

# Student E-mail

Northeastern Oklahoma A&M College

\*\*\*YOU MUST ACTIVATE YOUR GOLD KEY ACCOUNT BEFORE YOU  
CAN USE YOUR NEO EMAIL.\*\*\*

To activate your Gold Key account click on:

1. GET YOUR GOLDKEY ACCOUNT at the bottom on the NEO web page.
2. Click on the gold bar that reads NEO ACCOUNT ACTIVATION
3. Type in first 2 letters of last name, last 5 digits of social security number and your date of birth.
4. Click next
5. Your username is given to you on this screen. (please make a note of username) - click next - click continue
6. Carefully read all instructions regarding choosing a password. (please make note of password) - click next
7. Answer the challenge question, which will be used to verify your identity - click next
8. Type in preferred name, address, phone number, and emergency contact information - click next
9. Select login address (preferably one that matches your Gold Key ID)
10. Select the check box beside NEO ACCOUNT EMAIL SYSTEM (Outlook Express) - click submit

\*\*\*You will use this GOLD KEY ID AND PASSWORD TO  
ACCESS YOUR EMAIL ACCOUNT!!\*\*\*

1. Click on CHECK YOUR NEO EMAIL link at the bottom on the NEO home page.
2. Log in with your Gold Key ID and Password. *Hint: Your E-mail address is your Gold Key ID + @neo.edu*

It is the responsibility of the student to check their email accounts, as the offices of Financial Aid and Admissions (Enrollment) use these accounts as a means of electronic communication with students. Students can expect to receive notices regarding grants, loans, pass/fail, etc. from these offices.

Students can also expect Instructors to maintain electronic communication using these accounts, as well.

Email accounts are created once a student activates his or her Gold Key Account. You are unable to use email until you activate your Gold Key Account.

If you have any questions, please feel free to the ETC at:

Office: LA 213

Phone: 918-540-6253