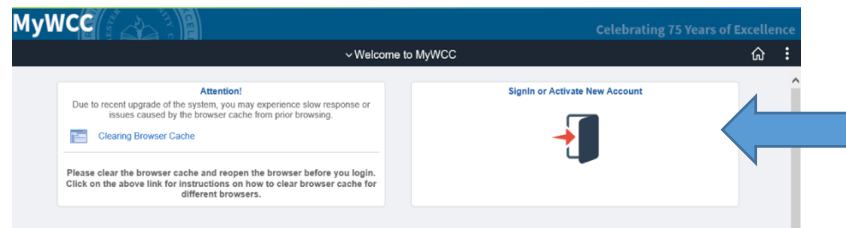


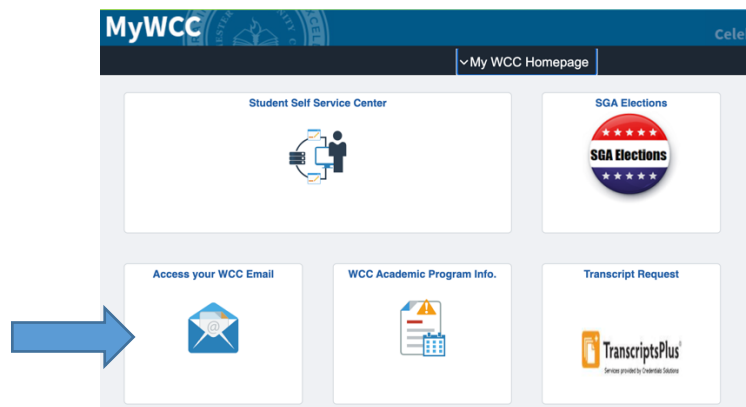
How to Activate your WCC Email Account

In order to access your College email account, you must first activate your MyWCC account. Your College email account will be ready to activate **1 hour** after you activate your MyWCC account.

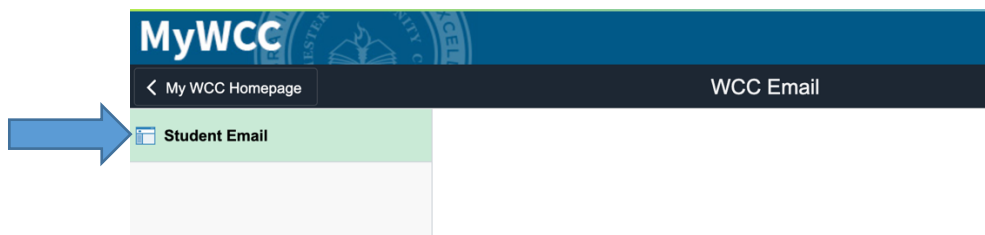
STEP 1: Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and sign in to your MyWCC account with your user ID and password. If you have trouble signing in, please email MyWCCHelpdesk@sunywcc.edu



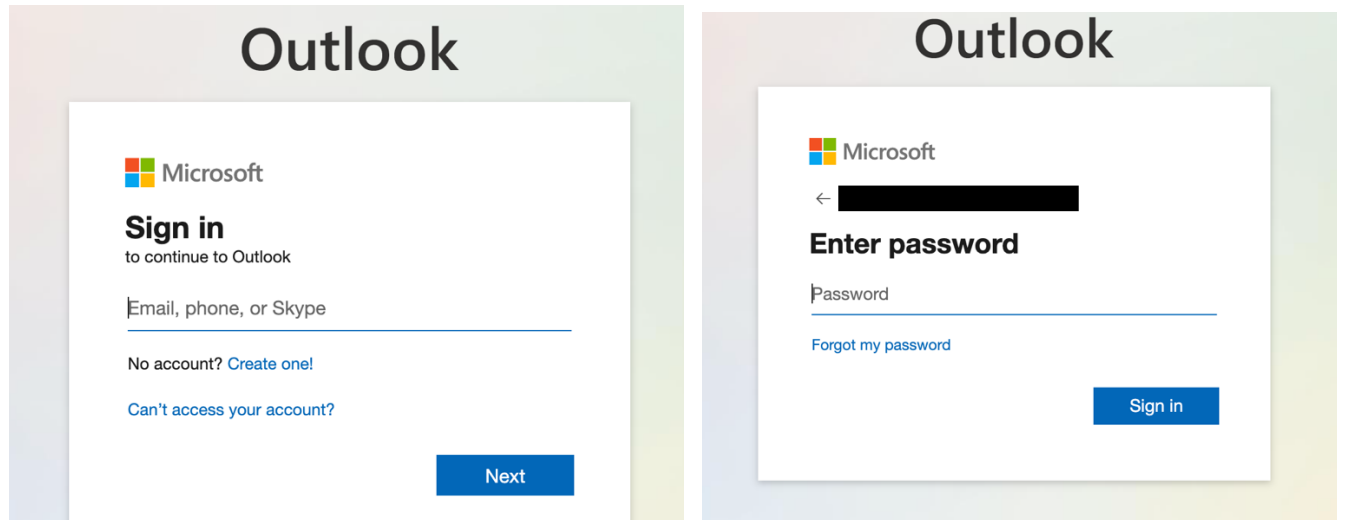
STEP 2: After you sign in, click on the 'Access your WCC Email' tile.



STEP 3: Click on the 'Student Email' link on the left.



STEP 4: On the Outlook screen, enter your email address, which is your MyWCC user ID with the ending @my.sunywcc.edu after it. Click 'Next' and enter your same MyWCC password. Click 'Sign in'.



STEP 5: After you have logged in to your email account, you can download Microsoft Office 365 (Word, Excel, PowerPoint, One Note, etc.) for free and install it on up to 5 personal devices. Cloud storage is included. To get started, click the link for the appropriate applications on the left of the screen that appears after you log in. If you have any trouble downloading Office, please see: <http://tinyurl.com/troubleshoot-installing-Office>