



# Office 365

## Student Email Quick Start Guide

Wilson Community College Student Email is provided as the primary means of communication between students and instructors.

The following topics are covered in this guide:

- What is My Student Email Address?
- How to Login to Student Email
- How to Send an Email
- How to Insert an Attachment in an Email

### What is My Student Email Address?

WCC Student Email addresses use the following format: **username@my.wilsoncc.edu**.

Your username is the first letter of your firstname, first letter of your lastname, and the last four digits of your Student ID.

Example: John Student, Student ID# 0123456  
js3456@my.wilsoncc.edu

### How to Login to Student E-mail:

Login to Student Email by going to the Wilson Community College website at <http://www.wilsoncc.edu/> and click **Email** at the top of the page, or go directly to the Office 365 portal at <https://portal.office.com>.

### Username Formula

- Lowercase first letter of first name, lowercase first letter of last name, last 4 digits of WCC Student ID number, followed by @my.wilsoncc.edu
- Example: **js3456@my.wilsoncc.edu** for John Student, Student ID# 0123456

### Password Formula

- Uppercase first letter of lastname, lowercase second letter of lastname, six-digit birthdate.
- Example: **St052478** for John Student, birthdate May 24, 1978

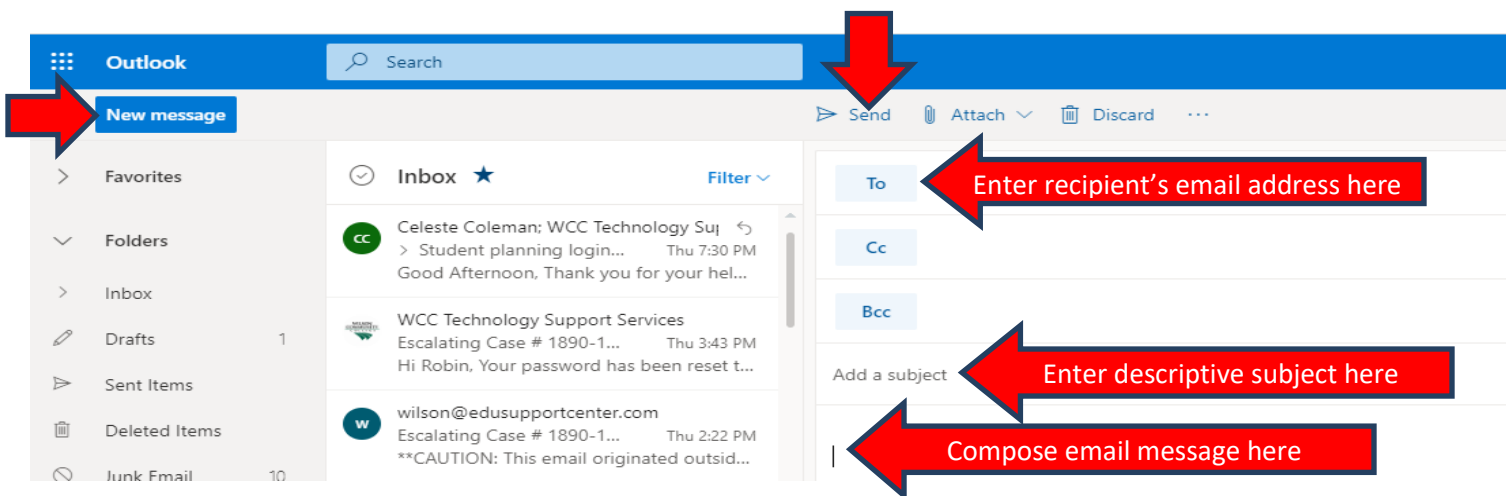
\*If you have trouble logging in, try resetting your password at <https://reset.wilsoncc.edu>. You can also email Technology Support Services at [support@wilsoncc.edu](mailto:support@wilsoncc.edu) or call 252-246-1224 for assistance.

\*Password resets may take up to 30 minutes to become effective in Office 365.

\*Note that your Moodle, Student Email, and Student Planning passwords are synced. If you can access one system, you will need to use the same password to access the other systems.

## How to Send an Email

1. Once logged into Office 365, click **Outlook** to access your college email account.
2. The first time you login, you may be asked to choose your language and your time zone.
3. The email screen is organized into three columns. The first column allows you to compose a New email by clicking the **New message** link, and it allows you to see your email folders, such as your **Inbox** or **Sent Items** folder.
4. The second column displays the emails in the selected folder, your Inbox folder is displayed by default.
5. You can read an email by clicking on the email in the second column and the email contents will be displayed in the third column.
6. Click the **New message** link, in the first column, to compose a new email.



7. After clicking the **New message** link, the third column will display the compose area. If you are sending an email to an instructor or another student, you can type their name in the **To:** field and a search for their email will initiate. If the email recipient is not found in the system, you will need to key in the recipients exact email address in the **To:** field.
8. Type a subject that describes what your email is about. (Always include your course and section number in the subject when emailing an instructor.)
9. Click in the blank area under the toolbar and type your email message.
10. Click **Send** to send the email.

## How to Insert an Attachment in an Email

To insert a file attachment, such as an assignment, follow these steps:

1. At the top of the New message box, click on the **Attach** link.
2. Select **Browse this computer** or **Browse cloud locations** from the drop down menu options.
3. To select a file from your computer (or flash drive) click **Browse this computer** and select the file to attach, and click **Open**.
4. To select a file from your OneDrive, click **Browse cloud locations**. Click **Files**, in the left column and select the file to attach, then click **Next**.
5. Click **Attach as a copy**.
6. Your email now contains the attachment.