

## Quick Start Guide

Wilson Community College **Student Email** and **Campus Alerts** is provided as the primary means of communication between the college and employees and students.

### Campus Alert Notification System

- Login to the Campus Alert system by going to the Wilson Community College website at <https://www.wilsoncc.edu> and click **Alerts** at the top of the page, or go directly to the alerts page at <https://www.wilsoncc.edu/student-services/security/alerts/>.
- Verify that your cell phone number is listed and correct, and that you are opted-in for emergency text notifications.

### What is My Student Username and 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.

<b>Example:</b>	John Student, Student ID# 0123456
<b>Username:</b>	js3456
<b>Email address:</b>	<a href="mailto:js3456@my.wilsoncc.edu">js3456@my.wilsoncc.edu</a>

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

Login to Student Email by going to the Wilson Community College website at <https://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

- Your username to login to email will be your WCC student email address (see above)

#### Password Formula

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

### Getting Help

If you cannot login to your College email or the campus alert system, please contact support immediately.

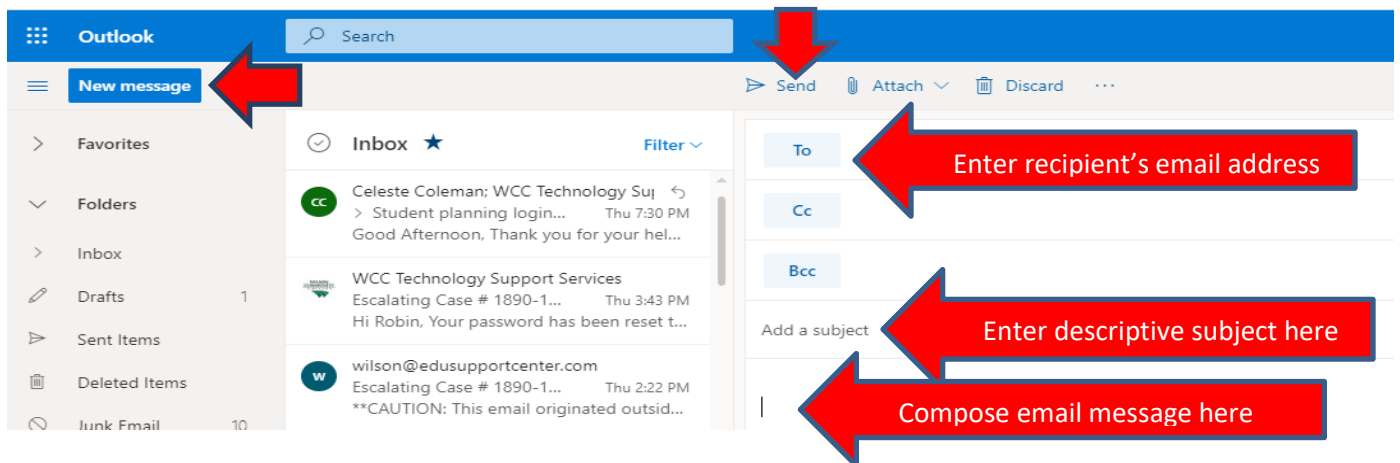
On-Campus Support:	Hours: M-Th 8:00 a.m. – 5:00 p.m., F 8:00 a.m. – 3:00 p.m.
Office:	A106
Phone:	252-246-1224
Email:	<a href="mailto:support@wilsoncc.edu">support@wilsoncc.edu</a>
24/7 Remote Support:	<a href="https://help.edusupportcenter.com/shplite/wilsoncc/home">https://help.edusupportcenter.com/shplite/wilsoncc/home</a>
Password Resets:	<a href="https://reset.wilsoncc.edu/">https://reset.wilsoncc.edu/</a>

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

\*Note that your Student Email, Campus Alert, Moodle, and Student Planning passwords are synced. If you can access one system, you will 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 recipient's 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.