

**QuickLaunch**

**FAVORITES**

Please drag/drop your favorite QuickLaunch items here.

+Add

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**LAUNCHPAD**

- LAUNCHPAD
- Canvas
- RAVE Emergency Alerts
- Google Apps Email
- FootPrints Ticketing System
- DegreeWorks Student
- Massasoit Library
- GradesFirst
- Atomic Learning
- MCC Google Drive Storage
- Student Scholarships AcademicWorks
- eTutoring

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**MY COMMUNITIES**

- Academic Advising
- Assessment
- Canton ABC LIFE Book Drive

**Course Schedules, Social Media, Class Cancellations, & more.**

**Now, there's an app for that!**

Download the *New* **MyMassasoit App**



**My Massasoit All-Campus Calendar**

Today < > **Tuesday, November 22** Print Week Month Agen

2:00pm	Faculty Workshop: Basic Canvas Camp Day 1 of 2 (Bro
<b>Tuesday, November 22</b>	
2:00pm	Faculty Workshop: Basic Canvas Camp Day 2 of 2 (Bro
<b>Wednesday, November 23</b>	
11:45am	Stand Together in Appreciation
12:00pm	Bake Sale - Nursing 2018
12:00pm	Academic Governance Standing Committee Overflow Me
<b>Thursday, November 24</b>	
Thanksgiving Day	
<b>Monday, November 28</b>	
12:00pm	Faculty Workshop: Canvas Open Lab (Canton)
12:00pm	Student Life Trivia
<b>Wednesday, November 30</b>	
10:00am	Faculty Workshop: Canvas Open Lab (Brockton)
12:00pm	Lunch and Learn- Your Financial Future
<b>Monday, December 5</b>	
Faculty Workshop: Basic Canvas Camp Online (week 1 of 2)	
10:00am	Take Care of Your Selfie: #MeDay
3:00pm	Faculty Workshop: Canvas Open Lab (Brockton)
5:00pm	Movie Night

**- Office 365 is available to the Campus Community -**

To learn more about Office 365 [click here](#).

Students and employees can download Office 2016 for free while they are an active member of the College. The software can be downloaded on your personal computing device after logging in to Office 365 online.

College employees will continue to use Outlook for email. Students will continue to use MyMassasoit Gmail for their official email.

**Class Cancellations**

Provides a list of active bulletins on your Carousel system.

- CLASS CANCELLATIONS; Business; ; Social Sciences; Math & Science
- TUESDAY; NOVEMBER 22; DAVID HIRSCHY; ENGL 101-67, ENGLISH COMP I: 8:00AM; C305;
- TUESDAY; NOV. 22, 2016; FRANK; 9:30AM PSYCHOLOGY B-336; 11:00AM PSYCHOLOGY T-116; 3:00PM ...
- TUESDAY; NOVEMBER 22, 2016; DEBORAH SHARIFF ; 8:00am, JOUR120-02, FA333; 9:30am, MDIA112-01, FA219;...
- TUESDAY; NOVEMBER 21, 2016; RACHEL DANIEL ; 9:30am, ENGL092-12, FA327; 11:00am, ENGL092-09, T113;...

# STEP 1

Log-in to your MyMassasoit portal and open your Massasoit email account (Google Apps Email).

**\*\*FOLLOW THE BLUE ARROWS\*\***

The image shows a Gmail interface for a Massasoit Community College account. The top left features the college logo. A search bar is at the top center. On the right, a blue arrow points to the Google Apps Grid icon. A dropdown menu is open, displaying various Google services: My Account, Search, Google+, Mail, Calendar, Drive, Docs, Sheets, Slides, Sites, and Groups. The main email area shows 'No new mail' and a list of recent messages, including one from 'Advisement and...' and another from 'Nicole Precourt'. At the bottom, it indicates 'Using 0.01 GB' and is 'Powered by Google'.

## STEP 2

Once you are in your Massasoit email account, click on the “Google Apps Grid” as picture above.

