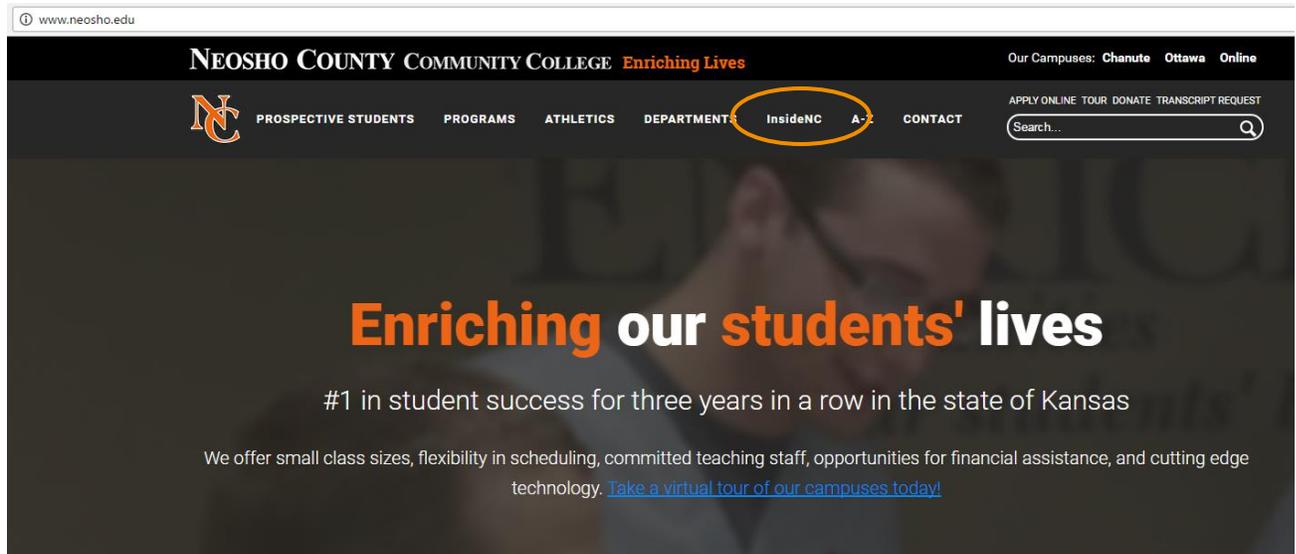
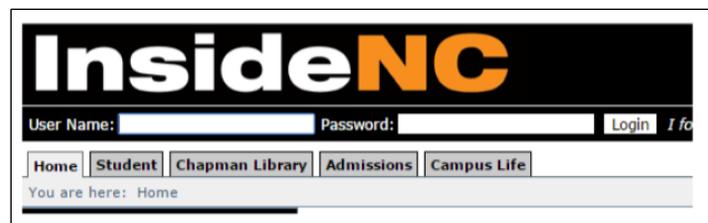


# Configuring your Mailbox Portlet

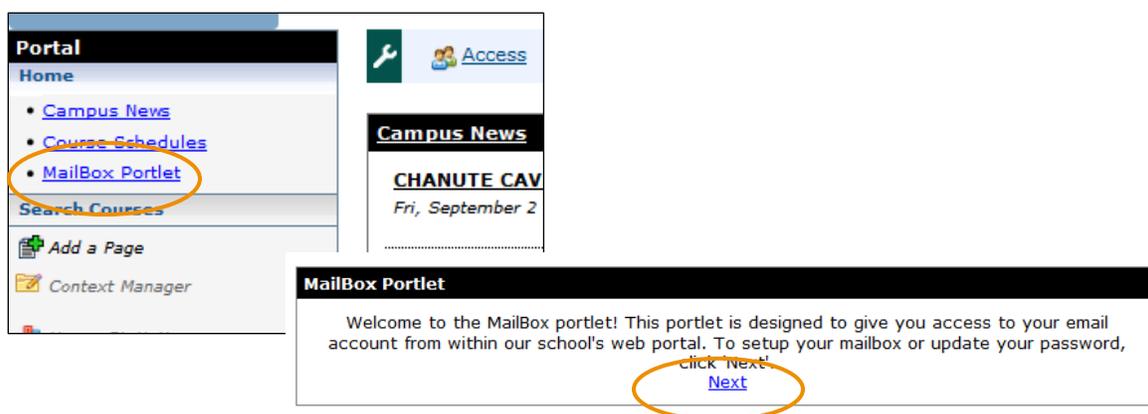
1. From the NCCC website, [www.neosho.edu](http://www.neosho.edu), click on the InsideNC option shown below.



