



# NEOSHO COUNTY COMMUNITY COLLEGE

## Accessing your Panther Mail Account

**All online email communications from NCCC to students will be sent to and accessed from their Panther Mail account. This email account is very important. It is vital that you check your account regularly for information and updates, especially if you are enrolled in an on-line class.**

**Students may opt to have their P-Mail forwarded to another account, if they wish. However, emails to NC instructors and staff should be created only from Panther email or sent through Coursemates on InsideNC.**

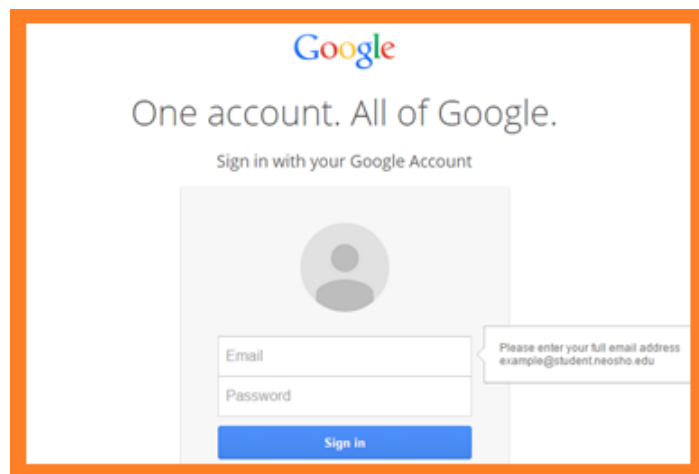
Your Panther mail address is:

[firstname.lastname@student.neosho.edu](mailto:firstname.lastname@student.neosho.edu)

If there are students with the same first and last name, some students may have a number after their name, for example: [john.smith2@student.neosho.edu](mailto:john.smith2@student.neosho.edu)

### 1. Navigate to

<https://www.google.com/a/student.neosho.edu/ServiceLogin?continue=http://partnerpage.google.com>



**2. Enter your username and password using the following format:**

Username: firstname.lastname@student.neosho.edu

Password: neosho + last four digits of your social security number

- If your account was created before March 15, 2011 then your password will be: nc + last four digits of your SSN.

Example:

Peter Panther is a student and his SSN is 123-456-7899.

Email address: peter.panther@student.neosho.edu

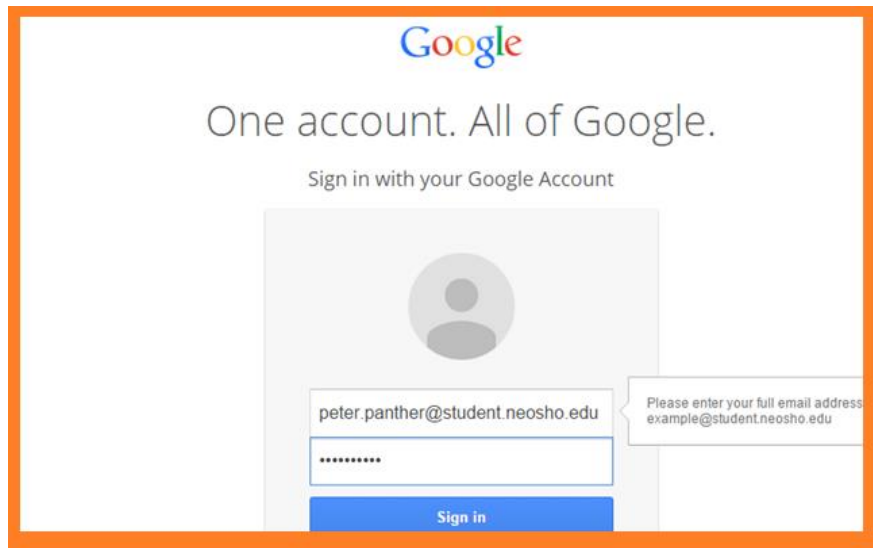
User Name: peter.panther@student.neosho.edu

