

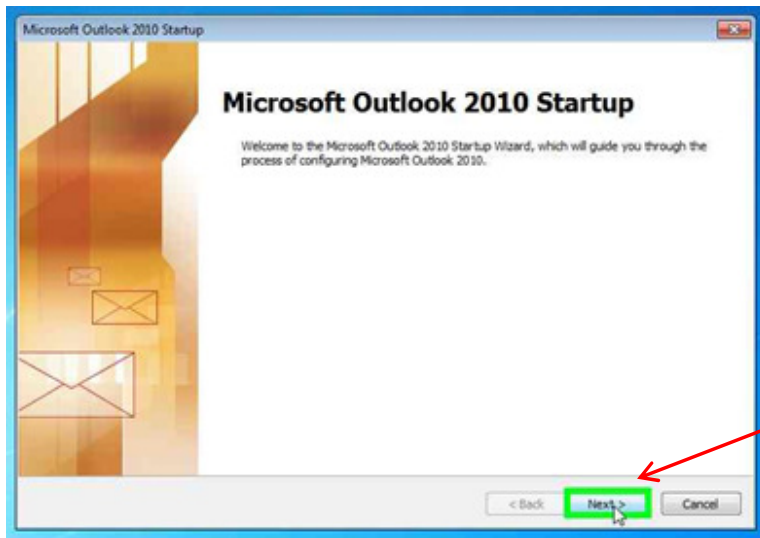


ACTIVATE YOUR WCC OUTLOOK ACCOUNT

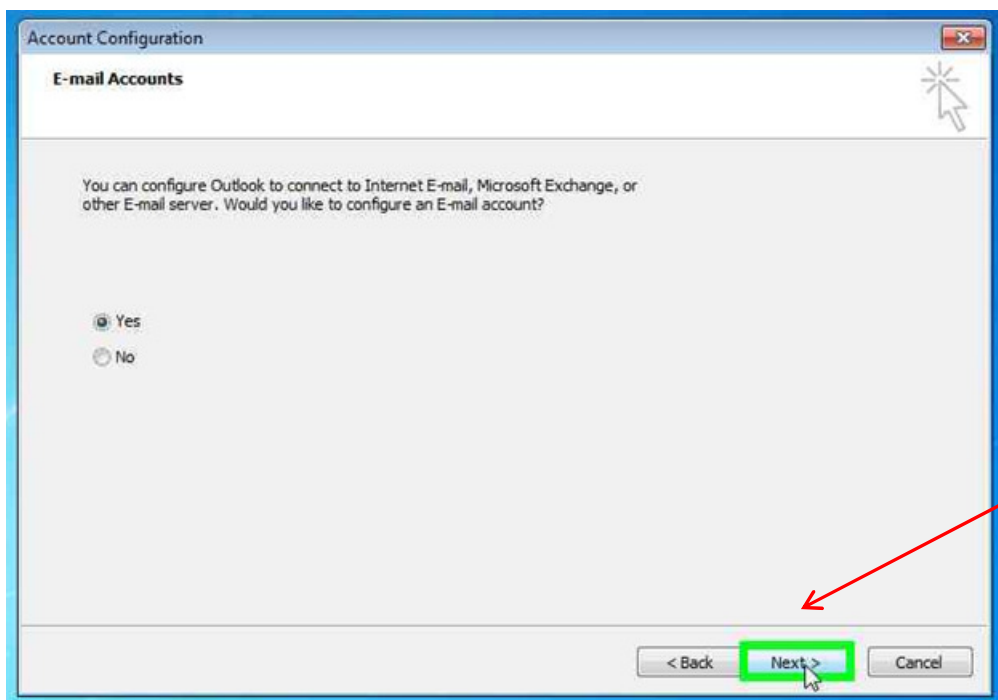
Begin by clicking on Start>All Programs>Microsoft Office>Outlook OR click on the Microsoft Outlook icon on your desktop



An Add New Account wizard will open to the following page:



Click next



Click next

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name: Example: Ellen Adams

E-mail Address: Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Enter your first and last name here.

Next, enter your new full email address. Example yname@wcc.vccs.edu

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name: Your Name
Example: Ellen Adams

E-mail Address: Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Enter your new email address as sent to you in the May 4th email from Shawn McReynolds.

Most of the usernames will be a combination of your first initial of your first name and your last name. For example, John Doe's username would be jdoe and his email address would be jdoe@wcc.vccs.edu

Next enter your new password

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Enter your new password here.

*Your new, initial password is WccMMDD!
where MM and DD are replaced by the
user's birthdate month (two-digits) and day
(two-digits) respectively. For example, John
Doe's birthday is May 13 so Wcc0513! is his
new, initial password*

Retype your new password

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

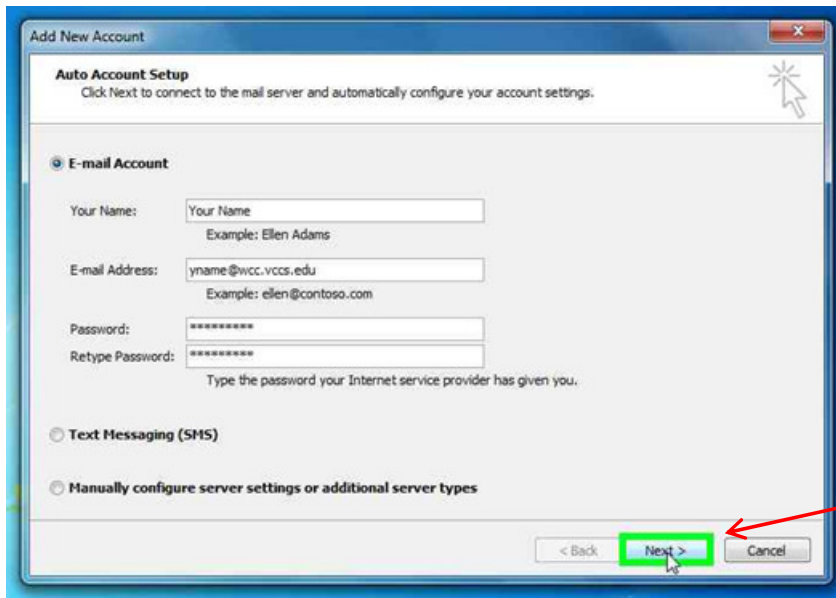
Manually configure server settings or additional server types

< Back Next > Cancel

Enter your new password here.

