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

![LancerMAIL Account](image-url)
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

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