Service Desk
Student Enrichment Center, room B-108
800 Main Street, Pewaukee, WI 53072
262.691.5555 (Phone) servicedesk@wctc.edu (email)
www.wctc.edu/technology

myWCTCmail Login Instructions

1. Go to the WCTC Home Page at www.wctc.edu.

2. Locate myWCTC login link at the top right of the page.

3. Log in with your username and password. For example, John Doe's username is jdoe. (If you are having troubles with your username or password, please click on the link **Find my username** or **Forgot my password** to reset your password and retrieve your username.)

4. Under **My Applications** select the **myWCTCmail** link.

5. Sign in using your new WCTC student email address **(username@my.wctc.edu)** in the Office 365 window. This is your new email address and the only one that will work to receive your WCTC student email.

6. Your password will be the same as your WCTC portal login. (If you wish to change your password you may do so by resetting it yourself on the myWCTC portal login page by using the **Manage my Password** link.)

7. Finally, select the **Sign in** button and create a profile for yourself. After completing the profile click the **Mail** link to go to your student email.

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If you need further assistance, please contact the WCTC Service Desk at 262.691.5555.

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