Student Email & Free O365 Account Setup

Student college email and free O365 accounts are created just prior to the beginning of the semester. Follow the instructions below to set up your account.

# **Email Setup Instructions for New Students**

1. From the WCCC website [www.warren.edu](http://www.warren.edu), click on the “webmail” icon (top of the page)
2. Then click on “Outlook Web Login”
3. Then click on \*\* First Time Users Click [Here](https://reset.warren.edu/Enroll/Logon) \*\*
4. Enter your **username**, which is your First initial and Last Name (I.E. Tim Howard becomes “thoward”). If you have a hyphenated last name, leave no spaces before or after the hyphen.
5. Enter the eight-digit default **password** you also used for My Warren (birth month-2 digits, birth day-2 digits and the last four digits of your social security number)
6. Next, set up two security questions so that you can reset your password if you forget it. The system will prompt you to confirm these questions.
7. After you set up your security questions, you will be redirected to sign back in. You will also be asked to choose your time zone.

# ***Note: Your username and password must be set up for you to use the library databases and computers on campus. It is best to set these up at the beginning of the semester.***

# **O365 Instructions**

Now that you have logged into Webmail, **please look for your Microsoft O365 welcome email in your inbox**.

Open the email and follow the instructions on how to login, change your Microsoft account password, access MS O365, and download it. Your Microsoft Office Login will be your Warren username @warrenccc.onmicrosoft.com (example [thoward@warrenccc.onmicrosoft.com](mailto:thoward@warrenccc.onmicrosoft.com)).

You can download a free copy of O365 for Windows and MacOS devices. (Chromebooks do not allow you to download software, however you can log into the 0365 account and create and save documents in the cloud.)

Having issues? Simply reach out to college technical support at: [**support@warren.edu**](mailto:support@warren.edu)