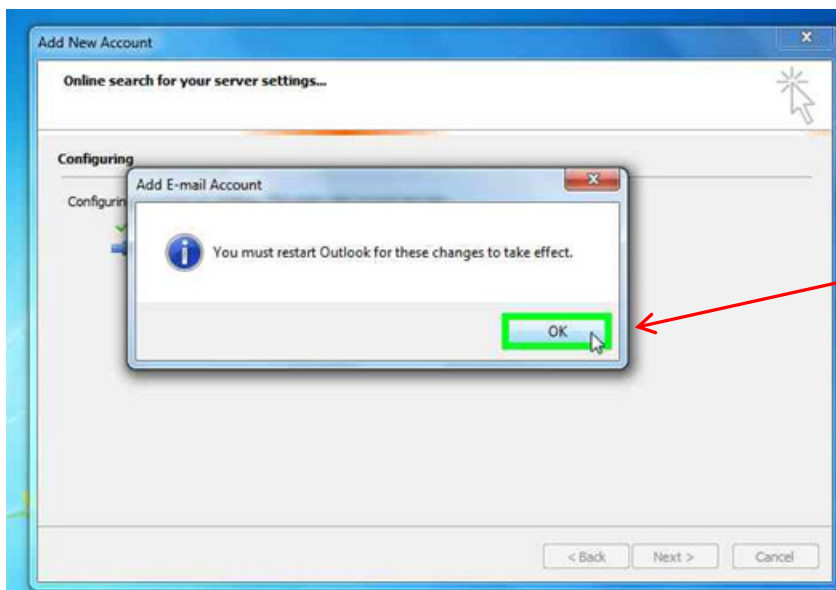
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Click Next



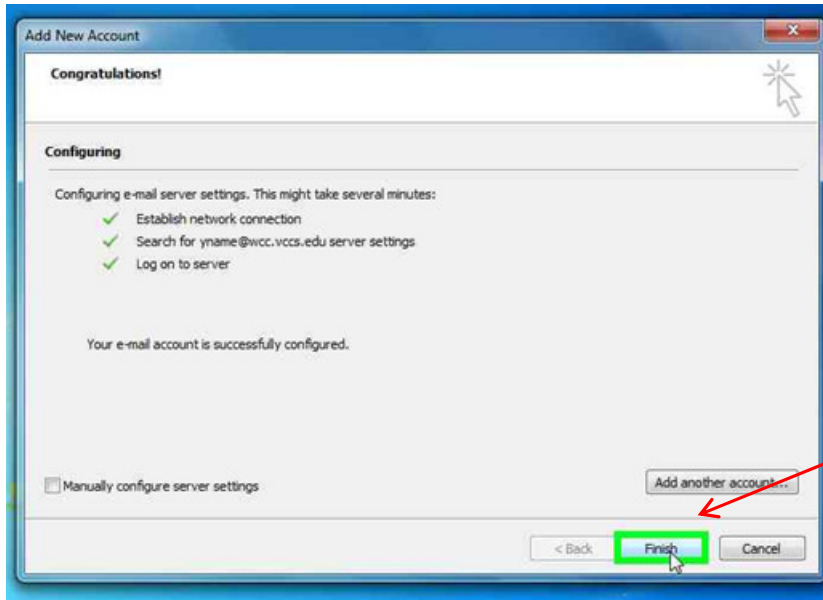
Click next

Click Ok



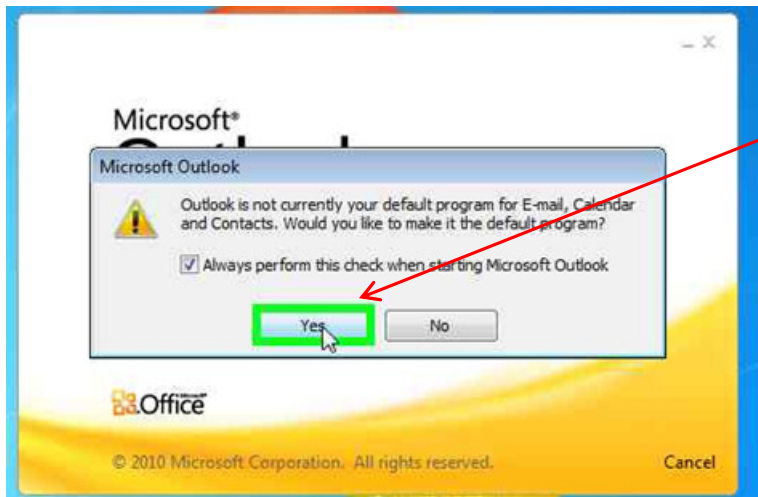
Click OK

Click Finish



Click Finish

Click Yes



Click Yes

Outlook will open and you may get this message - Click No



Click No

Congratulations! You are now ready to begin using your Outlook account.
Next: Move on to the Change your Password tutorial.