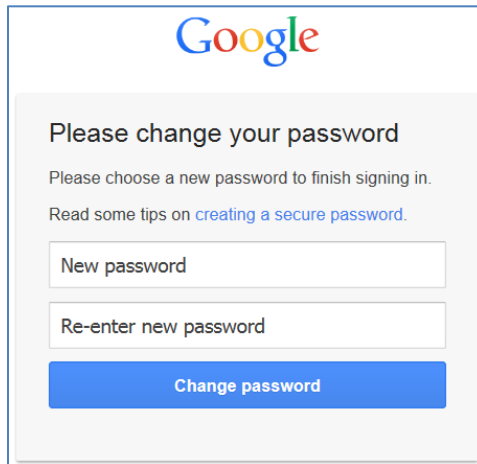
### I. Logging In

To access the Google Apps Message Center, click <http://email-quarantine.google.com/messagecenter>.

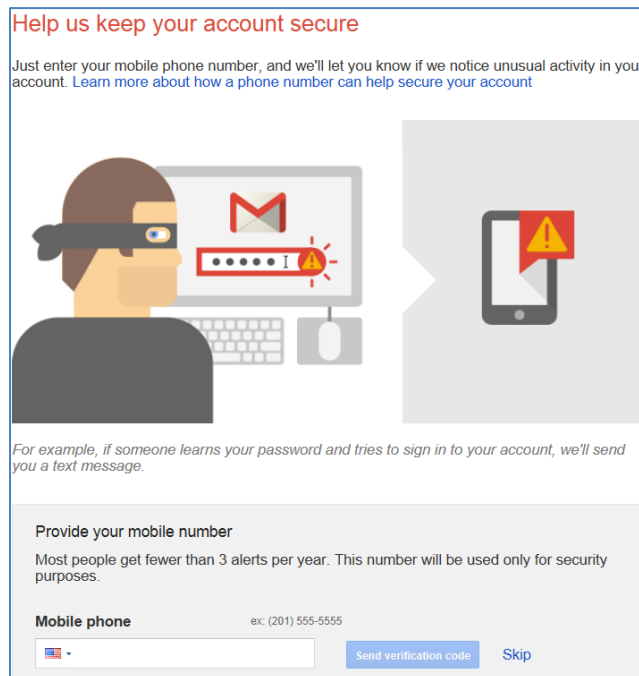
1. A welcome message will appear. Click the 'I accept...' button when you are ready to continue.
2. Sign in using the short version of your CTC email address (your first initial and last name: jdoe@ctcd.edu) and password. If you cannot remember your password or were never issued one, call or [email](#) the IT Help Desk at extension 3103. (Continue to **step 4** if you do not need Help Desk assistance.)



3. After the IT Help Desk has reset your password, you will receive an email from Google with your new password. After signing in with this new password, you will be asked to make a new password for yourself. Type in your new password twice and click the 'Change password' button.



- 4. You will be given the option to enter your phone number as an additional security measure. This process is optional and can be skipped altogether. Select to either enter your number or click the 'Skip' button.



