



Distance Learning Office

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

## Using Your Luna Email Account

Luna will contact instructors regarding much of their business as Luna instructors via their Luna email. Luna's email will be used to email class rosters, early alert forms, mid-term and final grade rosters (in many cases) and countless other important Luna information. Please check this email often as important documents and information are disseminated on a daily basis. This email account is generated when your director sets up 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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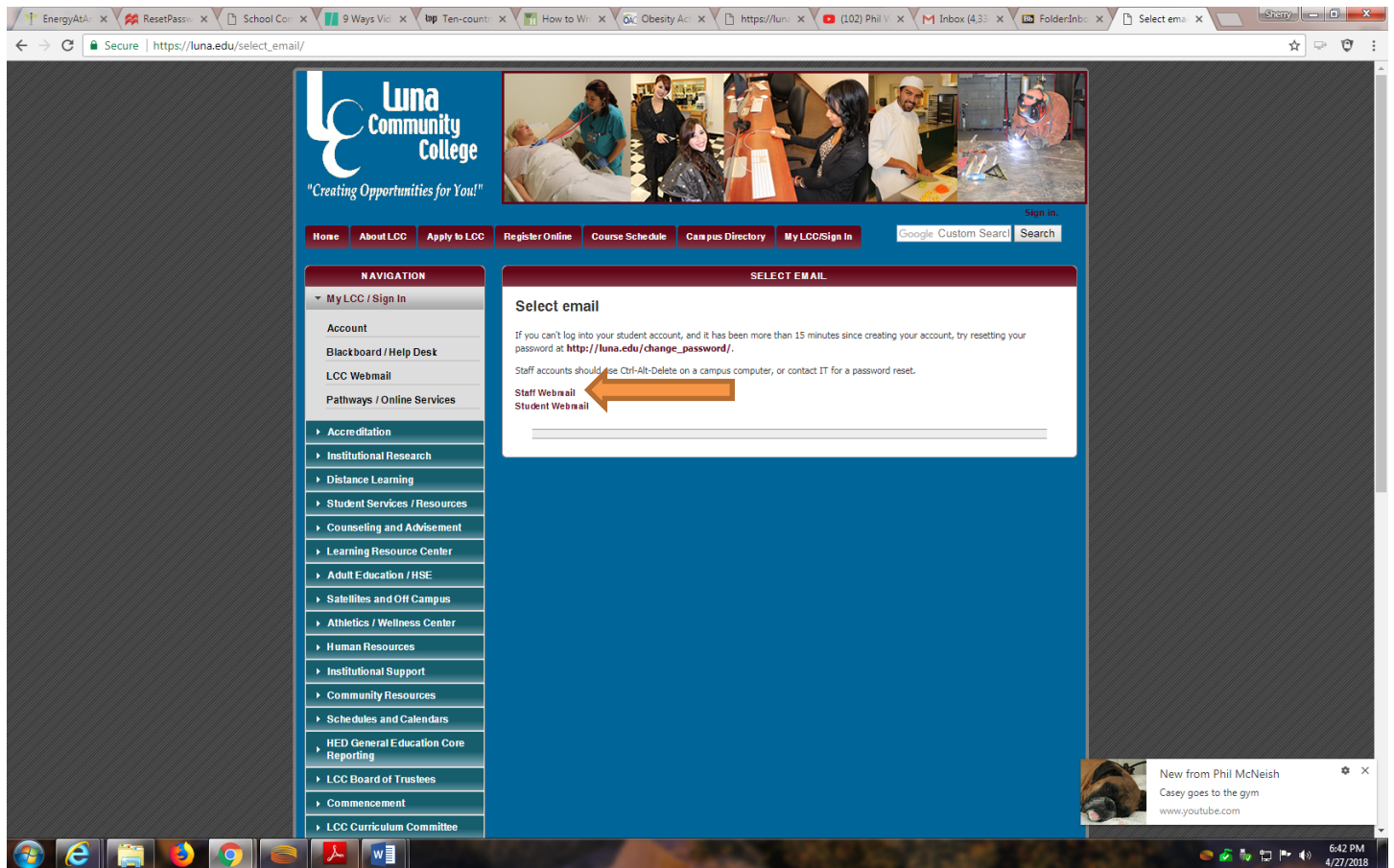


