

LancerMAIL



All Lenoir Community College (LCC) students receive a Microsoft Office 365 email account called LancerMAIL. It is vital that students regularly check their LancerMAIL. All LCC correspondence will be emailed to students using LancerMAIL.

LCC Student LancerMAIL Address: LancerLOGINID@lancers.lenoircc.edu
(Students should insert their LancerLOGIN ID before the @ sign.)

How do I login my new LancerMAIL Account?

Students **MUST** activate their LancerLOGIN account to obtain their unique LancerLOGIN ID (username) and create their secure password to login their LancerMAIL account.

Activate Your LancerLOGIN Account

- Go to www.lenoircc.edu
- Click **LancerLOGIN**(scroll to the bottom of the page)
- Click **Activate Account** (left pane)
- Click **Activate Account** (green button)
- Type in your **Student ID** number or SSN
- Type in your **last name**
- Type in your **birthdate** (mm/dd/yyyy)
- Create your personal secure **password**
- Retype your personal secure **password**
- Check the *I'm not a robot* box and complete the *picture challenge*
- Click **Submit**

• Login LancerMAIL

- Go to www.lenoircc.edu
- Click **LancerMAIL** (scroll to the bottom of the page)
- Review the page
- Click **Take Me To LancerMAIL** (left pane)
- On the Office 365 page, enter your **LancerMAIL**

email address

LancerLOGINID@lancers.lenoircc.edu

Example: jjdoe00@lancers.lenoircc.edu

- Enter your **Password** (created during activation)
- Click **SIGN IN**

Students must set their language and time zone when logging in for the first time. Time Zone (UTC-5:00) Eastern Time (US & Canada)

LancerMAIL Page

The screenshot shows the Outlook interface for a LancerMAIL account. The browser address bar displays <https://pod51043.outlook.com/owa/#path=/mail>. The page title is "WELCOME!". The sender is Deborah Jo Wilson, Director of Distance Education at Lenoir Community College, with a timestamp of Thu 8/1/2013 2:05 PM. The email content reads: "Distance Education is excited that you have chosen Lenoir Community College!". Below the main text, there is contact information for Deborah Jo Wilson, including her title, address (231 Hwy 58 South, Kinston, N.C. 28502-0188), office and fax numbers, and two email addresses: jlwilson@lenoircc.edu and djwilson45@lenoircc.edu. At the bottom, a quote from Ralph Waldo Emerson is displayed: "Do not go where the path may lead, go instead where there is no path and leave a trail."

How do I compose and send an email?

- Click **New** in the upper left pane of the LancerMAIL page
- In the **To** box, type the **email address** of the person to whom the email is to be sent
- In the **Subject** box, type the **subject** of the email
- Type in your **message**
- Click **Send** in the upper left corner of the message pane

How do I read an email?

- Click **Inbox** on the left to show your messages received
- In the middle pane of the LancerMAIL page, click the **Subject**, bold wording, of the email you would like to view
- The email will show in the right pane of the LancerMAIL page

How do I reply to an email?

- Follow the directions above to read an email
- In the right pane of the LancerMAIL page in the email, click **Reply** (left-pointing arrow)
- Type in your **message**
- Click **Send** in the upper left corner of the message pane

How do I forward an email?

- Follow the directions above to read an email
- In the right pane of the LancerMAIL page in the email, click **Forward** (right-pointing arrow)
- In the **To** box, type the **email address** of the person to whom the email is to be forwarded
- Type in your **message**
- Click **Send** in the upper left corner of the message pane

How do I view an email sent?

- Click **Sent** Items on the left pane to show your sent messages
- In the middle pane, click the **email** you would like to view
- The email will show in the right pane of the LancerMAIL page

Whom Do I Contact if I Need Help?

Helpdesk: 252-527-6223, ext. 513

Robert Nobles, rcnobles42@lenoircc.edu (252)527-6223, ext. 512