

Student E-Mail Instructions

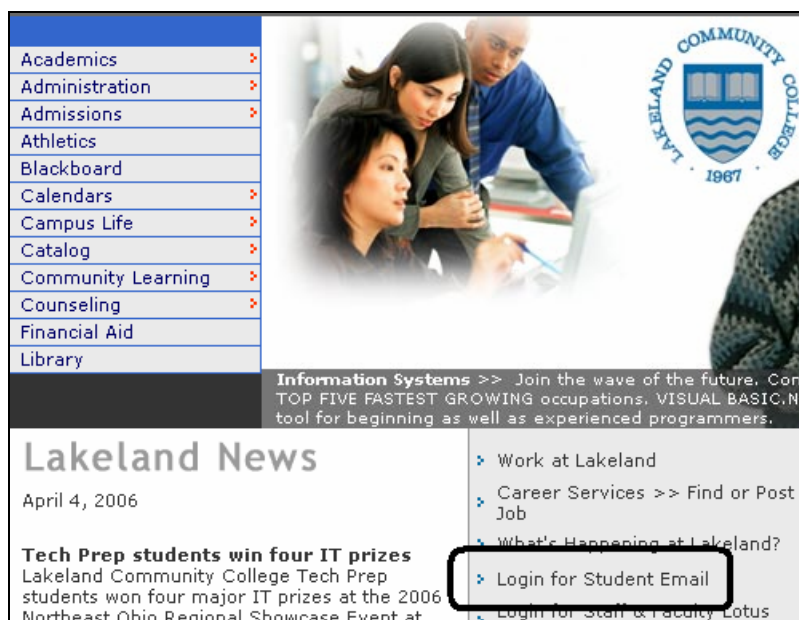
To Login to the student email system using Internet Explorer:

1. Go to www.lakelandcc.edu
2. Click on the link [Login for Student Email](#)

NOTE: If you are using AOL to connect to the Internet, you will have to open Internet Explorer from the Programs Menu after connecting to AOL. Type in the Lakeland Community College homepage address in the URL field: www.lakelandcc.edu. Click on the link to Login to Student Email. Login using the UserId and Password noted above.

IMail Web Client supports these browsers:

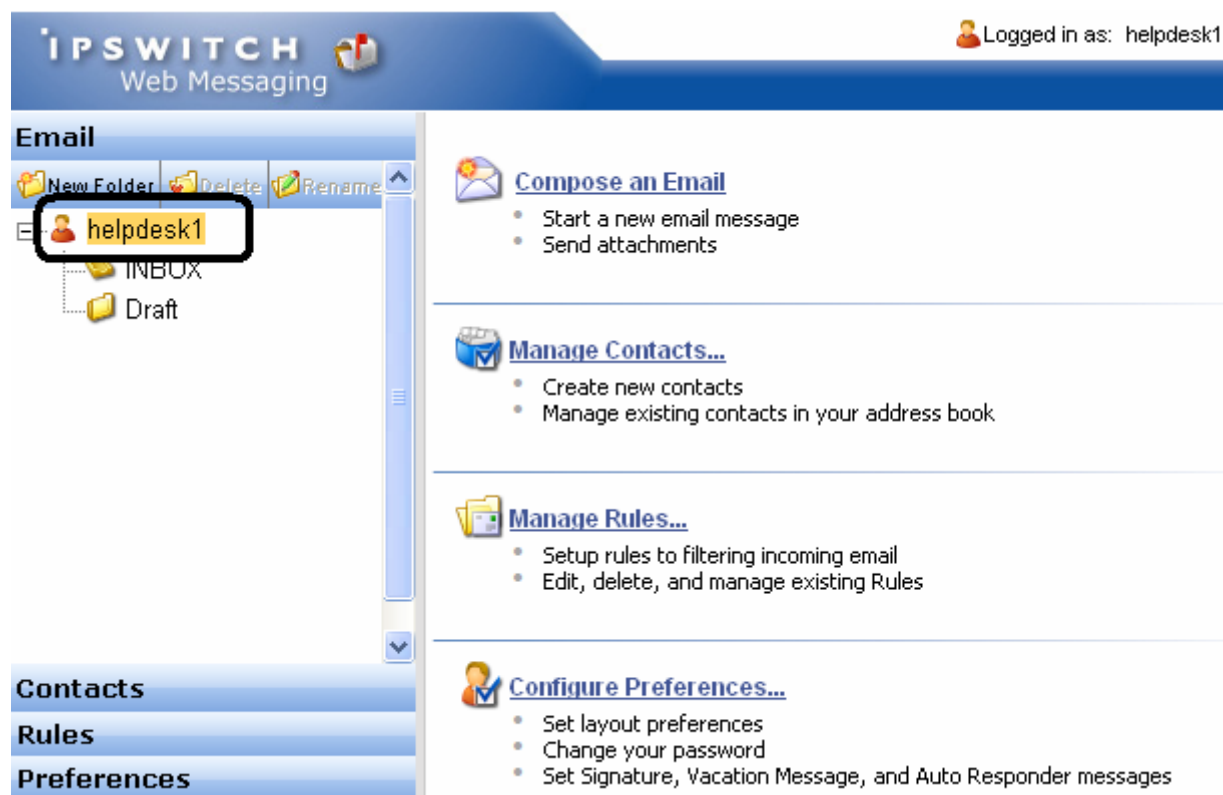
1. Microsoft® Internet Explorer 5.5 or later
2. Mozilla 1.7 or later
3. Firefox 1.0.6 for Microsoft Windows



