1. From the NCCC website, <u>www.neosho.edu</u>, click on the InsideNC option shown below.



2. Log in to your InsideNC account using your 4-7 digit Student ID# as your User Name, and the default Password of 'neoshoxxxx' where the x's represent the last four digits of your social security number.



3. From the default 'Home' tab, locate the 'Mailbox Portlet' link in the left hand navigation pane under the heading 'Portal'. You will also see this link in the lower right hand of the screen. Click the 'Mailbox Portlet' link, then click 'next'.

Portal Home	Access
<u>Campus News</u> <u>Course Schedules</u> <u>MailBox Portlet</u>	<u>Campus News</u> <u>CHANUTE CAV</u> Fri Sectember 3
Add a Page Context Manager	MailBox Portlet
a	Welcome to the MailBox portlet! This portlet is designed to give you access to your email account from within our school's web portal. To setup your mailbox or update your password, click 'wext'

JICS 8.2.2 / eLearning1.2.1

4. When prompted to 'Choose a service to setup', click on the link for 'NCCC Student Email'.

	MailBox Portlet				
	Choose a service to setup.				
$\subseteq$	NCCC Student Email				

NOTE: During the setup process of your Mailbox Portlet, you may receive a pink colored box with a link to 'Update Credentials'. If you do see this pink box, click on the link to 'Update Credentials'.

Portal	0 8
HallBox Portlet	
Choose a service to setup.	
NCCC Student Email	Update Credentials

5. Enter your credentials using the following as a guide (if your name was Peter Panther).

		х
Please sign in to your account.		
First/Last Name:	Peter Panther	
Email Address:	peter.panther@student.neo	
Verify Email:	peter.panther@student.neo	
Email Password:	•••••	
	Save	

**First/Last Name** - This is how your instructor will identify you. If you go by 'Susie' instead of 'Suzanne', or 'Jon' instead of 'Jonathan', please feel free to use that name.

Email Address – Your email should be formatted <u>firstname.lastname@student.neosho.edu</u>.

**Password** – The default password is generally set to 'neoshoxxxx' where the x's represent the last four digits of your social security number.

## Configuring your Mailbox Portlet

6. Click 'Save'. If your account setup was successful, it will bring you to a screen showing your inbox that should look similar to the screen shot shown below.

Portal	Portal						
۵۵ 🥙 🔸	cess 🛞 Options 🛛 🍪 Setting	s 🔟 Layout 🔀 Rearrange 🕅 Moxie Manager					
Nailfox Portlet							
			Import         Import Message         Import Selected         Import Move Selected				
Show 10 - entries Search:							
	From	Subject	Date Received				
	Google	New sign-in from Internet Explorer on Windows	12/7/2016 3:25:36 PM				
	Kerrie Coomes	Chanute Students	12/5/2016 12:50:58 PM				
	Kyle Bures	TLC Ottawa Update	12/5/2016 10:01:08 AM				
	Tristan N. Jones	NCCC Ottawa Student Senate General Body Meeting	11/30/2016 3:53:49 PM				
	Kyle Bures	<u>TLC Availability (12/2 - 12/5)</u>	11/29/2016 10:16:56 AM				
	Kerrie Coomes	Chanute Students-Tragic Events	11/27/2016 6:20:14 PM				
	Kerrie Coomes	Tragic News	11/18/2016 4:32:11 PM				
	Jon Seibert	FW: Chanute Residence Hall Students - Wifi Update	11/17/2016 9:52:41 AM				
	Tristan N. Jones	What's up with PTK?!	11/15/2016 5:02:07 PM				
	Tristan N. Jones	Ottawa Campus Email	11/15/2016 4:56:22 PM				

## **Troubleshooting Tips:**

If you received an error message, it is most probably linked to a password error or Google Security settings.

- 1) Have you changed your password from the original default password? You may contact webhelp@neosho.edu 24x7 to have your password reset.
- 2) Are you using Google Chrome as your browser? Consider using another browser, then refer to the Help Files page of NC 105 under 'Documentation' for Troubleshooting documents and follow the instructions provided in 'Lower your Security Settings' document. Once the setting is changed, return to InsideNC and try again.