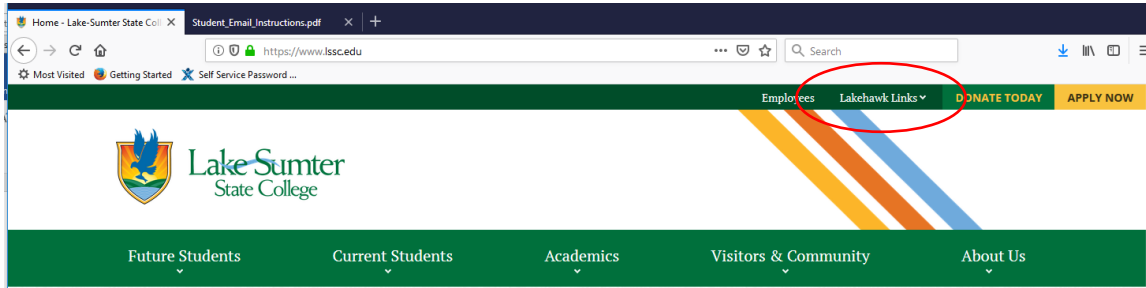
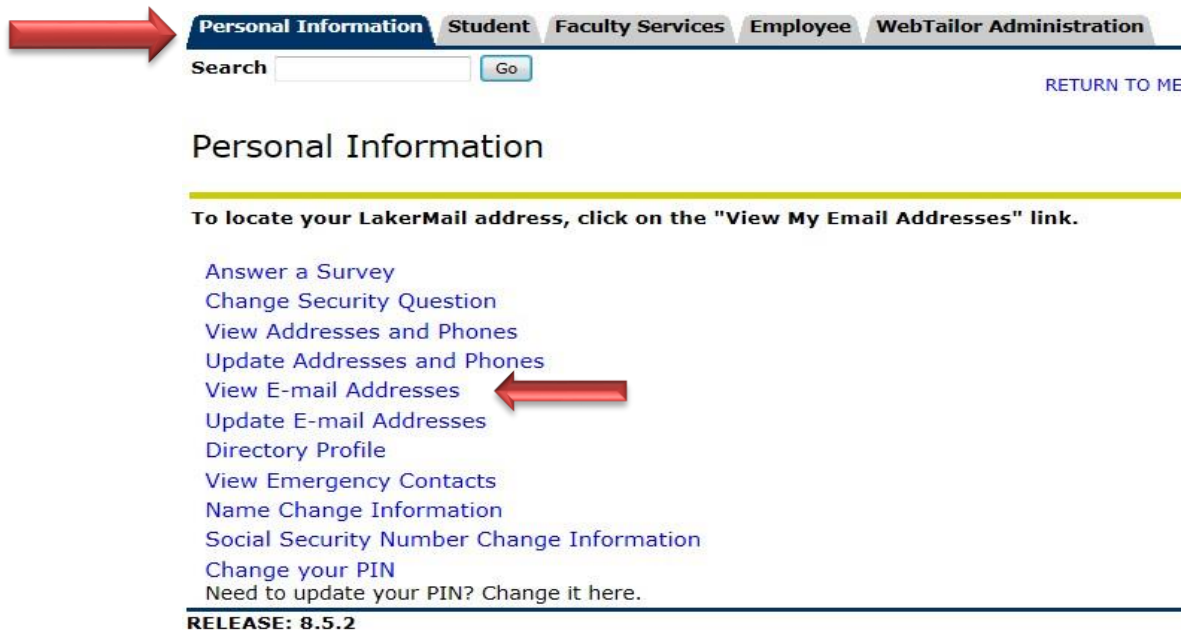


Student E-mail *Log in to LOIS to retrieve your username before activating your new student e-mail account*****

1. Go to [Lake-Sumter State College Website](http://lssc.edu). (<http://lssc.edu>)
2. Click on Lakehawk Links on the top right side of the website and choose LOIS.



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.



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

Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

View E-mail Address(es)

i Your active e-mail addresses are displayed in order by address type.
Your new LSSC student e-mail address is listed below. Lakehawk e-mail instructions may be found at <http://lssc.edu/lakehawk/Pages/default.aspx>. If you do not need additional help, click [here to begin](#) using your new e-mail address!

E-mail Addresses

Student E-mail Address

Jane.Doe@student.lssc.edu

[Update E-mail Address(es)]

RELEASE: 8.7

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 Microsoft Login screen you will see the screen below:

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

7. Your e-mail address will be entered under Sign in in the box. 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 password to log in will be 05181990.

9. Next, you may be asked to select the language you would like to use as well as the time zone you are currently in.
10. On the next screen, are the applications that you may use. For your mail, choose either Outlook or Inbox.
11. You should now have access to you student e-mail account.

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