



E-mail Quick Guide

Wilson Community College student email addresses are the primary point of contact for your instructors. Your e-mail address is your login id followed by “@my.wilsoncc.edu”. Faculty email addresses end in “@wilsoncc.edu”.

Logging Into GroupWise E-mail:

1. Go to www.wilsoncc.edu and click on the **Student E-mail** link.
2. Enter your Login ID and Password in the fields provided
 - Your Login ID is your first initial, last initial and last four digits of your student id number.
Example: John Quincy Smith’s login ID is js4567
 - Your initial password is your birthdate in MMDDYY format
Example: Birthdate: February 5, 1984 --- Password: 020584
3. If you are not able to log in, **contact the help desk at 252-246-1224 or helpdesk@wilsoncc.edu**

Accessing, Composing and Sending E-mail

1. Once logged into GroupWise, your E-mail Inbox is displayed.
2. You can open and read any email you’ve received by clicking on the subject lines.
3. Click the **New** button on the Inbox toolbar to begin a new message.
4. If you are sending an email to an instructor or another student, you can use the internal address book. You may find a student, instructor or a college administrator’s address by simply clicking the **Address Book** button. This will take you to an address book.
 - Search for E-mail recipients by last name. Press the **Search** button to launch the search feature.
 - Scroll through the search results until you find the name of the person you wish to email.
 - Put a checkmark in the box next to the name of the person you wish to send an email and click the **TO** button at the top.
 - Click **OK** to begin your message.
5. Click **Send** to send the email. Click **Save** if you are in the middle of composing and can’t finish until later.

Sending Attachments with E-mails

1. To send a document, such as an assignment, along with your email, follow these steps.
2. In the New Mail Message window for your email, click on the **Attachment** tab.
3. Click the **Browse** button. Use the **Look In** dropdown list to locate the file stored on your computer, disk or flash drive that you want to attach.
4. Open the document you wish to send. The name will appear in the text box in front of the Browse button.
5. Click the **Attach** button.
6. Your email now contains an attachment and you are ready to send your original email. Click the **Mail** tab to return to your message.
7. If your instructor sends you an assignment through email; please note that in order to make any changes to the file you will need to save it to your computer.

Always include your course and section numbers when emailing an instructor.