# Student Email Access Procedure

Introduction: Official College e-mail accounts are created for students 24 hours prior to the first day of class each semester (for those who do not already have an account), NOT upon their application to the College. The usernames for email accounts are the same as those for LOLA accounts, and generally use the following format: firstnamelastname@student.nunez.edu (e.g., johndoe@student.nunez.edu.)
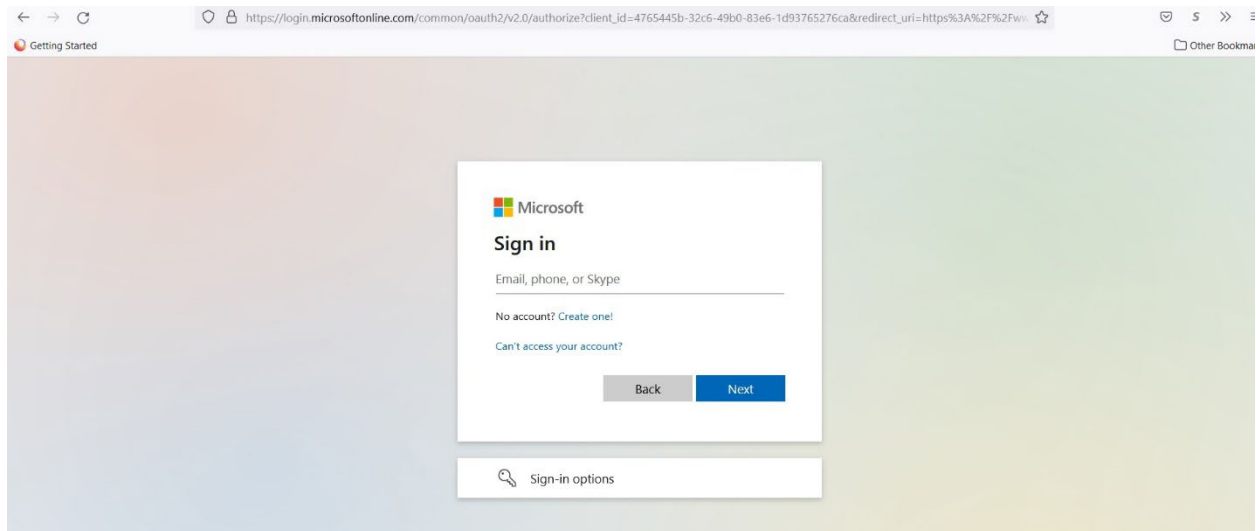