Password: neosho7899

- Password if created before March 15, 2011: nc7899

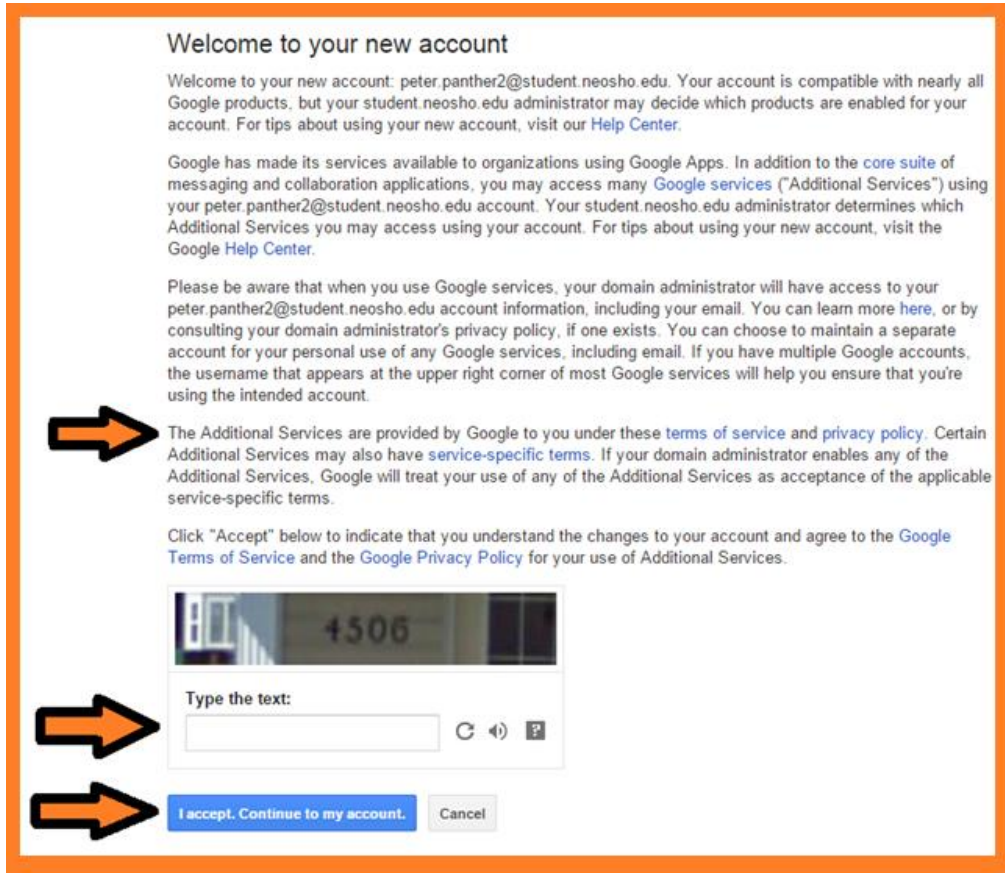
The login name is NOT case sensitive.

The password IS case sensitive and you should use all lower case letters.

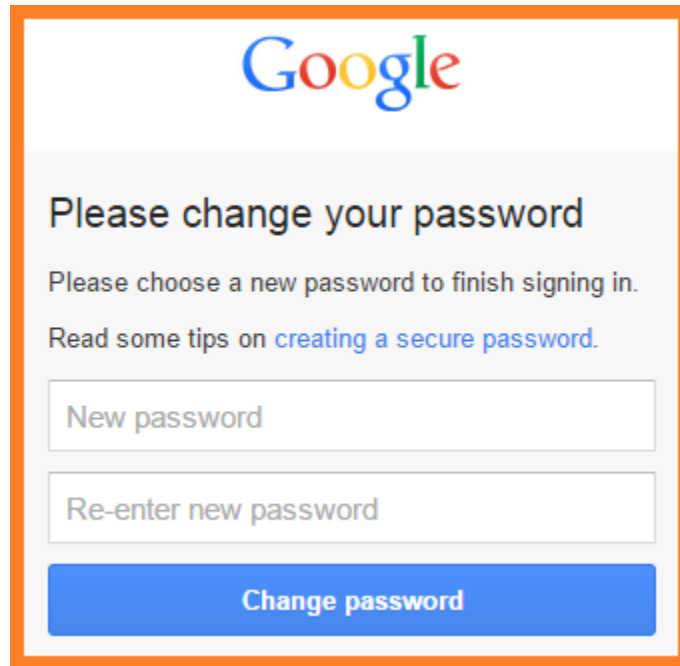


3. A welcome note will appear. Review this information as it contains information about how your account will work as well as Terms of Service & Privacy policies.

