

**Important Note: After you have created your MyWCC Account, 60 minutes later your WCC Email Address will be activated.**

If you have questions on how to activate your student account on MyWCC (<https://mywcc.sunywcc.edu>) or need help with accessing your MyWCC student account, contact the MyWCC Student Helpdesk at [MyWCCHelpdesk@sunywcc.edu](mailto:MyWCCHelpdesk@sunywcc.edu) or call 914-606-5600.

Please follow the instructions below to access your office Westchester Community College email account.

## Logging on to WCC Student Email

To access your WCC E-Mail, follow these steps:

1. Go to the MyWCC Portal – <https://mywcc.sunywcc.edu/>
2. Under “SIGNON”, put in your MyWCC “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 you will see the Student Email box.

3. Click on the link that is labeled: “Log on to Student e-mail”

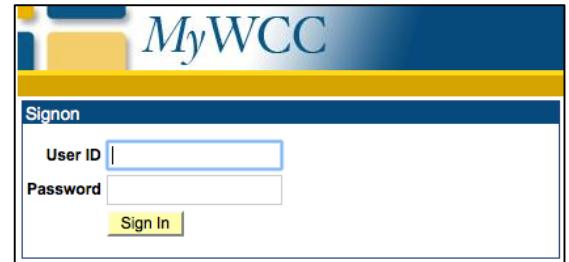
A new window will appear and will take you to the Office 365 webpage:

<https://www.outlook.com/my.sunywcc.edu>

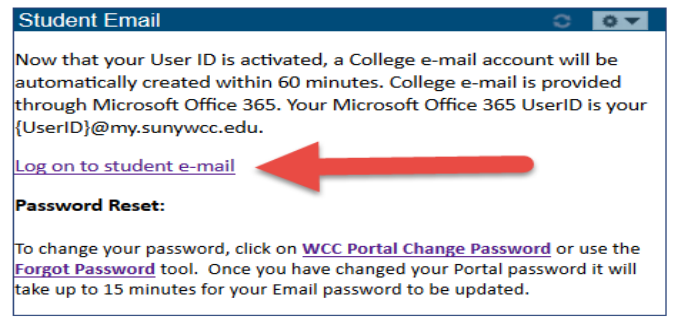
4. Log on to your WCC email account with your student email address and password.

Your email is your MyWCC User ID followed by @my.sunywcc.edu, for example, [userid@my.sunywcc.edu](mailto:userid@my.sunywcc.edu)

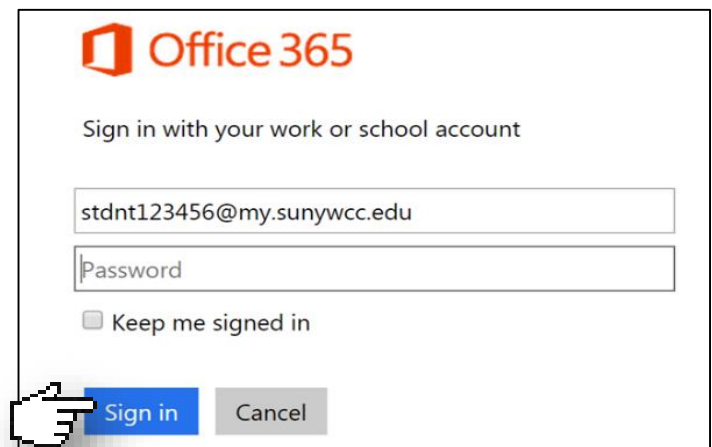
5. Type your **MyWCC password**.
6. Click on the **Sign in** button.



The screenshot shows the MyWCC Signon page. It has a blue header with the MyWCC logo. Below the header, there is a 'Signon' section with two input fields: 'User ID' and 'Password'. A yellow 'Sign In' button is located below the password field.



The screenshot shows a 'Student Email' notification window. The text reads: 'Now that your User ID is activated, a College e-mail account will be automatically created within 60 minutes. College e-mail is provided through Microsoft Office 365. Your Microsoft Office 365 UserID is your {UserID}@my.sunywcc.edu.' Below this, there is a link 'Log on to student e-mail' with a red arrow pointing to it. Further down, there is a 'Password Reset:' section with instructions on how to change the password.

