

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

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 **LCC Homepage**
- 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 **LCC Homepage**
- Click **LancerMAIL** (scroll to the bottom of the page)
- Enter your **LancerLOGIN ID** (username)
- 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 an Outlook web interface. The browser address bar displays 'https://pod51043.outlook.com/owa/#path=/mail'. The Outlook ribbon is visible with 'Office 365' and 'Outlook' tabs. The left sidebar shows the 'New' button and a search bar. The main content area displays an email from Deborah Jo Wilson, dated 8/1/2013. The email body contains a welcome message and contact information for the Director of Distance Education at Lenoir Community College. At the bottom of the email, there is a quote: 'Do not go where the path may lead, go instead where there is no path and leave a trail.' - Ralph Waldo Emerson.

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