The screenshot shows the Lakeland Community College website. On the left is a vertical navigation menu with the following items: Academics, Administration, Admissions, Athletics, Blackboard, Calendars, Campus Life, Catalog, Community Learning, Counseling, Financial Aid, and Library. To the right of the menu is a large image of three students looking at a laptop, with the Lakeland Community College logo (1967) in the top right corner. Below the image is a banner for 'Information Systems' with the text: 'Join the wave of the future. Con TOP FIVE FASTEST GROWING occupations. VISUAL BASIC.NI tool for beginning as well as experienced programmers.' Below the banner is a 'Lakeland News' section dated April 4, 2006, with a headline: 'Tech Prep students win four IT prizes'. To the right of the news section is a list of links: 'Work at Lakeland', 'Career Services >> Find or Post Job', 'What's Happening at Lakeland?', 'Login for Student Email' (which is circled in red), and 'Login for Staff & Faculty Lotus'.

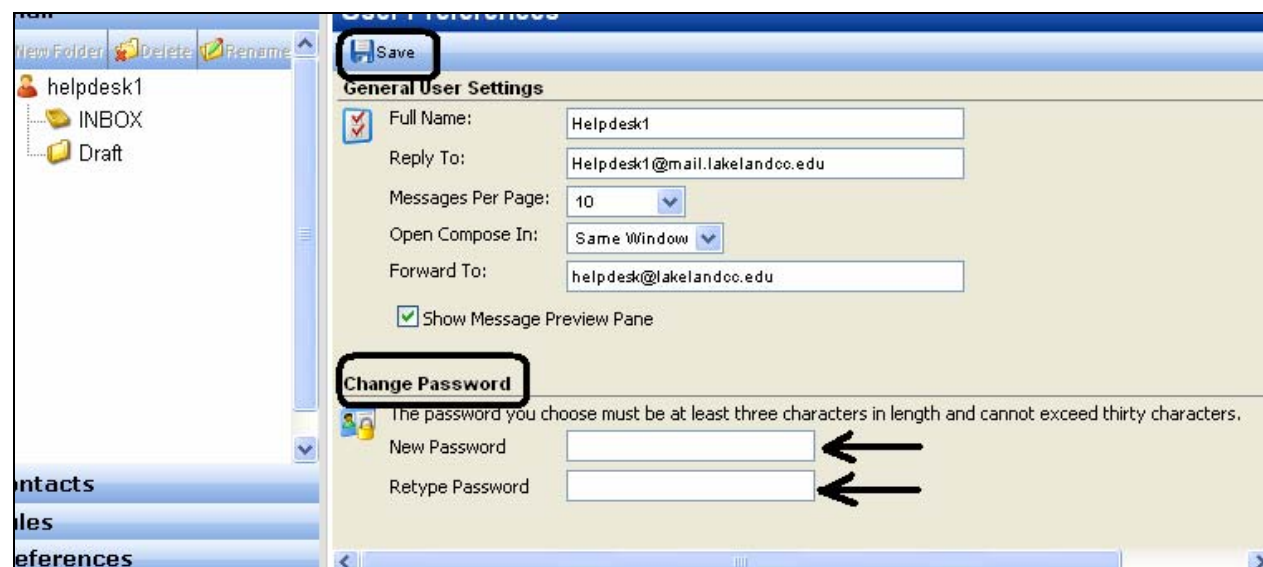
1. When the login page is loaded, type your userid and password in the following configuration:
2. **UserId:** (first initial)(lastname)(digit assigned)
3. **Password:** Your Lakeland ID (8 digit number assigned to every student)
4. This information is found on your registration schedule form or in Lakeland Online in the Personal Information section.
5. Before you login you can view the Email Policy. **By logging in you are accepting the policy.**
6. You can return to Lakeland's Home page if you do not login.
7. You can add this login page to your favorites (for Internet Explorer) or Bookmark it (Netscape). Then you don't have to go to Lakeland's homepage to link to it.

Click on your username on the left side to access the many features available.



Changing the Password

To change your password, click on Preferences in the lower left corner.



The password must be at least three characters in length and cannot exceed thirty characters.

1. Type in your new password
2. Repeat the new password
3. Click on Save.

Forgot your Password?

If you forget your password after you change it, you can contact the Help Desk to have it changed back to the original Lakeland ID Number. We cannot see what your password is, but we can reset it.

**For Help call 440-525-7570 or e-mail the Helpdesk – helpdesk1@mail.lakelandcc.edu
Helpdesk hours are 8am-8pm M-TH, 8am-5pm Friday, and 8:00am – 4:00pm Saturday**

Forwarding your Lakeland student e-mail to another e-mail account

Students can forward their Lakeland email to another account:

Click on Preferences and add the email address in the Forward To: field.



The screenshot shows the 'User Preferences' dialog box with the 'General User Settings' section expanded. A 'Save' button is visible at the top left. The settings are as follows:

Setting	Value
Full Name:	Helpdesk1
Reply To:	Helpdesk1@mail.lakelandcc.edu
Messages Per Page:	10
Open Compose In:	Same Window
Forward To:	username@domainname.xxx
Show Message Preview Pane	<input checked="" type="checkbox"/>