The image shows a Gmail interface with a search bar at the top containing the text "MASSASOIT COMMUNITY COLLEGE". Below the search bar, there are navigation buttons for "Mail", "Compose", and "More". The main content area displays "No new mail!". On the left side, there is a sidebar with "Inbox", "Starred", "Sent Mail", "Drafts (1)", and "More". Below the sidebar, there is a search bar and a list of messages, including one from "Nicole Precourt" with the subject "You: Test". At the bottom of the main content area, there is a "Using 0.01 GB" notification and a "Manage" link. On the right side, an Apps Marketplace overlay is visible, showing various Google apps: YouTube, Maps, News, AdWords, Photos, Translate, Hangouts, and Forms. A blue arrow points to the Hangouts icon. Below the app icons, there is a section titled "Even more from Google" with a yellow box stating "You have no Marketplace apps." and a "More from Apps Marketplace" link at the bottom.

## STEP 3

Scroll down until you see "Hangouts".

🔍 New conversation



Advisement and Counseling Center  
Sent a message



Nicole Precourt  
You: Test Nov 3

Hi, [REDACTED]

Get started by calling or messaging a friend below



VIDEO CALL



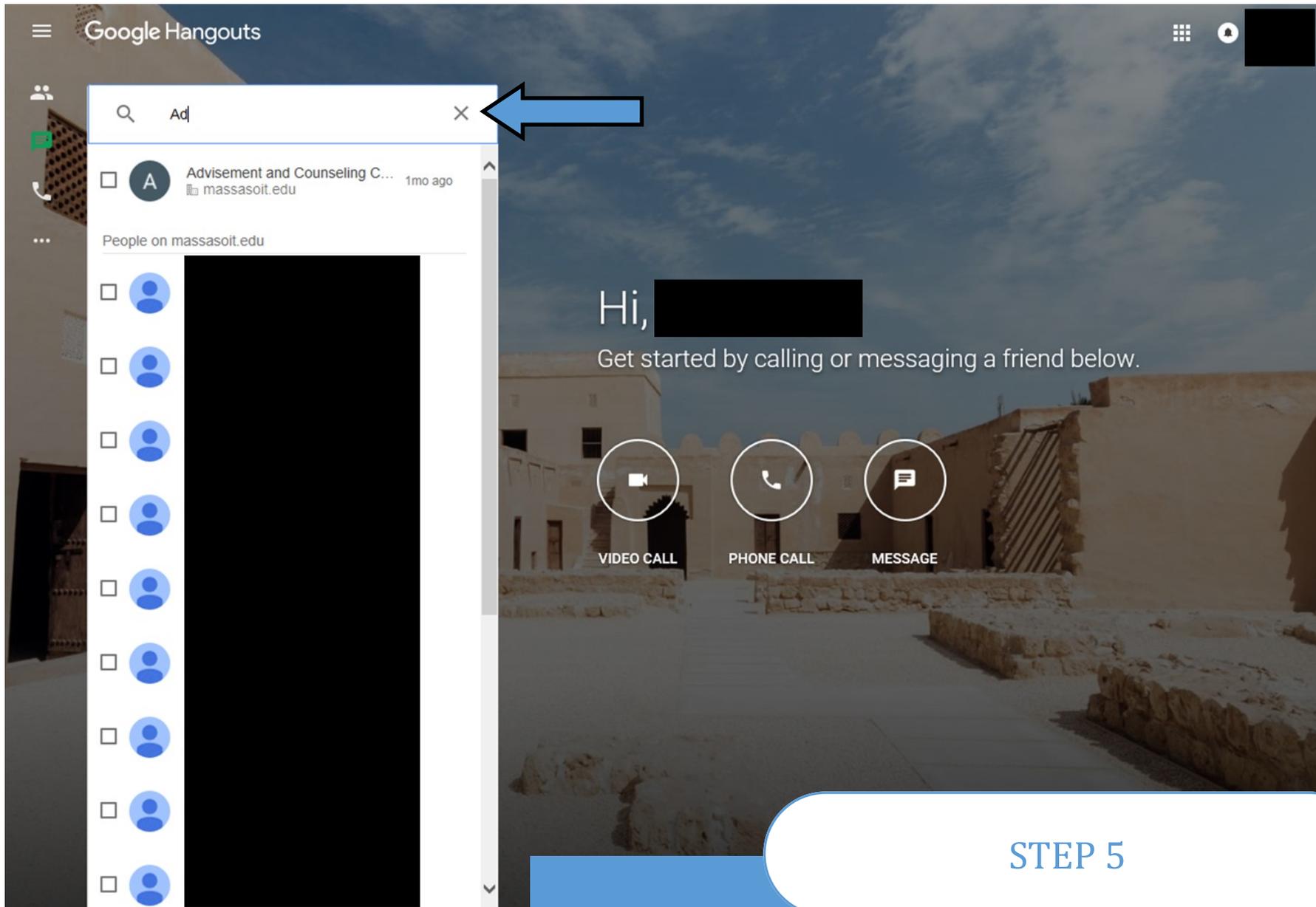
PHONE CALL



MESSAGE

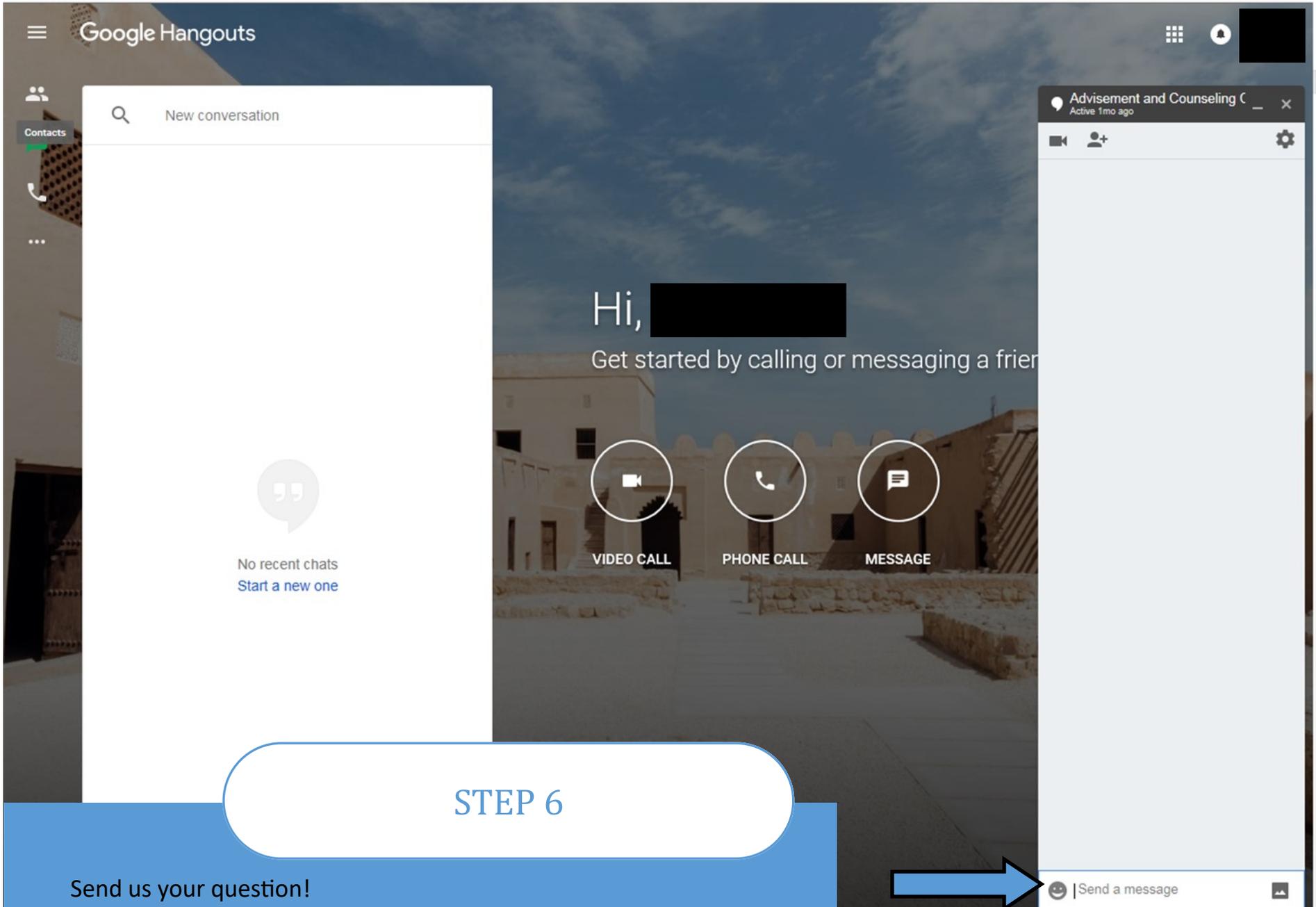
## STEP 4

Welcome to “Hangouts” (Note: We do NOT use the video or phone call feature, message only).



