

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 do to 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. 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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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.

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COMPOSE	Primary	Social 50+tree Promotions 12+tree Hobby J. OAANN Stores, Etsy, T +			
Inbox (4,333)		[Faculty] Press Release: Michael Adams Resigns from Board of Trustees - Colleagues, The following press release was issued by the College today. Thanksl April 27, 2018 Luna's Mich		4:41 pm	n
Important		(no subject)	Ð	4:38 pm	n
Sent Mail		(no subject)	e	4:37 pm	n
Drafts (175)		(no subject)	e	4:28 pm	n
Categories		[Everyone] LCC Preschool Receives a 5 STAR Rating - LCC Rocks!! Great work Preschool! On Fri. Apr 27, 2018 at 2:55 PM. Brenda Orteoa https://www.com.everyone.com [Everyone] LCC Preschool Receives a 5 STAR Rating - LCC Rocks!! Great work Preschool! On Fri. Apr 27, 2018 at 2:55 PM. Brenda Orteoa https://www.com.everyone.com [Everyone.com.everyone.com		4:13 pr	n
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Fall 2013 student as			_	1:34 pr	n
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More -		[LCC Facury Senate] Facury Senate Meeting Today!! - HI Cher Jessica, Thank you for the reminder. See you this antermoon and have a great day! Geno Un Ph, Apr 21, 2016 at 11:29 AW,	e	12:11 pm	1
		Last Essay (Eng U98 Summer 2018) - Glad to help! Yay. On Fin, Apr 27, 2018 at 11:37 AM Alice Rood <alice rood@student.luna.edu=""> wrote: Will do. Also, I wanted to thank you. Earlier to</alice>		11:37 am	1
		[LCC Faculty Senate] Special Meeting this Friday, 4/27 - Sounds good, thanks! On Fir, Apr 27, 2018 at 11:15 AM Jessica McGee wrote: Thanks for letting me know SI		11:15 am	1
		[Faculty] Updates from yesterday's BOT Meeting - Thank you for keeping us informed. The summaries are helpful and much appreciated. Lin Chibante On Tue, Apr 24, 2018 at 11:26 AM, I		10:02 am	1
		[Faculty] End-of-Year Events Calendar - Colleagues, Attached is a list of upcoming events. If you would like to make additions, please let me know. Good luck to our athletes and congratul	e	9:08 am	1
		[Everyone] Reminder of Payroll Deadline - Today, Friday, 27, 2018 - Good Morning Everyone, TGIFI Hope you all are having a great week! Just a friendly reminder that the payroll dead		8:03 am	1
		[LCC Faculty Senate] - Respected Sir/Madam, International Conference on Newfangled Methods of Physics, Chemistry and Mathematics (ICNMPCM) is an online conference and calling		12:02 am	1
		Avocados - What Avocados REALLY do to your body If you no longer wish to receive emails from Natural Health Sherpa, please go here to remove yourself from our list. To guarantee you		Apr 26	;
		[Everyone] Press Release: Eugenio Perez IV Joins LCC Board of Trustees - Colleagues, My pleasure to share the following press release. Join me in welcoming our new Trustee. April 26		Apr 26	5
		[Everyone] Weekly Activities Cathy Schweid Administrative Assistant/Physical Plant Luna Community College 366 Luna Drive Las Vegas, NM 87701 505-454-5305 X1611 cschweid	O	Apr 26	3
			P* (·) 6:51 4/27	I PM /2018



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