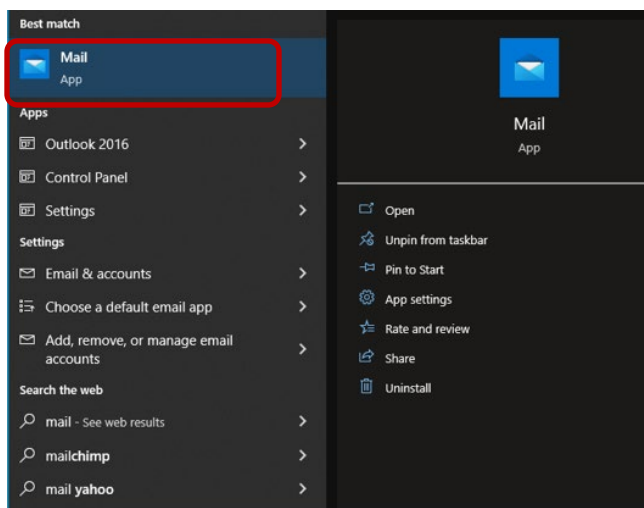




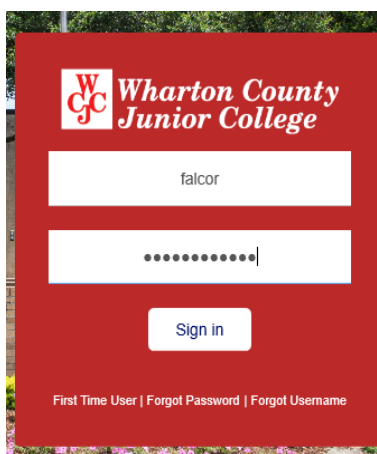
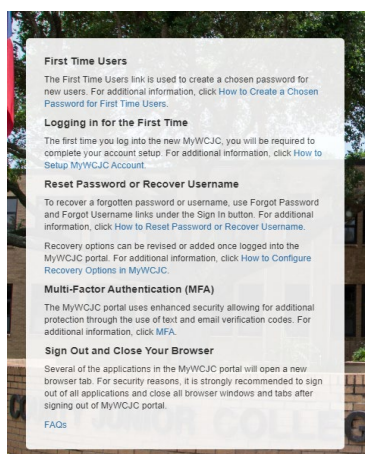
Wharton County Junior College

How to Setup the Windows 10 Mail App

1. In the bottom left Search Bar, enter **Mail**, and choose **Mail app** from the results.



2. The first time you open the Mail app, you will see the Welcome page. Select **Office 365** and enter your email address. Click **Next**.
3. You will be redirected to the WCJC Portal Login page. Initially you may only see the First Time Users information section. Click the **“Tab”** key until you see the red WCJC logon box. Enter your WCJC Network username and password. Click **Sign in**.



4. **Wait** while the account is set up. Click **Done**. Phone app is optional.