2. Log in to your InsideNC account using your 4-7 digit Student ID# as your User Name, and the default Password of 'neoshoxxx' 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'.

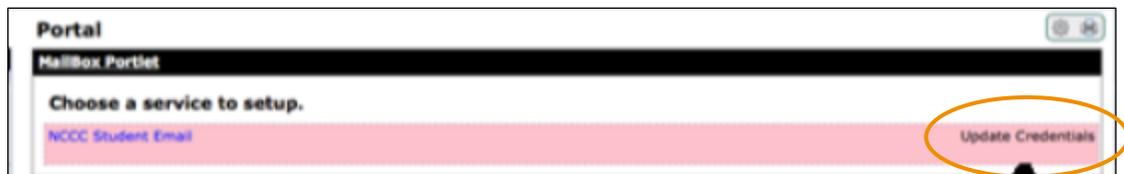


# Configuring your Mailbox Portlet

- When prompted to 'Choose a service to setup', click on the link for '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'.



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

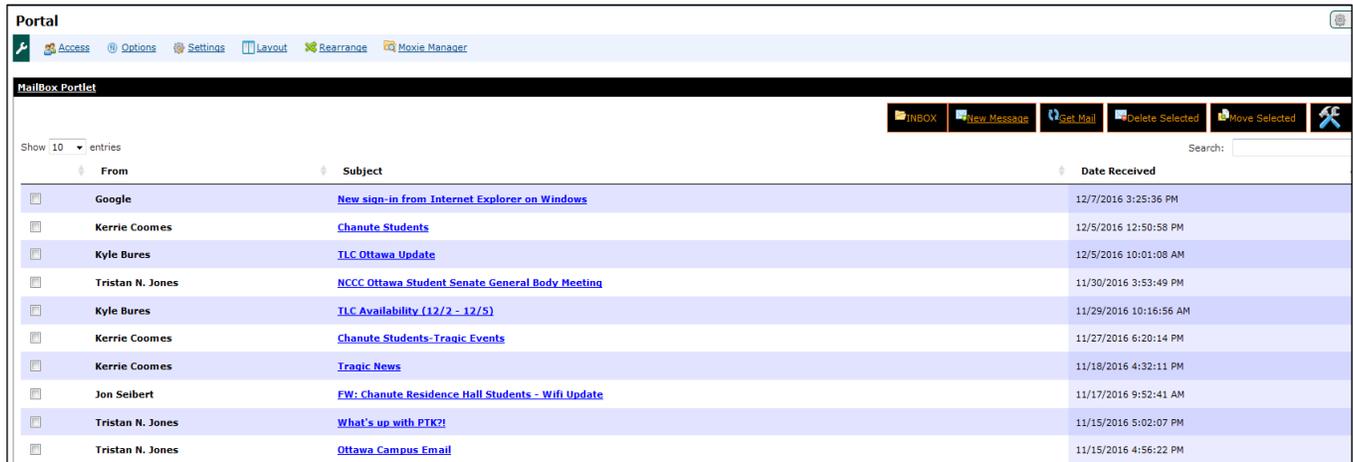
**First/Last Name** - This is how your instructor will identify you. If you go by 'Susie' instead of 'Suzanne', or 'Jon' instead of 'Jonathan', please feel free to use that name.

**Email Address** – Your email should be formatted [firstname.lastname@student.neosho.edu](mailto:firstname.lastname@student.neosho.edu).

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

# Configuring your Mailbox Portlet

- 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.



## 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](mailto: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.