In order to access your account, you will first need to go to the Nunez.edu homepage and click on the password reset tool link shown below:
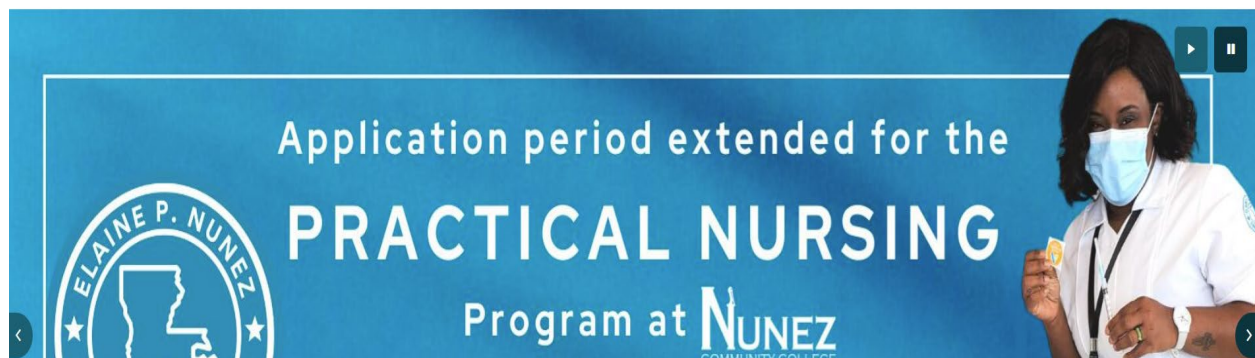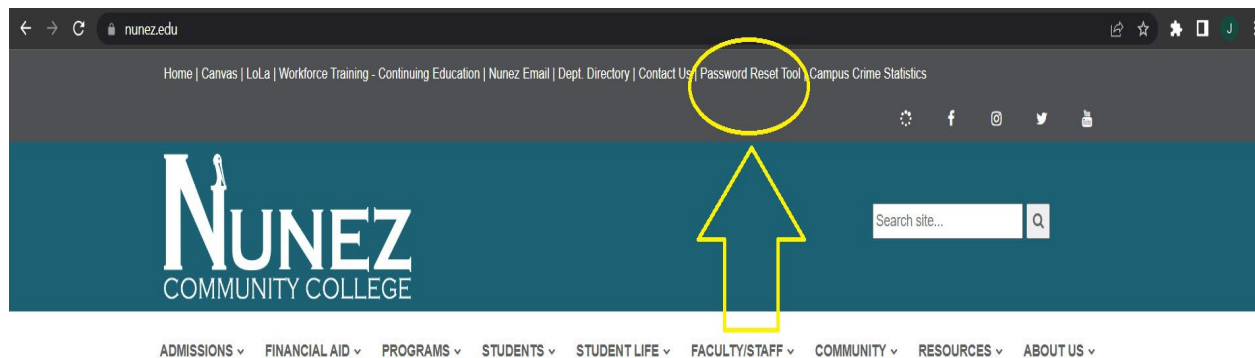
You will then enter your LoLA Username using the structure mentioned in the introduction; afterwards, you will be asked to confirm your identity by answering the on-screen questions. Once you have reset your password, navigate back to the Nunez.edu webpage and then click on the email link as seen below:
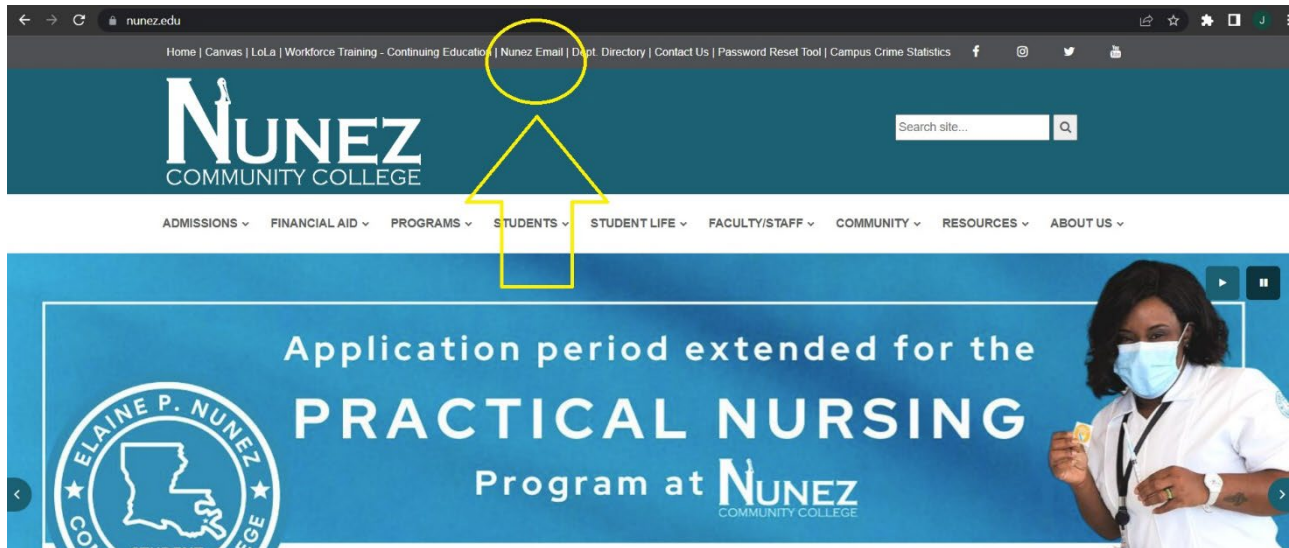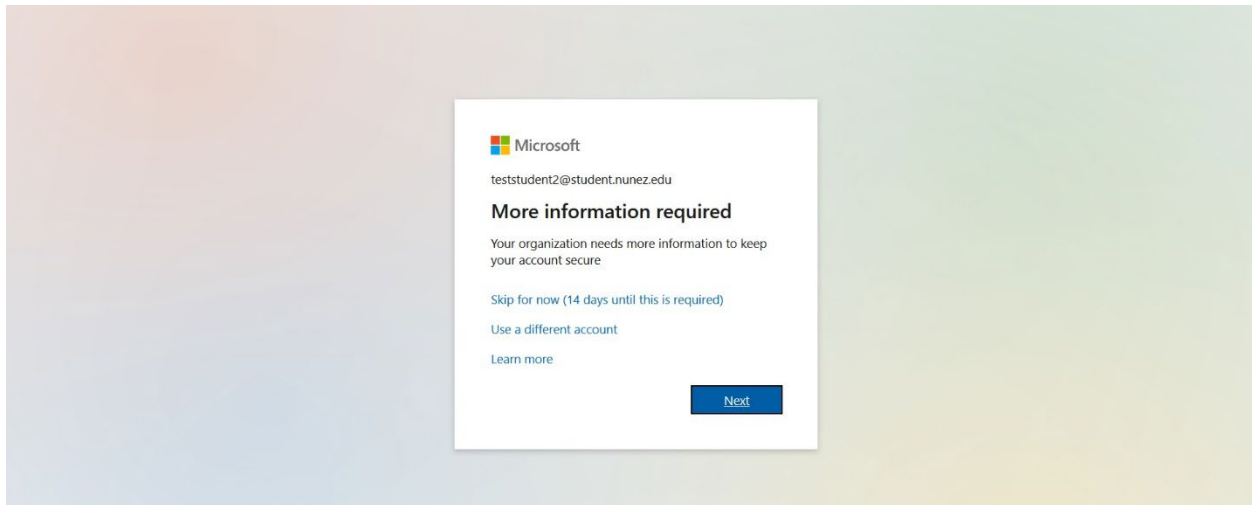