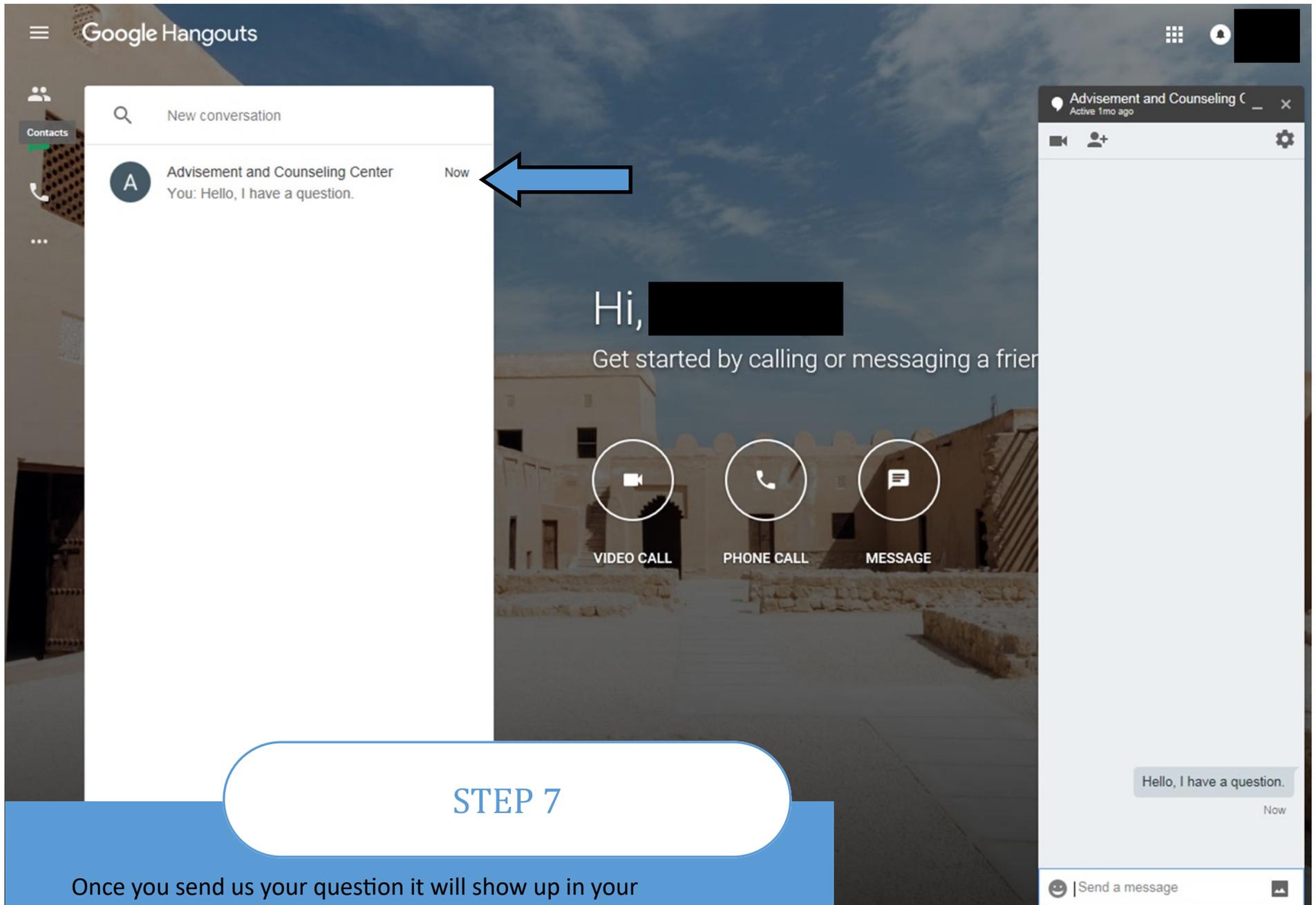
## STEP 5

Click Message and type in “Advisement and Counseling Center” then select it. This will populate a message box on your screen.



