

WCCC - Logon and Email Instructions

LOGON:

All students will be given a username and password to use the computer resources at WCCC. These resources include an email, computers, library resources and much more. Student accounts will be created within 48 hours of taking the Accuplacer placement test.

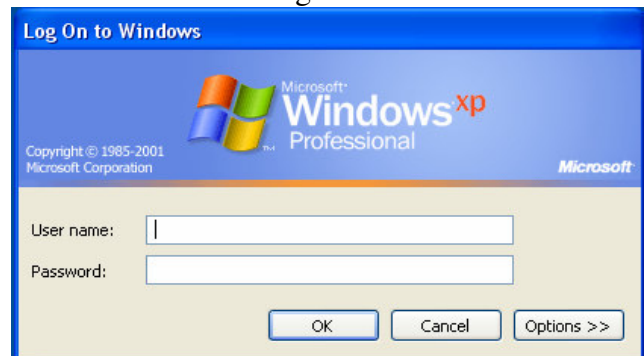
To use a WCCC computer you must first logon with a **USERNAME** and **PASSWORD**. Your **USERNAME** is in the form *firstname.lastname*. Your **PASSWORD** will be your first initial, last initial and the last six digits of your SSN (All lowercase without spaces). For Example if John Smith has a SSN of 123-45-6789 his **USERNAME** would be *john.smith* and his **PASSWORD** would be *js456789*

To logon press the CTRL, ALT and DEL keys at the same time (Figure 1). The logon screen will appear and you must enter your **USERNAME** and **PASSWORD** (Figure 2).

Figure 1



Figure 2



EMAIL:

After you logon you will be able to access your email account from any computer on campus. You can also access your email from computers off campus that have an internet connection. To access your email open a web browser such as Internet Explorer or Netscape Navigator and type www.wccc.me.edu in the address bar. Next, click the **WCCC-Web Based Email** link near the bottom of the screen (figure 3). This will take you to the Outlook Web-Based Email page (figure 4). Type your **USERNAME** in the space provided and press the **ENTER** key on the keyboard. Enter your **USERNAME** and **PASSWORD** in the popup box that appears (figure 5). You will then be able to send and receive email. Your email address is in the form username@wccc.me.edu (i.e. john.smith@wccc.me.edu).

Figure 3.

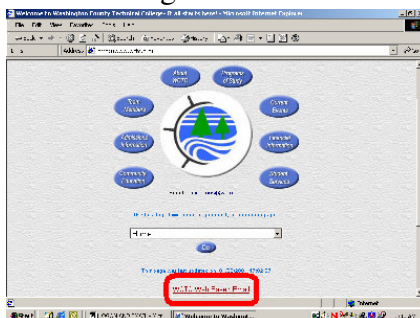


Figure 4.

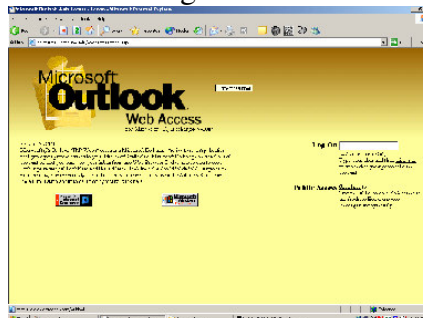
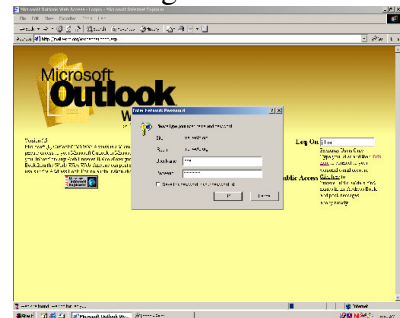


Figure 5.



When you are done using the computer please remember to close all windows and Logout. If you have any question please call Chris Hicks at (207) 454-1011.