Webmail

1. Go to the Lake Erie College website: www.lec.edu

2. Click on the Webmail link located on the upper right hand side of the page

3. When you see the “Welcome to LECMail” page, type in your username and password.

   The username is your **network** username.

   The password is your network password.

   (Note: LEO has a different user name and password!)

4. How to setup your smartphone to access Lake Erie College webmail
   a. **Android**: To add another Google account, open your device's settings app and find the accounts section. Follow the prompts to add your Lake Erie email account.

   b. **iPhone**: There are two options – use the “native” mail app, or download the GMAIL app. Both work and either one is fine. If you are in doubt, use the GMAIL app!

   c. If you need additional help setting up your mobile email access, **see the ”Mobile” section after clicking on the link labeled “GMAIL Help Center” on the IT Support Page.**

5. Note the following about your Lake Erie College email account:
   a. Your email address is your network username followed by “@lec.edu”
      If my network username is “jfreshman”, then my email address is **jfreshman@lec.edu**
      Your email address does NOT end in “@gmail.com”!!!!!!
Webmail

b. If you need some help getting started with GMAIL, or simply are looking for an answer to a question about using GMAIL, see the link labeled “GMAIL Help Center” on the IT Support Page.

c. Student mass email policy:

All students, faculty and staff are issued a campus email address and are granted access to a shared computer or Network system. As a member of the Network community, all users are responsible for knowing and adherence to the policies set forth by Lake Erie College. Additional copies of the “User Agreement” policy are available from Information Technology.

Mass Email Notification
Email is an important form of communication on the Lake Erle College campus. Students are required to check their campus email on a daily basis for announcements, news or correspondence from faculty and staff members. Email should be read, responded to and deleted in a timely manner.

Students who wish to send a mass email notification to all students at Lake Erie College are required to send a draft of their email to a Student Life Office professional staff member at least two business days prior to the desired date of notification. Members of current student organizations should work directly with Kim Mariotti (kmariotti@lec.edu). The Student Life Office will not endorse or show favoritism toward any student(s), organization(s) or team(s) when sending an email.

Content should be accurate and include all pertinent information. The information provided by the responsible student(s) is what will appear, in the format provided, unless it is deemed inappropriate.

Prohibited

- The sale of books, goods or services that are not directly related to fundraising efforts of a current student organization or team will not be sent out.
- Advertising of off-campus venues will be strictly limited and cannot directly include mention of alcohol, tobacco, sex or illegal activity.