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Step 2:

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



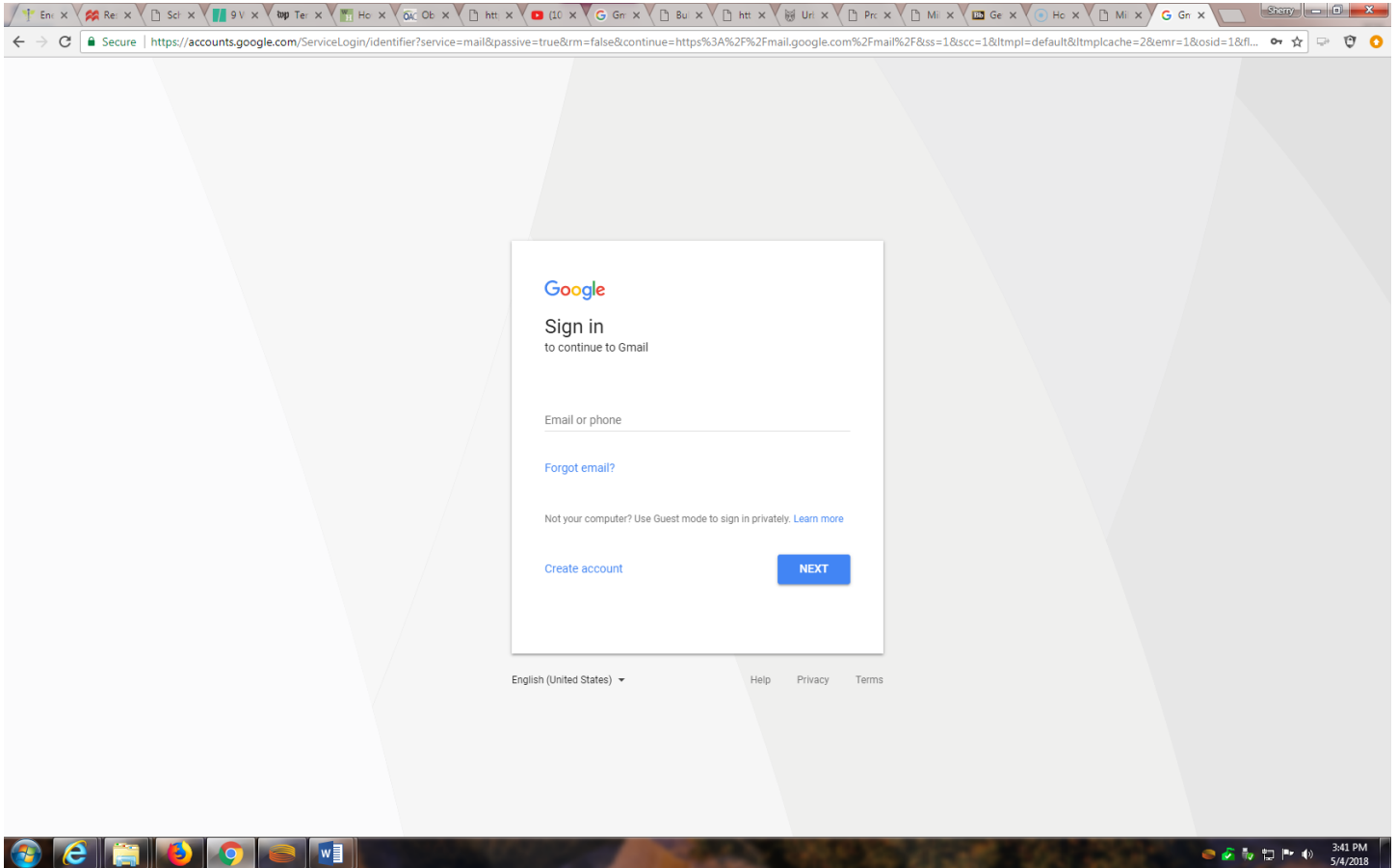


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Step 3:

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 faculty, staff, and students, and they 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 folders like 'Inbox (4,333)', 'Starred', 'Drafts (175)', and 'Categories'. The main 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 vertical bar obscures the left side of the email list. The system tray at the bottom shows the date and time as 6:51 PM on 4/27/2018.



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