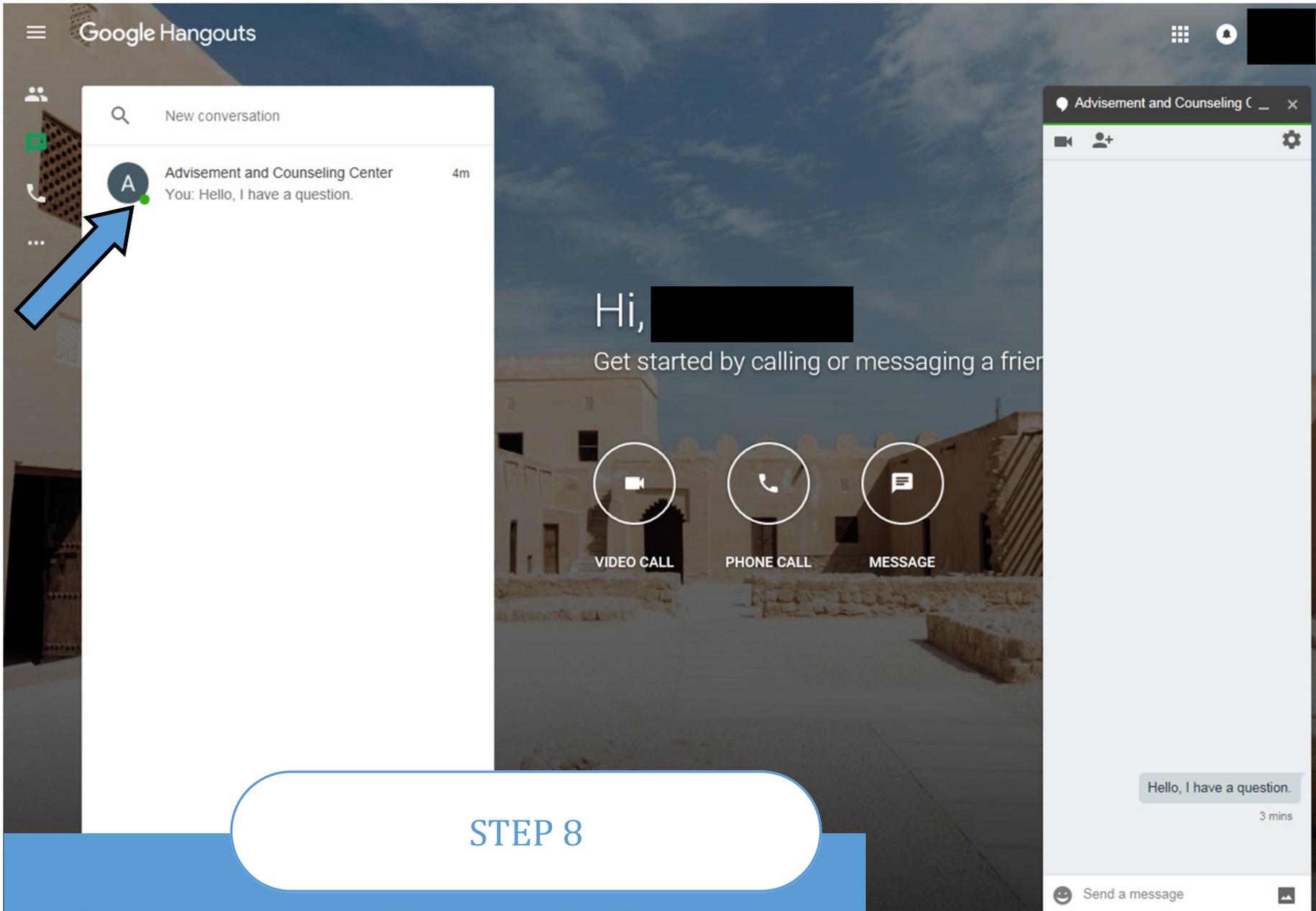
## STEP 6

Send us your question!



