

DEVICE SETUP GUIDE

WANT TO RESET YOUR PASSWORD
ANY TIME, ANYWHERE?
VISIT **LETMEIN.WCU.EDU** TO ENROLL

FOR EXTRA SECURITY
VISIT **MFASTATUS.WCU.EDU**
TO ENROLL IN MULTI-FACTOR

Wireless

1. Connect to "WCU-Guest" and select accept
2. Go to wireless.wcu.edu and select "Recommended Option" for a one time set up
3. Enter your WCUid (everything before the @ in your WCU email) and password
4. Follow the steps on the screen to complete setup

***For troubleshooting guides, visit wifi.wcu.edu**

Microsoft Office

***Uninstall any previous versions of Office before downloading**

1. Go to email.wcu.edu and log in using your WCUid and password
2. Click the button labeled "Office 365" in the top left corner of your screen
3. Click the "Install Office Apps" drop down menu on the right corner of the screen and select "Office 2016"
4. The setup file will download to your "Downloads" folder. To start the installation, locate and click the setup file
5. Don't forget to use your WCUid to log in after setup is complete

Avira Antivirus

***Uninstall any previous antiviruses before downloading**

1. Go to avira.wcu.edu and enter your WCUid
2. Download the application and double click the installer for your computer to start the Avira setup process
3. Follow the steps on the screen to complete setup. Windows users will be prompted for product key during setup
4. After the installation completes, it will update and scan automatically

E-mail on Smartphone

1. Download the Outlook app
2. Enter your full WCU email address. When prompted, enter your email password
3. Follow the directions on the screen.

NEED HELP ?

Call

828-227-7487

Visit

Ground Floor of
Hunter Library

E-mail

ithelp@wcu.edu