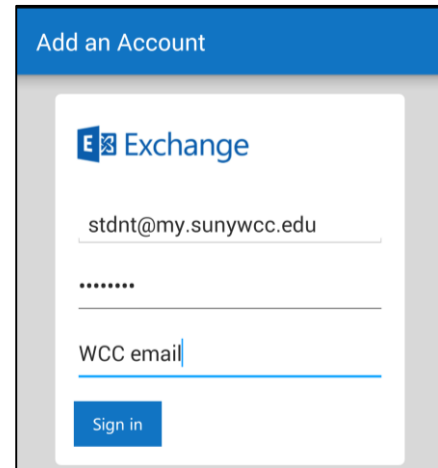
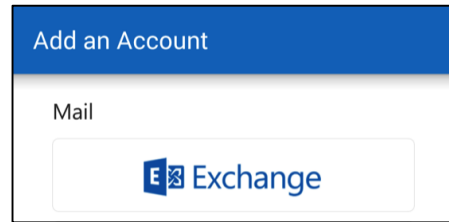


The screenshot shows the Office 365 sign-in page. It features the Office 365 logo at the top. Below the logo, it says 'Sign in with your work or school account'. There are two input fields: one for the email address (containing 'stdnt123456@my.sunywcc.edu') and one for the password. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom, there are two buttons: a blue 'Sign in' button and a grey 'Cancel' button. A mouse cursor is pointing at the 'Sign in' button.

**Per the WCC Student IT Policy:** Each student is expected to activate their MyWCC account and check their official WCC email account on a frequent basis during their time at Westchester Community College to receive official communication from different college offices, faculty members, and administrators. It is highly recommended that students do not have their e-mails redirected to another e-mail account. The college will not be responsible for e-mail sent to non-WCC email servers. **E-mail forwarding does not absolve a student from the responsibilities associated with receiving and communicating via their official Westchester Community College e-mail address.** Follow the steps in the next page to access your WCC email on your mobile device.

## Set up email using Outlook for an Android App

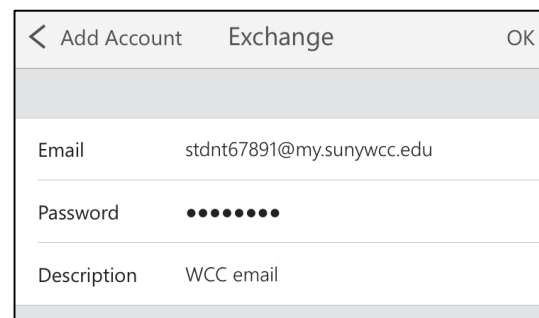
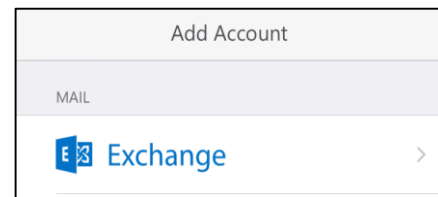
1. Download Outlook for Android from the [Google Play Store](#), open it, swipe through the introductions, and then tap Get Started.
2. Then, tap **Settings > Add an Account**
3. Tap **Exchange**.
4. Type your official student WCC email address ([userid@my.sunywcc.edu](#)) and password.
5. Type a description for your **WCC email**.
6. Tap the **Sign in** button.



**Important Note:** It is recommended you turn off the Focused Inbox feature. To do so, go the Settings in the Outlook App and turn off the Focused Inbox option.

## Set up email using an iOS device - iPhone or iPad

1. Download the [Outlook for iOS](#) from the Apple Store, open it, swipe through the introductions.
2. Then, tap **Add Account**.
3. Tap **Exchange**.
4. Type your official student WCC email address ([userid@my.sunywcc.edu](#)) and password.
5. Type a description for your **WCC email**.
6. Tap the **OK** button.
7. Swipe through Quick Tour pages and tap the **Go to Inbox** button.



### Important Note:

- It is recommended you turn off the Focused Inbox feature. To do so, go the Setting sin the Outlook App and turn off the Focused Inbox option.
- Also, to turn the Badge App Icon for Outlook, go to Settings > Notifications and turn on the Allow Notification option and then turn on the Badge App Icon option.