

You can access your Lotus Notes e-mail account via the Internet using Internet Explorer or Mozilla Firefox.

1. Open Internet Explorer or Mozilla Firefox
2. Browse to www.ntc.edu, scroll to the bottom of the page and click the Staff Email link
3. Click the link for "Read your e-mail"
4. You will be prompted for a:
 - Username: last name OR enter your full name (Example: Jane Doe)
 - Password: the Internet password entered in the NTC Address Book
 - If you are unsure what your password is please call the help desk.

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via email at help_desk@ntc.edu.

Thank you!