



Wharton County Junior College

How to Log in to Web Access

1. Go to www.wcjc.edu
2. Click the "Employees" Quick Link...



3. Click "Employee Email"





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4. Log in...in the Domain\user name field, enter "wcjc\username" then click "Log On" or Enter (make sure you are using the backslash key '\ and not the forward slash '/')

A screenshot of the Microsoft Office Outlook Web Access login page. The page has a blue border and a white background. At the top right, the Microsoft logo is visible. On the left, there is a decorative orange and yellow graphic. The main content area includes the Wharton County Junior College logo, the text "Microsoft Office Outlook Web Access", and "Provided by Microsoft Exchange Server 2003". Below this, there are two input fields: "Domain\user name:" with the value "wcjc\gardnerk" and "Password:" with a masked password of ten dots. A "Log On" button is to the right of the password field. Below the input fields, there are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic"; and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer". A bracket on the right side of these sections points to a text box.

Leave the "Client" as "Premium"
Leave Security as "Public..." unless you are working from home or are on a private computer

5. Always **EXIT** your browser to protect your privacy