

Step-By-Step Guide to Access Your Jackson State Email

1. Start at the Jackson State home page: <https://www.jsc.edu/>
2. Scroll down to the Plug in to jWeb block and click Student web mail.

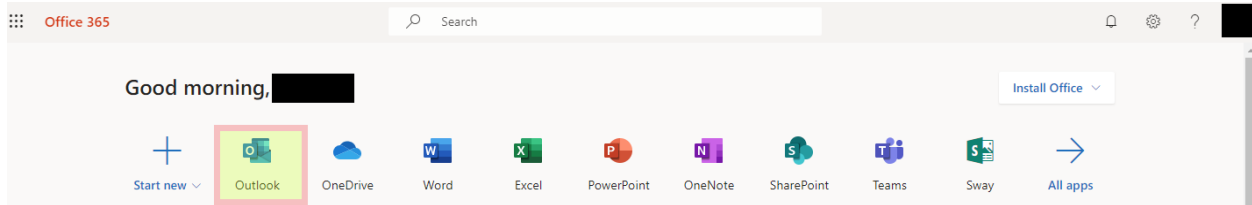
The screenshot shows a portion of the Jackson State website. At the top, there is a blue banner with the hashtag #ivax2protect. Below this is a brown banner with the text "JSCC announces COVID-19 protocols for the fall semester" and a short paragraph. Underneath is a green banner with the text "Learn what you need to know for class. For more info, use our chat service, call 731-425-2623 or email distance education". Below the green banner are four green buttons: "Go to Class", "Student Hub/Tool Kit", "Tools for online classes", and "Computer Loan Program". At the bottom, there are four grey boxes representing different sections: "Plug in to jWeb", "Apply and Register", "Positions Available", and "New Student Orientation". The "Plug in to jWeb" box is highlighted with a red border and contains a list of links: "Go to jWeb", "Netlogon tools", "JSCC elearn", "Fivecampus elearn", "Student web mail", and "Employee web mail". The "Student web mail" link is highlighted with a yellow box.

3. You should now see an Office 365 login page like the one below. Use your Netlogon username and password to log in to Office 365.

The screenshot shows the Office 365 login page. At the top, it says "Connecting to Office 365" and "Sign-in with your Jackson State Community College account to access Microsoft Office 365". Below this is the Jackson State Community College logo. The main heading is "Log On". There are two input fields: "Netlogon" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a blue "Sign In" button. Below the button is a link that says "Need help signing in?".

4. You should now be looking at a screen with several Microsoft applications. For your Jackson State email, click the Outlook icon. **NOTE: If this is your first time logging into your Jackson State email, you will have to select a time zone before being redirected to the screen below. We are Central Time.**

NOTE – this is also where you can access Microsoft Word, PowerPoint, and any other Microsoft application you may need for your class(es).



5. You should now be seeing your inbox for your Jackson State email account. Remember to check this EVERYDAY!