Once you have reviewed all the information, type in the text that you see (in this example it is 4506 – your code will be different) and click the blue, “I accept. Continue to my account”, button.



**4. If prompted create a new password**

A screenshot of a Google password change prompt. At the top is the Google logo. Below it, the text reads "Please change your password". Underneath that, it says "Please choose a new password to finish signing in." and "Read some tips on [creating a secure password](#)." There are two input fields: the first is labeled "New password" and the second is labeled "Re-enter new password". At the bottom is a blue button with the text "Change password".

Google

Please change your password

Please choose a new password to finish signing in.

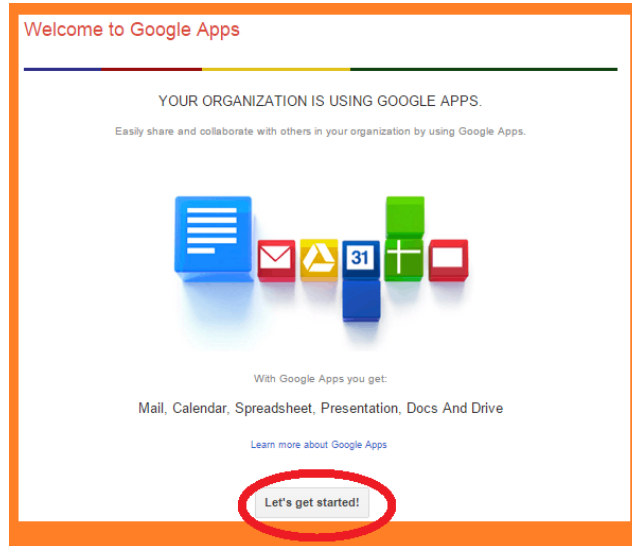
Read some tips on [creating a secure password](#).

New password

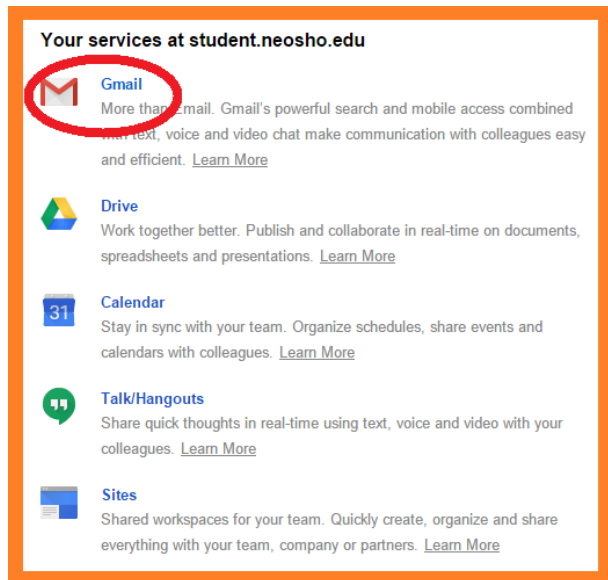
Re-enter new password

Change password

**5. You can now complete your setup by clicking “Let’s get started!”**



**6. Enter your inbox by clicking “Gmail”.**



**Congratulations you have set up your Neosho student Gmail account (also known as Panther Mail or P-Mail)!!!!!!**

7. The next time you log in to your account you will not have to go through steps 3 – 6. After you type in your username and password (step 2) you will see the following screen. Click on “Mail” (upper right corner) to enter into your inbox (your inbox will open).



**8. On future logons you may see the following screen. You have two options:**

A. Type in a phone number (if you wish to – it is not required by Neosho County Community College) and click “send notification code”

OR

B. Skip this entire process by clicking the “Skip” button

