Student E-mail  ***Log in to LOIS to retrieve your username before activating your new student e-mail account***

1. Go to Lake-Sumter State College Website. (http://lssc.edu/Pages/default.aspx)

2. Click here or on the LOIS icon in the center of the webpage:

![LOIS Icon]

3. Log into LOIS using your X-ID and password. To find your specific e-mail username, click on the Personal Information tab and then choose View E-mail Addresses.

![Personal Information Tab]

To locate your LakerMail address, click on the “View My Email Addresses” link.

- Answer a Survey
- Change Security Question
- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses
- Update E-mail Addresses
- Directory Profile
- View Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Change your PIN

Need to update your PIN? Change it here.

RELEASE: 8.3.2
4. Once you click on View E-mail Addresses you will see your Student E-mail Address:

5. On the website as shown in the photo above, you can click the blue “here” link to proceed to log in to your e-mail, or you can click the following link LakeHawk Mail Login Area.

6. Once you have reached the Office 365 Login screen you will see the screen below:

7. Your e-mail address will be entered in the first box (email or phone). You must type your e-mail address exactly how it is displayed in LOIS. (for example: john.doe@student.lssc.edu)

8. Your password will be your birth date in the MMDDYYYY format. For example, if your birthdate is May 18, 1990, your temporary password to log in will be 05181990.
9. Upon logging in, you will be asked to update your password. Start by re-entering your old password followed by a new password.

10. Next, you will be asked to select the language you would like to use as well as the time zone you are currently in.
11. On the next screen, you will see the following:

From here, you have the option of taking the user tour to become more acquainted with Office 365, learning the basics by reading the quick start guide, or choosing to go directly to your mailbox by clicking Inbox at the bottom or Outlook in the top left portion of your screen.

12. You should now have access to your student e-mail account.

If you are unable to access your account for any reason, please contact the Student Helpdesk at (352) 435-6500.