

OCA Email Account

How can I access my student email account (Gmail) and send emails?

Gmail can be accessed from any web browser, but we recommend using Google Chrome. The Gmail Application is also available for both users of [Android](#) and [iOS](#).

How to Access Google Mail

- **Web Browser** – First ensure that you are signed into your OCA Email Account and not a personal Google Account, as outlined in the [How do I sign into my OCA Email Account?](#) article.

When signed into your OCA Email Account, you can access your student emails directly at mail.google.com.

You can also navigate to the 'Gmail' link available in the top-right of the Google homepage, or select the 'Gmail' shortcut from the Google Applications Menu. For more information on shortcuts, see the [How can I navigate the Google Homepage Interface?](#) article.

- **Gmail Application** – If you are accessing your student emails using a Mobile or Tablet, we recommend downloading the official Gmail Application, available for free on [Android](#) and [iOS](#). Once downloaded, you will need

to sign into the application using your OCA email address and password.

- **Third Party Email Client** – If you wish to sign into your OCA email address via a third party email client, such as Microsoft Outlook or Apple Mail, consult the [Google Support Page](#) for further guidance. The TEL Team can't provide support and guidance for third party email clients as OCA has no oversight of these services.

If you would like to prevent third party email clients from opening as the default application when selecting a hyperlinked email address (e.g. techsupport@oca.ac.uk), see the [How can I make Gmail the default application when selecting hyperlinked email addresses?](#) article.

How to Send an Email Using Gmail

Once you have accessed Gmail from either a web browser, or the Gmail application, simply select 'Compose' to begin writing your email. As an OCA student, you have access to the directory of contacts, so this means that when you begin typing an email address into the 'To' field, you will be presented with a list of suggestions. For example, typing 'Tech Support' will reveal the email address to contact if you require support (techsupport@oca.ac.uk).

For further guidance on using Gmail, please see the [Google Support Page](#).