



366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

Distance Learning Office

## Being Contacted by Luna and Using Your Luna Email Account

Luna will contact all students regarding any and all aspects of their career at Luna via their Luna email. This email account is generated when you create your Luna Student Account. If you do not know how to do this, please review the FAQ – “Creating Your Luna Account.” In order to use your Luna Email Account, you will need to write down the email username and password generated during the creation of your Luna Account.

Step 1:

To access your Luna email, you will go to Luna’s Home page at [www.luna.edu](http://www.luna.edu). Here you will click on the link called “LCC Webmail”.



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Step 2:

Once you do this, you will see the following screen. To access your Luna email, you will click on “Student Webmail”.



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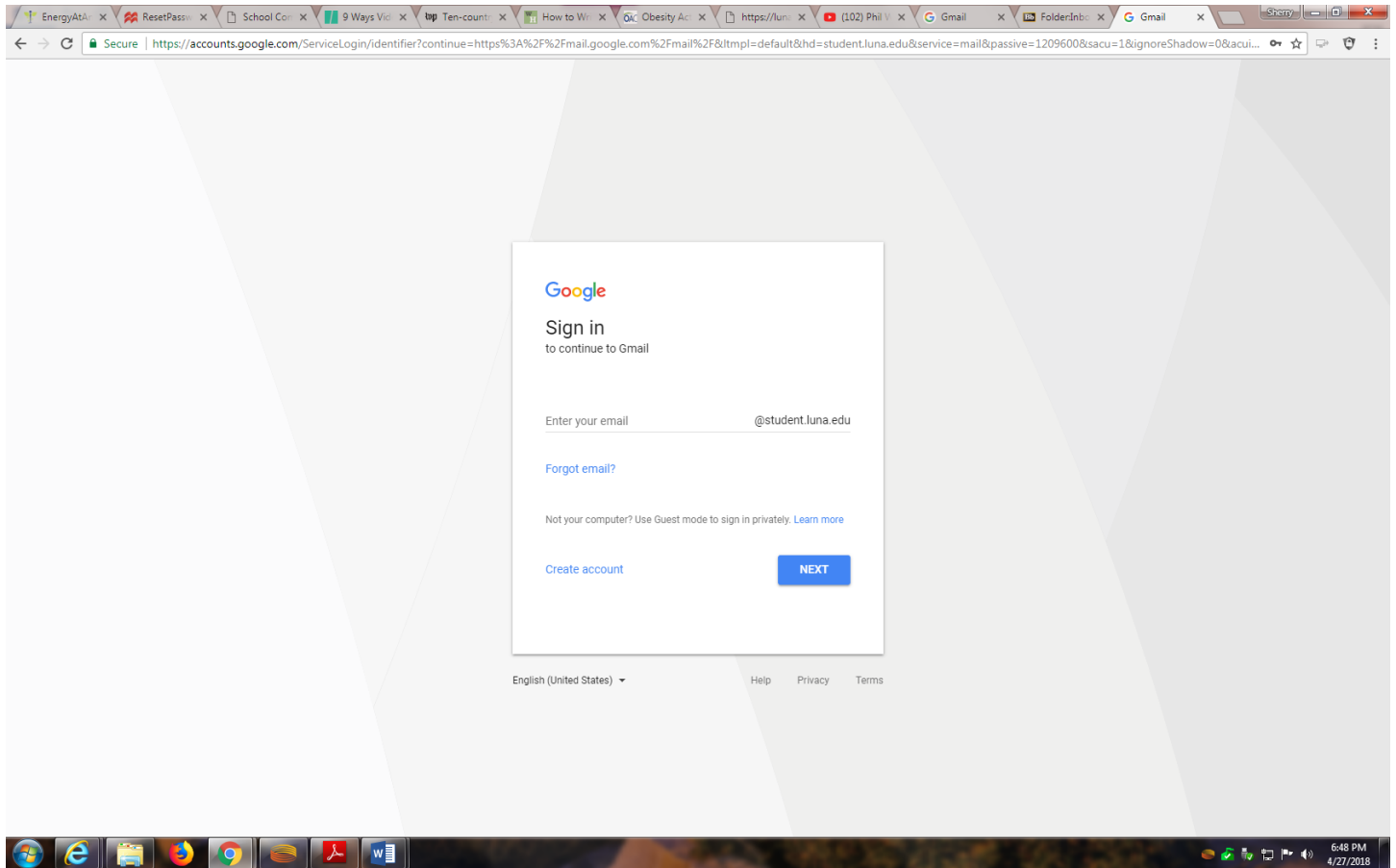


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Step 3:

The next screen you see will look like this. This is where you will enter your Luna email address and password.



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## Step 4

The next screen you come to will be the inbox of your Luna email account. Here is where you will correspond with Luna and Luna will correspond with you.

The screenshot displays a Gmail inbox for a Luna Community College email account. The interface includes a search bar at the top, navigation tabs for 'Primary', 'Social', and 'Promotions', and a left sidebar with various folders. The main inbox area shows a list of emails with subjects such as '[Faculty] Press Release: Michael Adams Resigns from Board of Trustees', '[Everyone] LCC Preschool Receives a 5 STAR Rating', and '[LCC Faculty Senate] Special Meeting this Friday, 4/27'. A blue bar obscures the sender information for the first few emails. The system tray at the bottom shows the date and time as 6:51 PM on 4/27/2018.



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