How to Access Your WCC Email Address

NOTE: After you have created your MyWCC Login, 15 minutes later your WCC Email Address will be activated.

Please follow these instructions to access your email account.

STEP 1: Go to the MyWCC Portal – HTTPS://MYWCC.SUNYWCC.EDU – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you’ve successfully logged into your Home Page, in the third column under Registration Information, you will see the following box:

New Students
Examples: Windows Live ID: ATest12345@my.sunywcc.edu
Password: (Same as Portal Password)

Existing Students
Examples: Windows Live ID: ATest12345@my.sunywcc.edu
Password: (012345) (Date of Birth / last 5 numbers)

Log on to student e-mail

STEP 2: A new window will open and you will see the following page:

Type your "USER ID"@my.sunywcc.edu here.

Type your password here.
NOTE: Your password is the SAME password you created when your activated your MyWCC login.

STEP 3: Click “SIGN IN” when you have entered all necessary information. After a successful second login, Microsoft Outlook will ask you to set up the preferred language and time zone. (GMT) Eastern Time (US & Canada) is what should be selected for a New York State time zone. Click “OK” to enter your email account.
**Link Your WCC Email Account to Your Personal Email:**

**STEP 4:** Some people don’t have the time to log into multiple email accounts, so if you prefer to set up a link between your WCC email and your personal email, click on “OPTIONS” in the upper right hand corner, and then click “SEE ALL OPTIONS...”.

**STEP 5:** In the “SHORTCUTS TO OTHER THINGS YOU CAN DO” box, click on “FORWARD YOUR E-MAIL”.

**STEP 6:** Scroll down the page to where it says “FORWARDING”. Type in the personal email address of where you’d like your WCC email to be sent.

**STEP 7:** In the right hand corner, click “START FORWARDING”. When given the option, click “SAVE” to initiate the forwarding process. To disconnect accounts at any point, just click on “STOP FORWARDING”.

*Make sure to browse through the other options available to help enhance your email.*