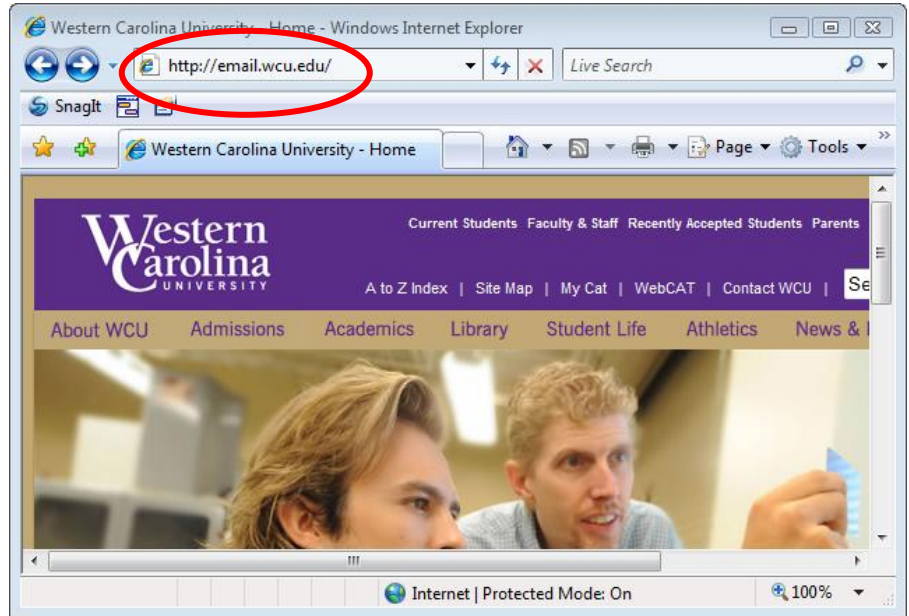
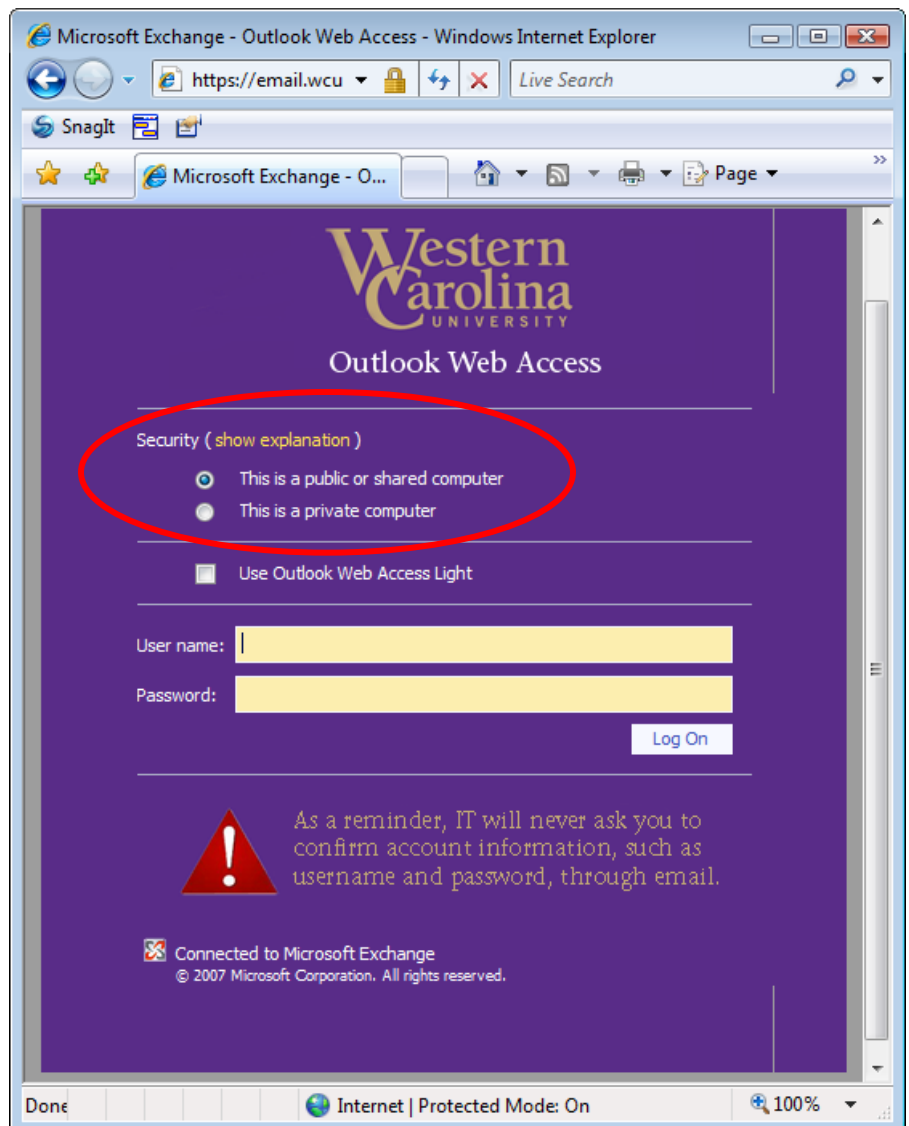


How to Log Into Outlook Web Access and How to use The Web Tool

1. Open a web browser. **Internet Explorer** offers a full featured environment.
2. In the address bar type **email.wcu.edu** and press the Enter key on the keyboard



3. There are two radio buttons. If you are sharing a computer, select the first radio button. If you are the only person using a computer, you may select the second radio button.



4. Do not check the box next to “Use Outlook Web Access Light” as it will remove some of the functionality of the program.

NOTE: If you are using Safari or Firefox as your browser, on a Macintosh or Windows computer, this box will automatically be checked and cannot be unchecked.

5. Enter your **User Name** and **Password** and press the Enter key on the Keyboard or click once on the **Log On** button.