On the following screen, you will first be asked to enter your e-mail address as seen below:

You will then be asked to enter your password.

Nunez utilizes Two Factor Authentication (TFA) in order to better protect the accounts of faculty, staff, and students. The first time you access your e-mail, you will be asked to set up additional security measures as shown below:
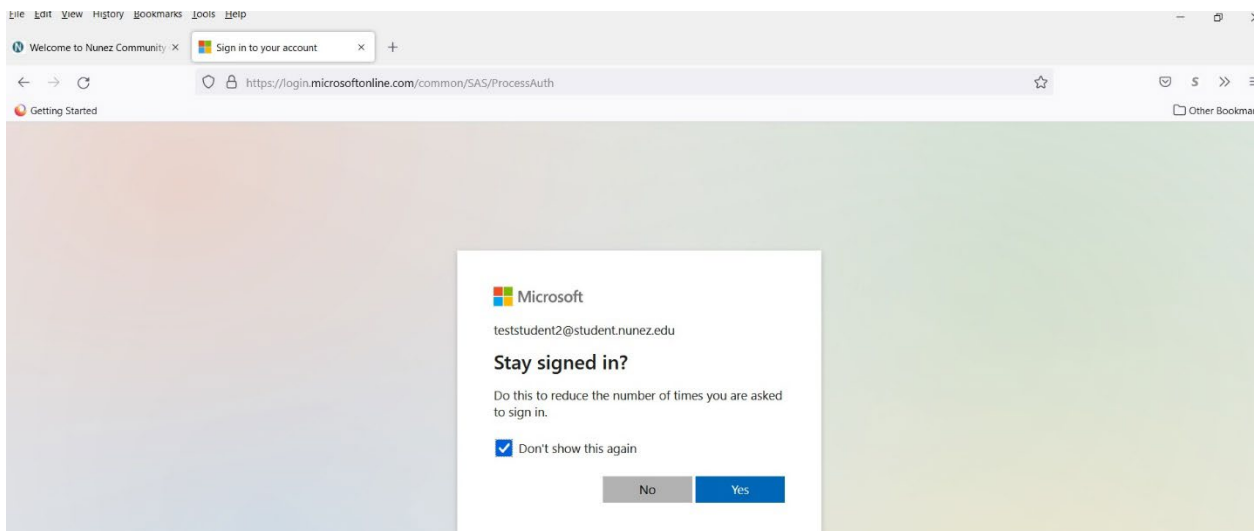
Follow the on-screen instructions to set up the Microsoft Authenticator:
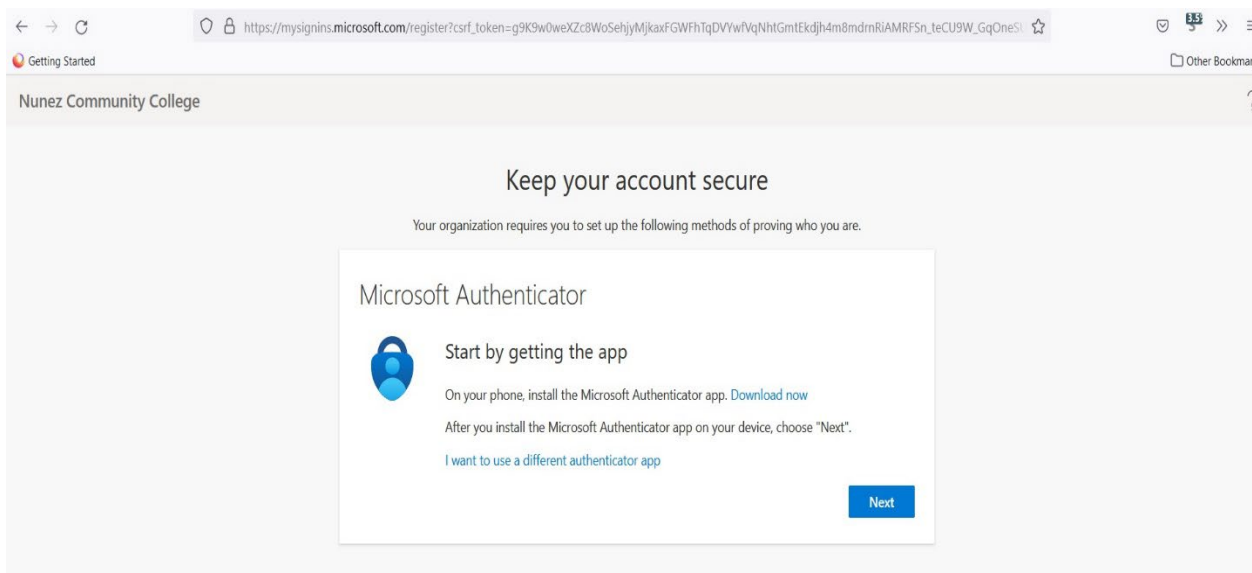
Once you have connected your account to the Microsoft Authenticator, you will see the following message:
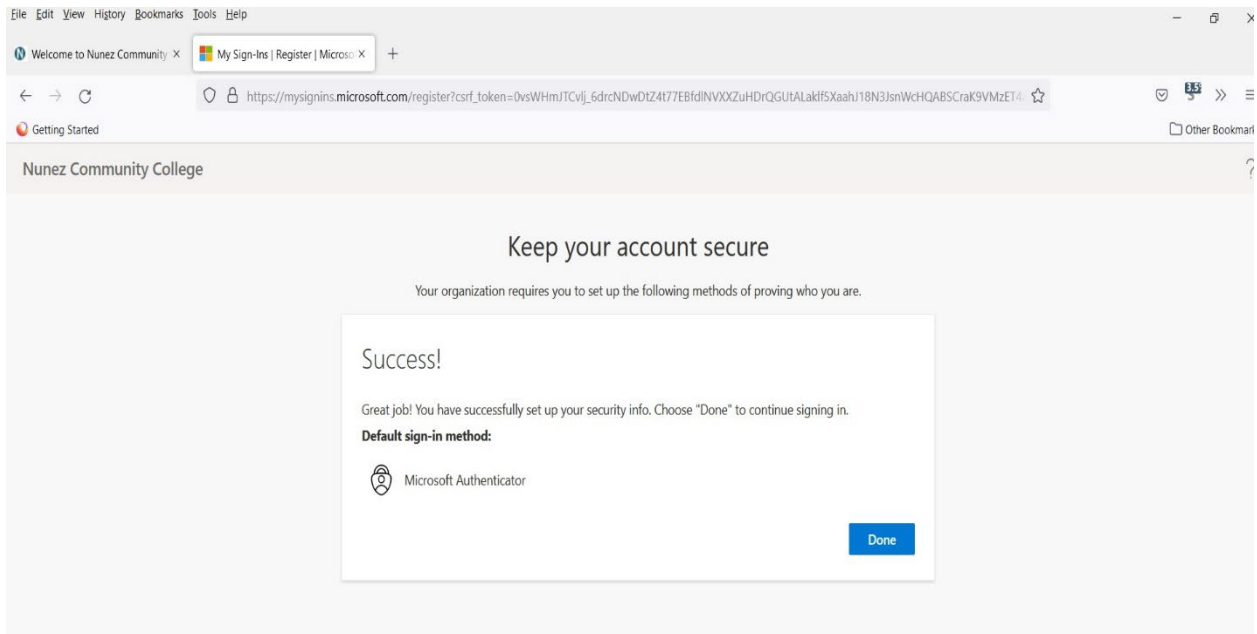
Once you click "Done," you will be brought to the screen seen below; click No to continue.

