



Wharton County Junior College

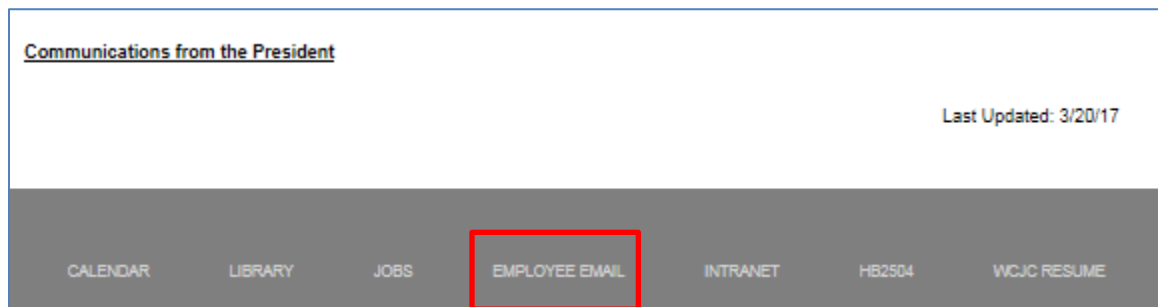
Accessing Outlook 365

Supported Operating Systems: Windows 7, 9 & 10 Professional, MAC OS 10.6 and later

Supported Browsers: Internet Explorer 11 (IE11), Apple Safari (latest version), Google Chrome (latest version), Firefox (latest version).

Outlook 365 may have a different appearance depending on your browser. All WCJC documentation and screenshots are using IE11. If you are running an earlier version, we recommend that you [upgrade to Internet Explorer 11](#). Office 365 might continue to work with versions of Internet Explorer other than Internet Explorer 11, but the look and functionality may be limited.

1. Outlook 365 can be accessed by clicking the "**Employee Email**" link from the www.wcjc.edu home page located in the following places:



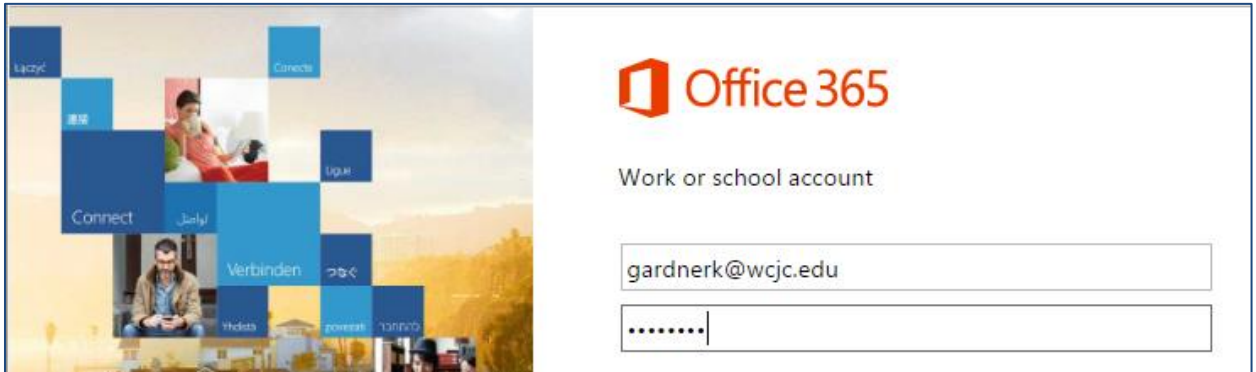
OR



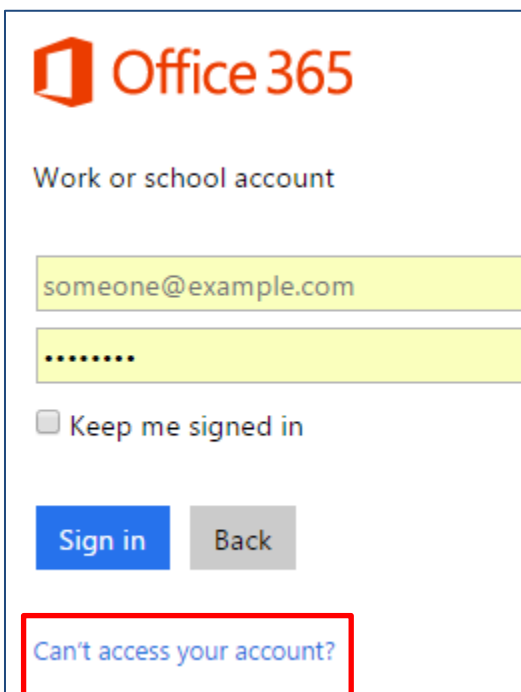
OR by the following URL: <https://outlook.office365.com/>