## II. Spam Folder

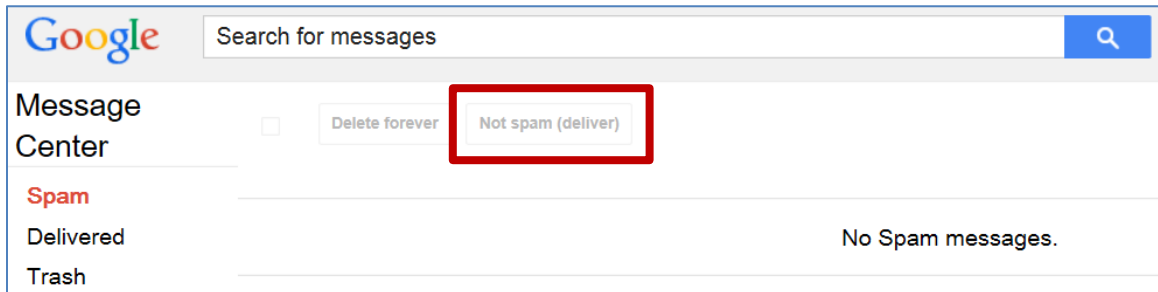
**SUBJECT:** IT Help Desk

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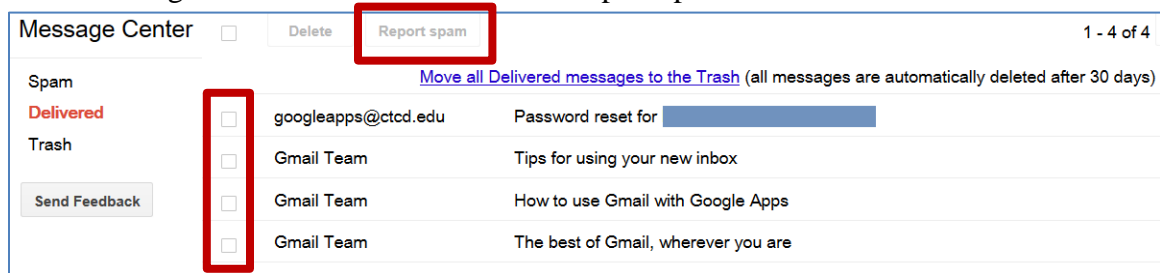
This is the folder you will automatically enter after signing into the Message Center. If you are missing mail that was sent to you, it may be stored in this folder. Click the checkbox next to the message you want to mark as safe and click the 'Not spam (deliver)' button.



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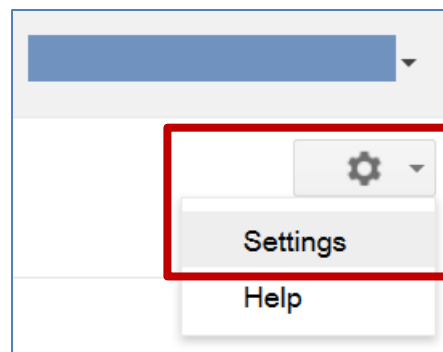
### III. Delivered Messages Folder

Selecting 'Delivered' from the top-left (under 'Message Center') will take you to the Delivered messages folder. This is where potential spam messages are held. To mark messages as spam, select the message via checkbox and click the 'Report spam' button.



### IV. Adding Contacts

1. Click the 'Settings' cog in the top-right corner of the Message Center and select 'Settings' from the drop-down list.



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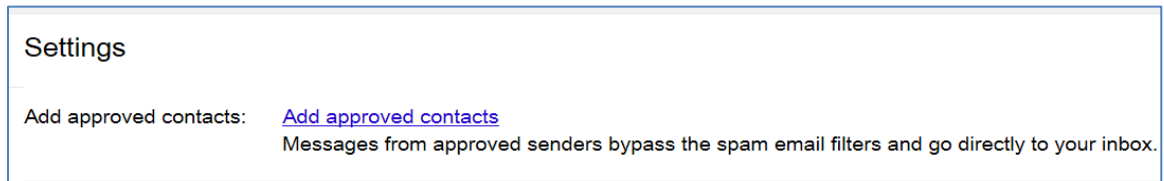
**SUBJECT:** IT Help Desk**DATE:** June 1, 2018

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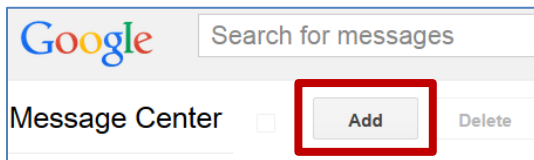
**NAME:** Google Apps Message Center Quick Guide**PAGE:** 5 of 5

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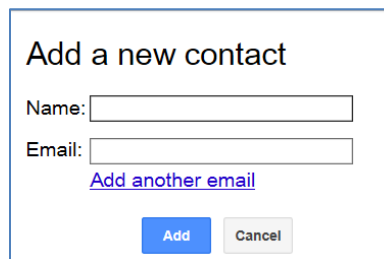
2. Click the 'Add approved contacts' link.



3. Click the 'Add' button.



4. Enter your contact's information into the 'Add a new contact' window that appears. From there, you can add another contact or click 'Add' when you are finished.



Add a new contact

Name:

Email:

[Add another email](#)

**Add** Cancel

A more in-depth guide can be found [here](#).