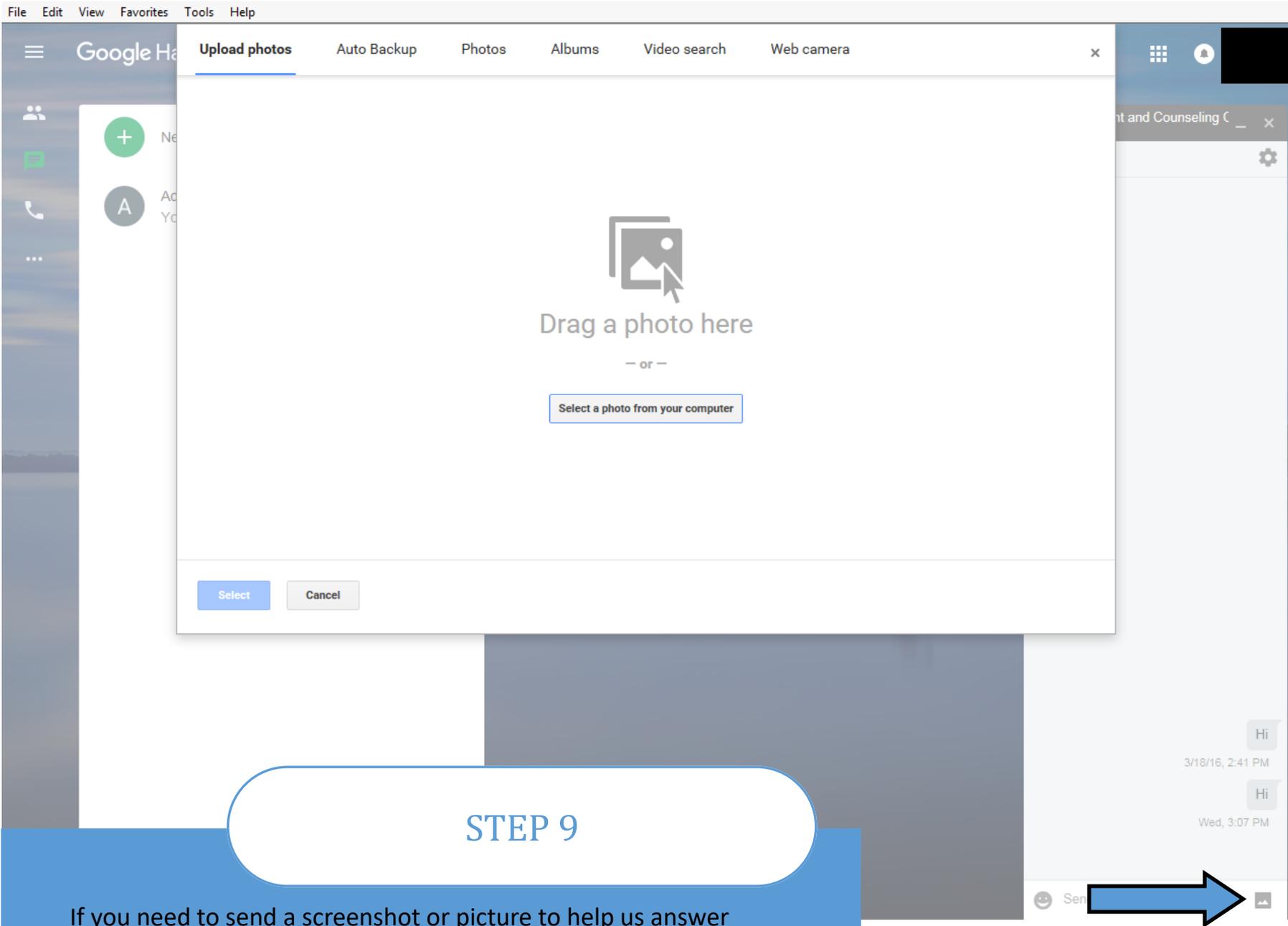
## STEP 7

Once you send us your question it will show up in your conversations.



## STEP 8

If you see this green dot, you know we are online. If we are not online, please email us at:  
[advisementcounseling@massasoit.edu](mailto:advisementcounseling@massasoit.edu).



## STEP 9

If you need to send a screenshot or picture to help us answer your question, you can do so by clicking the picture icon on the messenger and upload it to the message.