

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: this is the first part of your email address – Example is doej@ntc.edu, the user name would be doej

Password: the password is the first two letters of your first name, first two letters of your last name, and the last four digits of your social security number

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via our help desk website <http://myhelpdesk.ntc.edu>.

Thank you!