LCC Student Email

Email accounts for first-time enrollees may take up to **48 hours to be generated**. This is the ONLY email account used by LCC employees. Check your account regularly for important information and communication regarding classes (particularly on-line classes), financial aid, cancellations, and events.

1. Go to [http://www.labette.edu](http://www.labette.edu)

2. Click the **Email** icon located in the upper right side of the page.

3. Click the **LCC Student Email** icon on the left side of the page.

4. Enter your student email address in the appropriate area using the following format.
   `firstname.lastname@student.labette.edu`

5. Your password will be your last name plus the last four digits of your social security number. (See example below.)

![Password Entry Example](image)

Asterisks will show here when you type your password

Note: If your last name contains only three letters, your **password** will be your first name initial plus your last name plus the four digits. Example: Jane Doe, password would be jdoe#### with #### being the last four digits of your social security number.

If you have a personal Gmail account already setup you will need to choose “add account” and enter the information stated above.

![Add Account Button](image)

If you have the same first and last name of another student already in the system there will be a number at the end of your last name. For example: **john.smith1@student.labette.edu**

*If you have trouble logging on call 620-820-1146 or email computersupport@labette.edu*