OR through the myWCJC Portal (see Page 3 for more information)

Employees will use the entire WCJC email address and password to login:



If you have difficulty signing in to your WCJC employee email, **do NOT** click the “Can’t access your account?”



You will need to have your network password reset through the myWCJC Portal.

Click [here](#) to go to the myWCJC Portal password reset.

myWCJC

Welcome Reset Password First Time Users

Home / Reset Password

Reset Password

Enter Security Question Answer

- Answers to security questions are to be entered using the same caps and lower case characters as they were saved.
- Click the Next button if you have answered the question.
- Click the Skip this Question button if you cannot remember the answer to this question and would like to be prompted with a different question.

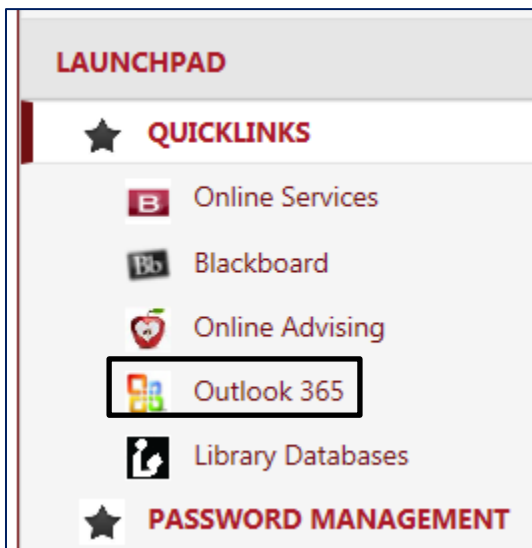
Username

Sign Out

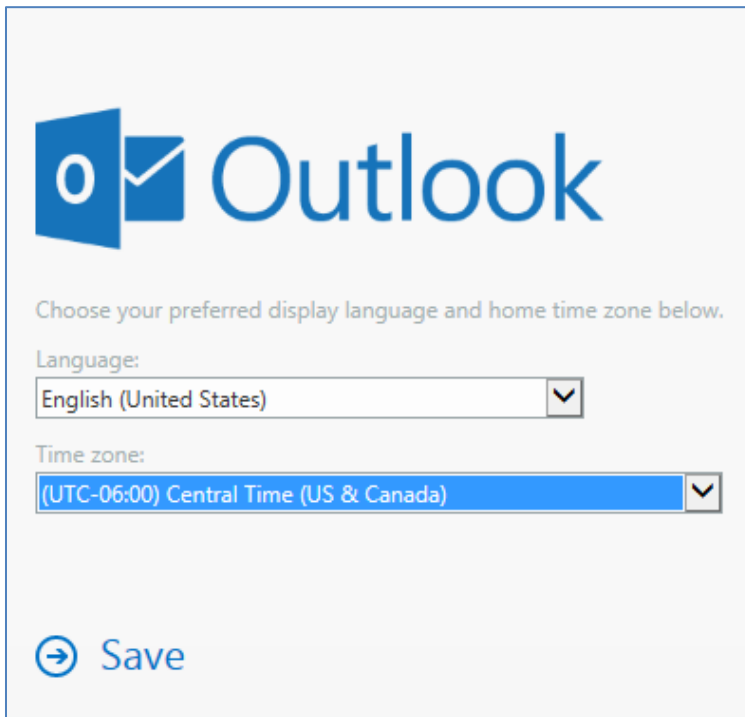
TO COMPLETE PASSWORD RESET :
Click to [Sign Out](#) then [Login](#) with your **NEW** password

You will be asked two security questions. If you answer them correctly, the system will generate a new password for you. If you wish to change that password, login to the myWCJC Portal and click the **“Password Management”** link on the upper left. (This will give you the option to update Security questions as well). Contact the IT Help Desk for assistance.

