

## 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>
2. Click the **Email link** located in the upper right-hand corner of the page.
3. On the left side of the page click the icon for **LCC Student Email**.
4. Enter your student email address in the appropriate area using the following format.  
[firstname.lastname@student.labette.edu](mailto:firstname.lastname@student.labette.edu)
5. Click **Next**.
6. Enter your password. Your password will be your last name plus the last four digits of your social security number.
7. Click **Sign in**.

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

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](mailto:john.smith1@student.labette.edu)

*If you have trouble logging in call 620-820-1146 or email [computersupport@labette.edu](mailto:computersupport@labette.edu)*