Next is the first screen when logging into your e-mail (seen below); you can click Outlook on the left-hand side to access your e-mail, or if you want to download a copy of office to your home computer, click Install Office on the right. (From this screen, you also have the option to access the online versions of Office as seen on the left.) Note: This screen will appear each time you log into your e-mail.
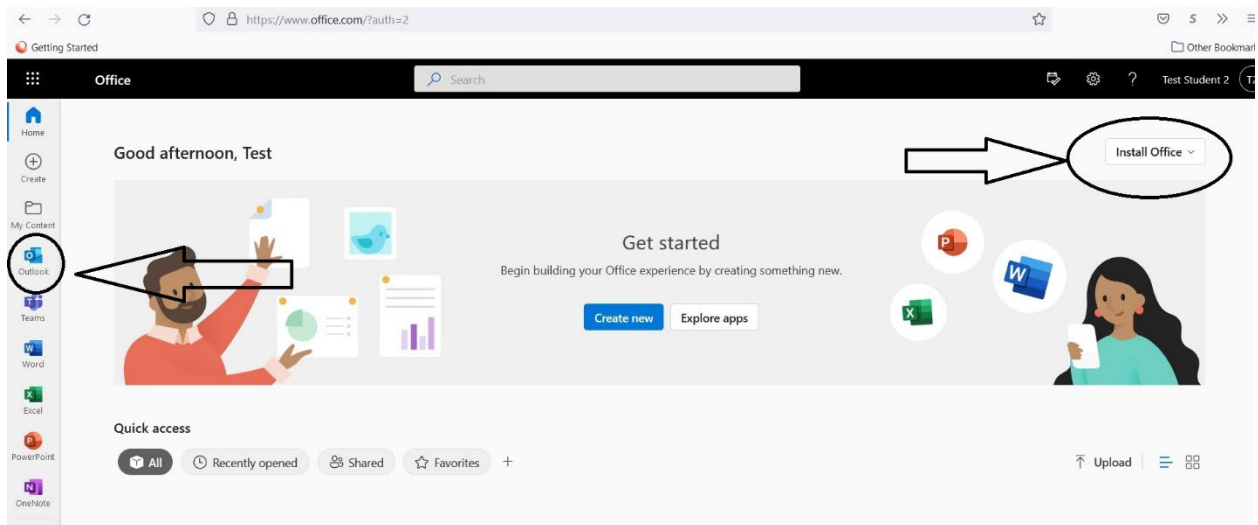
Don't forget when you are finished using your e-mail, especially when utilizing on-campus computers, to log out by clicking your name in the upper right-hand corner of your screen; then select "Sign Out" as seen below:
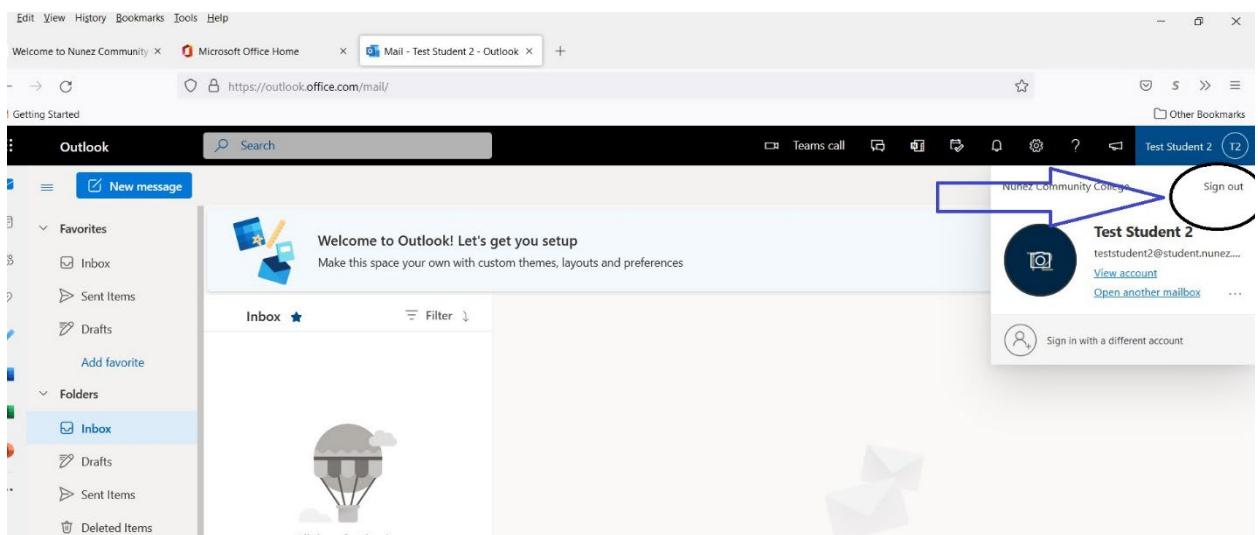
For those who wish to access their student e-mail from their cell phones, we recommend installing the OWA (Outlook Web App) for Android users and OWA for iPhone (for iPhone users). They appear as below:

OWA for Android:

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owa

Rating ▼　　Editors' Choice　　Premium

Microsoft Outlook
Microsoft Corporation • Productivity
⌲ Installed

Mobile Access for Outlook OWA
KMC • Business
3.3 ★　⊡ 10K+　$5.49

Webmail for OWA
SmallTownBoys • Communication
3.3 ★　⊡ 10K+

Wrapper for OWA
Benjamin Santalucia • Business
4.3 ★　⊡ 5K+

OWA
Dentsu-Tracking • Productivity
⊡ 1K+

OWWA Mobile App
OWWA MISD • Productivity
3.5 ★　⊡ 1M+

Mobile Access for Outlook Lite
KMC • Business
3.4 ★　⊡ 100K+

Recommended for you　　→

OWA for iPhone:

In both instances, once the app is downloaded, open the app and follow the on-screen prompts for setup. Note: It is HIGHLY advised that students should first access their e-mail from a computer and complete their account setup before installing the OWA app on their smartphones.

If you require assistance, please fill out a ticket at the following link:

https://docs.google.com/forms/d/e/1FAIpQLSfOLu6CegxURBW4ofLcE7WjBAVK5tbaBGomakpHsjG6HzuSVQ/viewform?fbzx=7884729886772289435

You may also e-mail help@nunez.edu.

NOTE: students are HIGHLY encouraged to set their Nunez student email address as their preferred in Banner in order to receive important messages from Banner and Canvas. In order to do so, please contact our Registrar's office at registrar@nunez.edu to request the preference change.