

# Student E-mail

**\*\*\*Log into LOIS to retrieve your username before activating your new student e-mail account.\*\*\***

## Internet Link and more Information:

1. Go to **lsc.edu**
2. Click on the **Laker Mail** box to the left of the picture at the top of the screen



3. Scroll to the bottom and click the link **Log Into Student E-mail**

**Introducing Your Laker Mail Account**

The purpose of the Lake-Sumter Community College student e-mail system, in partnership with Microsoft, is to provide a means of communicating official College information to students and to encourage student participation. Implementation of this policy ensures that students have access to this critical and essential form of communication.

Lake-Sumter Community College has selected an e-mail system that is accessible from anywhere there is an available internet connection, whether at home, local library, in a computer lab, or at any available workstation located throughout our three campuses.

Lake-Sumter Community College, through partnership with Microsoft Live Edu, provides a feature-rich, intuitive electronic mail environment to the Student Community.

[Activate your Account](#)

[Additional Features](#)

**Help and Support**

[First Time Login Instructions](#)

[Laker Mail](#) is intuitive and easy to use. The following support structure is available to all students

[Microsoft Support](#): Frequently Asked Questions, Forums and Online Chat provide information and answers in using the Student e-Mail system.

**Quick Links**

- [Log Into Student E-Mail](#)
- [Frequently Asked Questions](#)

## Logging in for the first time:

1. Make sure your user name is spelled as it is in the college records. Use your full first name not a nickname. For example: use William not Bill or Scooter. In the case of duplicate names there may be a number added to your login. (For example: John.Smith01@student.lsc.edu). Spaces, apostrophes and hyphens are not allowed so your names may not be exactly as you expect. Please check your **LOIS** account for your specific user name information (under **Personal Information** click on **View E-mail**

## Addresses)

The screenshot shows a web application interface with a navigation bar containing tabs for "Personal Information", "Student", "Financial Aid", and "Employee". Below the navigation bar is a search bar with the text "Search" and a "Go" button. The "Personal Information" tab is selected, and the page content displays the heading "Personal Information" followed by a yellow horizontal line. Below the line, there is a text instruction: "To locate your LakerMail address, click on the 'View My Email Addresses' link." Below this instruction are several links: "Change Security Question", "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", and "Update E-mail Addresses".

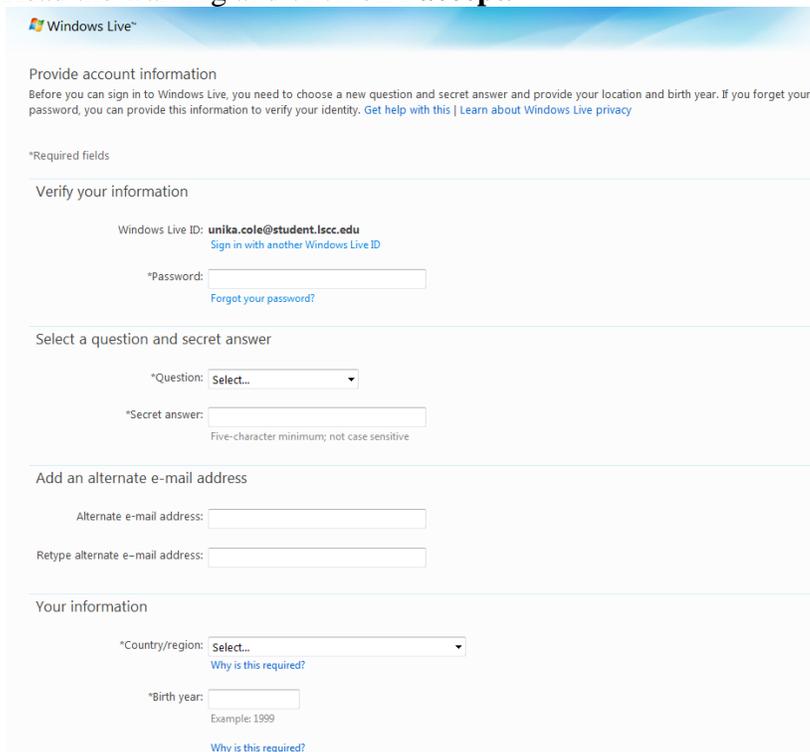
2. The default password is your birth date in the format mmddyyyy (also according to your college records). For example: 05081986
3. If you do not get to the **Provide Account Information** screen, please call **352-435-6500** for login assistance.

The screenshot shows the Microsoft Outlook Live sign-in page. At the top left is the Microsoft Outlook Live logo. Below it is a text line: "One Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE — and other places you see". The page is divided into two columns. The left column is titled "Outlook Live" and contains the text "Don't have a Windows Live ID?" followed by a "Sign up" button and links for "More about Windows Live ID" and "Privacy Policy". The right column is titled "Sign in" and contains a "Windows Live ID:" field with a placeholder "(example555@hotmail.com)", a "Password:" field, a "Forgot your password?" link, two checkboxes for "Remember me on this computer" and "Remember my password", and a "Sign in" button.

### Providing Account Information:

1. You will be asked a series of questions starting with your Windows Live ID (user name). Please enter your account login name again.
2. You may be asked to change your password...it must be at least 6 characters. And please note that the password is case sensitive.
3. The next question is a **secret question and answer**. This is used to verify your identity should you forget your password. You must remember your answer and it is NOT case sensitive.
4. Add an **alternate e-mail** address for mailing you a new password should you forget one. This is not required but is a very good idea if you have another e-mail account somewhere.
5. The **Your information** section is to verify your age and place of origin to stay within the laws for your country and to ascertain if you need Parental Controls. Be sure to enter the birth year exactly as it is in your college records. LSCC cannot fix this if you type it wrong.

## 6. Read the warning and click on **I accept**.



Windows Live™

Provide account information

Before you can sign in to Windows Live, you need to choose a new question and secret answer and provide your location and birth year. If you forget your password, you can provide this information to verify your identity. [Get help with this](#) | [Learn about Windows Live privacy](#)

\*Required fields

Verify your information

Windows Live ID: **unika.cole@student.lsc.edu**  
[Sign in with another Windows Live ID](#)

\*Password:   
[Forgot your password?](#)

Select a question and secret answer

\*Question:

\*Secret answer:   
Five-character minimum; not case sensitive

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

\*Country/region:   
[Why is this required?](#)

\*Birth year:   
Example: 1999  
[Why is this required?](#)

### Microsoft Office Outlook Web Access screen:

1. The first check box is for **low vision or blind** users.
2. **Language** is defaulting to the primary language of the country you selected in Account Information.
3. Your **time zone** in Florida is (GMT-5:00) Eastern Time (US & Canada) so scroll up and click on the correct one.
4. Click **OK** to continue and to acknowledge that LSCC may access your account and may suspend or terminate your account.



Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience

Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the programs will use for all items.

Language:

Current time zone:

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

Connected to Microsoft Exchange  
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## Microsoft Outlook Live Mail screen:

1. The left column contains your email folders, calendar, contact list and a login box for Instant Messaging.
2. The right side is for typing your e-mails and viewing received e-mail.

