



LOUISIANA COLLEGE

STUDENT E-MAIL NEWSLETTER

The Office of Student Development uses e-mail to send out weekly newsletters and timely announcements to Louisiana College students. The e-mail list is comprised of the Louisiana College assigned e-mail address for each enrolled student. To ensure that you receive these important announcements, please check your LC e-mail throughout the semester.

If you would rather use your current e-mail account (Hotmail, Yahoo!, etc.), simply log in to your Louisiana College e-mail account and set the “forwarding” preference so that LC e-mails will forward to your preferred account. The directions for this process are listed below.

Your Louisiana College E-mail Address

The Office of Information Technology assigns each LC student an e-mail address following his or her initial registration at the college. Students previously enrolled at LC should already have a LC e-mail address, and first-time students and freshmen e-mail addresses will be created after registration.

The Office of Information Technology uses the first initial and last initial of each student and the last four digits of his or her social security number followed by “@lacollege.edu” to create the e-mail accounts. The password is the student’s six-digit date of birth.

Example:

Name: John Mark Doe
Student ID: 1234567
Date of Birth: January 1, 1986
E-mail: jd1234567@students.lacollege.edu

User ID: jd1234567@students.lacollege.edu
Password: Jan011986*

For any questions about your e-mail address, contact the Office of Information Technology at 487-7181.

Change Your Mail Forwarding Information & Password

You can have **LC E-mail System Messaging** automatically forward your mail to another mail account. You can also change your password and user preferences using this same process. Go to <http://mail.lacollege.edu/> and log into your account using the username and password that IT assigns to you.

Click the Preferences tab at the bottom left side of the page.

- Save. Click this button **after** you make changes to the user settings, below.

General User Settings (Including Forwarding)

- Full Name. Enter your preferred full name in the text box.
- Reply To. Enter your complete email address in the text box.
- Messages Per Page. Select the number of messages you want to display in the message list.
- Open Compose in. Select one of the following options: Same Window. Use this option if you want to compose your messages in the same browser window. New Window. Use this option if you want to compose your messages in a new browser window.
- **Forward To. In the text box, enter the email address to which you want your email automatically forwarded. For example, you can forward messages to another mailbox besides Inbox by entering the forwarding address.**
- Show Message Preview Pane. Click the check box if you want to view your message in the preview pane. Clear the checkbox if you want to view your message in a new browser window.

Change Password

- New Password. Enter your new password in the text box. Note: Passwords must be a minimum of three alphanumeric characters, cannot include spaces, and cannot exceed thirty characters.
- Retype Password. Retype the new password in the text box.

Be sure to remember your new password.

Add Address to Your Mail Program Address Book If you will be checking your LC e-mail via another e-mail program (Hotmail, Yahoo!, etc.), you need to add the following e-mail address to your e-mail program's address book in order to ensure that the student newsletters and announcements are not considered bulk mail: **studentnews@lacollege.edu**.