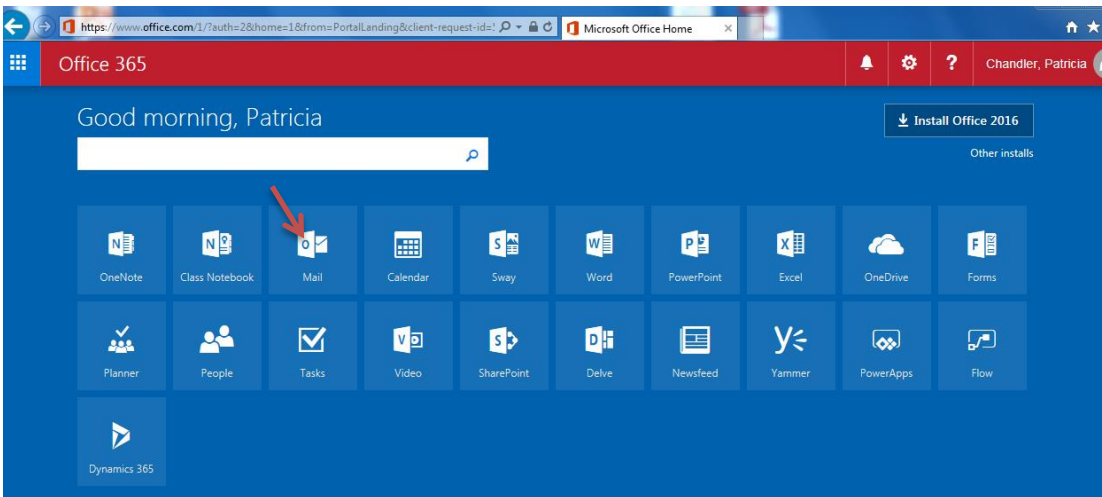
You can access your email from within the portal, click **“Outlook 365”**



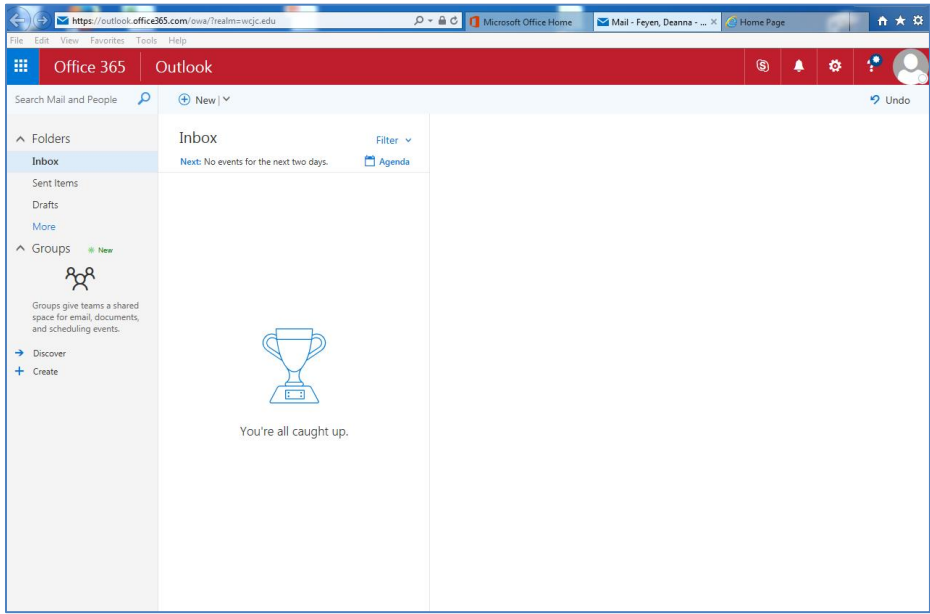
2. Set the time zone to Central Time (US & Canada) and click Save



3. Once you have signed in, click on "Mail" icon



4. You will be directed to your Microsoft 365 email box.



4. Sign Out

Don't forget to sign out. Click the person image on the upper right and click "Sign Out". Wait for sign out to complete *and close your browser.*

